

Permit #: \_\_\_\_\_  
(Assigned by City of Abilene)



## APPLICATION FOR DEMOLITION/ RELOCATION PERMIT

All permits are subject to a 3-7 business day review period. Work shall not commence until an approved permit has been issued.  
Permits will not be approved if any code violations are present on the property.

Project Site Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Owner Phone & Email: \_\_\_\_\_

**District Type:** (Check all that apply)

Residential      Commercial      Industrial      Historic District      Floodplain

**Permit Fee:**      Residential \$25.00      Commercial/Industrial \$50

*Payments are due at the time of application submission and do not guarantee approval. Payments made by credit or debit card are subject to a \$3.95 processing fee. All payments are non-refundable.*

**1-800-DIG-SAFE has been contacted:**      YES      NO

**Utility Disconnection – Required**

Documentation from utility providers confirming that all services (gas, electric, water, telecommunications) have been safely disconnected before demolition or relocation is required.

**Site Plan – Required**

Please provide an aerial image of your property showing the location of all buildings. Using a different color pen or pencil, show the location of the building to be demolished or relocated.

You can obtain an aerial image from the Community Development Department or access one from the Dickinson County Parcel Map at <https://www.dkcoks.gov/gis>.

**Demolition**

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

General Contractor: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Removal Method: \_\_\_\_\_

**Relocation**

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

Name of Mover: \_\_\_\_\_

Mover Phone: \_\_\_\_\_

Mover Address: \_\_\_\_\_

Mover Email: \_\_\_\_\_

Planned Route of Relocation: \_\_\_\_\_

I certify that I have read this application and state that the above information is correct. As owner or builder, I agree to comply with all city-adopted codes. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application. I understand that questions regarding property lines or easements should be directed to a licensed surveyor.

I acknowledge receipt of the 'Specifications and Inspections' handout and agree to comply with all inspection requirements outlined.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Builder/Contractor

Agent for Contractor

Owner

Agent for Owner

## Applicant Copy

# Specifications and Inspections

## Structure Demolition and Relocation Permits

Before demolishing or relocating any structure, a permit must be obtained to ensure safety, environmental compliance, and adherence to local regulations. Please review the following requirements and guidelines carefully.

### ► Permit and Approval Requirements

- **Permit Requirement:** A demolition or relocation permit is required for any structure. This includes full demolitions, partial demolitions, and relocation to a different site.
- **Historic Districts:** If the structure is in a historic district, it must be reviewed by the Heritage Commission. Approval from either an Administrative Review or the full Heritage Commission board is required before the permit can be issued.

### ► Required Documentation

- **Site Plan:** Submit a detailed site plan showing the structure's location and surrounding features, including nearby utilities and any adjacent buildings that could be affected.
- **Asbestos Inspection Report:** For structures built before a certain year (e.g., 1980), an asbestos inspection report is required, verifying the presence or absence of hazardous materials.
- **Utility Disconnections:** Documentation from utility providers confirming that all services (gas, electric, water, telecommunications) have been safely disconnected before demolition or relocation.

### ► Safety and Environmental Compliance

- **Dust and Debris Control:** Implement dust and debris control measures during demolition to minimize impacts on neighboring properties and the environment.
- **Waste Disposal:** All materials must be disposed of in compliance with local regulations. Contact a licensed waste disposal company to remove hazardous materials, if applicable.
- **Site Security:** Ensure the site is secured to prevent unauthorized access. Fencing and signage may be required around the demolition or relocation area.

### ► Additional Considerations

- **Adjacent Property Protections:** Take steps to protect any adjacent properties or structures that may be impacted by the demolition or relocation process. Notify neighbors as needed.
- **Permit Display:** The demolition or relocation permit must be visibly posted on-site throughout the project.

### ► Inspection Requirements

- **Pre-Demolition/Relocation Inspection:** Before work begins, schedule a pre-demolition inspection to confirm that the site is prepared for safe demolition or relocation. This inspection includes the plugging of sewer lines by the city inspector, to be completed on all demolitions or relocations.
- **Final Inspection:** Once the structure has been demolished or relocated, a final inspection is required to verify that the site is clear and all debris has been removed in accordance with city regulations.

For further details or questions, please contact the Community Development Department. Following these guidelines will help ensure a safe, compliant, and efficient demolition or relocation process.

City code may be reviewed at [www.abileneks.citycode.net](http://www.abileneks.citycode.net) or at the Community Development Department.

### Schedule Inspections:

Call 785-263-2355 or 785-200-0541