

DEMOLITION PERMIT INSTRUCTIONS

DEMOLITION PERMITS ARE REQUIRED FOR THE DEMOLITION OF ANY STRUCTURE OVER 200 SQ. FT.

CITY OF ESCANABA Utility Window

- **Pay damage deposits of \$1,050** (\$350 each for Water, Sewer, & Public Property)
 - Waivers may be requested for projects not involving any or all of the three areas above
 - Fill out “Damage Deposit Waiver Request Form”
 - City staff will submit to appropriate Department Head for review and approval/denial.
- **Sign a Private Work Order for the disconnection of city utilities** (water, sewer, electric)
- **Pick up a “Disconnect Verification Form”** (see next box for instructions)



- **Contact entities on “Disconnect Verification Form” to perform disconnection work.**
- **Get verification from each entity listed that the work has been completed (or that disconnect work is not required)**
 - Verification can be in the form of an official signature from the entity’s representative, or as an attachment in the form of a report or email verification from the entity.



DELTA COUNTY Building & Zoning Department

- **Submit a Demolition Permit application with the following attachments:**
 - Copy of City of Escanaba Private Work Order and/or approved Waiver Request(s)
 - Completed Disconnect Verification Form
 - Verification of Asbestos Status (commercial/industrial buildings)
- **Wait for permit approval and issuance prior to starting any demolition work.**



DEMOLITION WORK

- **Ensure all demolition work is completed in accordance with City of Escanaba demolition standards.**
- **Schedule inspections** by Delta County Building Inspector and City of Escanaba Code Compliance Official prior to filling in excavation site and at the completion of all work.



- **Damage deposits are returned by the City of Escanaba (minus the cost of any damages).**

City of Escanaba
DAMAGE DEPOSIT WAIVER REQUEST FORM

Property Address	
Description of Demolition Project	

CONTACT INFORMATION			
PROPERTY OWNER		CONTRACTOR	
Company		Company	
Name		Name	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone #		Phone #	
Email		Email	

DAMAGE DEPOSIT WAIVER REQUESTS			
Type	(Check all that apply):	Reason for Requesting Waiver	Department Head Decision (Signature or email attachment as verification)
<input type="checkbox"/>	Water Service Disconnection Damage Deposit (\$350)		Water/Wastewater Superintendent
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			Signature & Date:
			Comments:
<input type="checkbox"/>	Sewer Service Disconnection Damage Deposit (\$350)		Water/Wastewater Superintendent
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			Signature & Date:
			Comments:
<input type="checkbox"/>	Public Property Damage Deposit (\$350)		Public Works Director
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			Signature & Date:
			Comments:

**APPLICANT MUST ATTACH A COPY OF THIS COMPLETED FORM
TO THE DEMOLITION PERMIT SUBMITTED TO DELTA COUNTY BUILDING & ZONING DEPARTMENT**

City of Escanaba
DISCONNECT VERIFICATION FORM

Property Address	
Property Owner Name	

Applicant Instructions:

1. Contact the entities listed below to have any disconnect work completed for any demolition project over 200 sq. ft and/or incorporating any utilities.
2. Get verification from each entity listed that the work has been completed (or that disconnect work is not required)
 - o Verification can be in the form of an official signature from the entity's representative, or as an attachment in the form of a report or email verification from the entity.
3. Attach completed form to Demolition Permit application and submit to the Delta County Building & Zoning Department.

	ENTITY	DISCONNECT INFO	VERIFICATION
WATER	City of Escanaba – Water Dept. (906) 786-3291	<input type="checkbox"/> No disconnect required. <input type="checkbox"/> Work completed.	Entity Signature & Date _____
		Comments:	-OR- <input type="checkbox"/> Email verification attached.
SEWER	City of Escanaba – Wastewater Dept. (906) 786-1301	<input type="checkbox"/> No disconnect required. <input type="checkbox"/> Work completed.	Entity Signature & Date _____
		Comments:	-OR- <input type="checkbox"/> Email verification attached.
ELECTRICAL	City of Escanaba – Electric Dept. (906) 786-0061	<input type="checkbox"/> No disconnect required. <input type="checkbox"/> Work completed.	Entity Signature & Date _____
		Comments:	-OR- <input type="checkbox"/> Email verification attached.
GAS	DTE Energy (906) 786-5651 or (231) 258-3785	<input type="checkbox"/> No disconnect required. <input type="checkbox"/> Work completed.	Entity Signature & Date _____
		Comments:	-OR- <input type="checkbox"/> Email verification attached.
PHONE	AT&T (616) 970-1703	<input type="checkbox"/> No disconnect required. <input type="checkbox"/> Work completed.	Entity Signature & Date _____
		Comments:	-OR- <input type="checkbox"/> Email verification attached.
CABLE TV	Charter Communications (888) 438-2427	<input type="checkbox"/> No disconnect required. <input type="checkbox"/> Work completed.	Entity Signature & Date _____
		Comments:	-OR- <input type="checkbox"/> Email verification attached.