



Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor
Jacqueline T. Williams, Director

Bureau Policy for Building Demolition Approval

❖ Introduction:

- This policy is generated to provide general policies and procedures for the approval of entire building demolition when no new construction is part of the scope of work. The State of Ohio has jurisdiction over geographical areas that are not under a local Certified Building Department's jurisdiction, and all State-owned buildings or buildings on State-owned land. Partial building demolition or interior demolition is considered a building alteration project that is reviewed under the regular application for building plan approval.

❖ Other Agencies and Code Requirements:

- **Building demolition shall comply with provisions for pedestrian protection, adjoining property protection, vacant lot conditions, water accumulation, and utility disconnections in accordance with Ohio building Code Section 3303.**
- The Ohio EPA Division of Air Pollution must be notified **even if no asbestos or other hazardous materials are present.** Contact Ohio EPA at 614-644-2270. Notification forms can be obtained at www.epa.ohio.gov.
- The Ohio Department of Health must be notified if more than 50 lineal feet of 50 square feet of asbestos is present. Contact the Ohio Department of Health at 614-466-0016. Notification of abatement forms can be obtained at www.odh.ohio.gov.
- Always contact the local Fire Department prior to demolition. You may search for local fire departments on-line at www.comapps.ohio.gov/sfm/fire_apps/fmpr/FDLookup/.

❖ Building Demolition approval procedures:

- **Application form:** Complete and submit one copy of the "Application for Building Demolition" (DIC3221) and fees for each building.
- **Plan requirements:** Submit **three (3) sets** of construction plans and documents (**plans are NOT necessarily required to be sealed by an Ohio registered design professionals**), at a minimum, shall include the following:
 1. Site details: **Construction documents shall show the location of the building to be demolished, location of adjacent buildings and their means of egress, details of pedestrian protection/barriers, as well as dimensions to the interior property lines and/or streets. Fire department access shall be maintained as per the local fire official.**
 2. Building details: **The plans shall indicate the extent of the removal of the building footing/foundations, specifications on back-fill materials, ground elevations/topography after completion, means of preventing water accumulation, adjacent property protection, utility capping/disconnection information, etc.**
 3. Building Service/Fire Protection details: **The plans shall indicate locations of portable fire extinguishers, maintaining required means of egress in the building during demolition. Existing standpipes shall not be demolished more than one floor below the floor being demolished.**
 4. Owner affidavit: **An affidavit signed by the building Owner shall be provided stating that they are aware of and are authorizing the submission of this demolition application.**
- **Fees:** Building demolition approval fees are as follows:

1.	\$150.00	Electrical safety inspection fee
2.	\$150.00	Structural safety inspection fee
3.	<u>\$ 3.25</u>	<u>Ohio Board of Building Standards fee</u>
	\$303.25	Total approval fee
- **The base fees shall include up to 3 structural and 3 electrical inspections. Additional inspections may be required for phased demolition. The fee for each subsequent re-inspection beyond the 3 allocated inspections shall be \$150 per section 115.6 OBC.**
- A walk-in plan review appointment can be scheduled for building demolition approvals. Contact Woody Nelson at (614) 752-1380 to schedule an appointment.

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APPLICATION FOR BUILDING DEMOLITION

The building demolition approval is in accordance with the provisions set forth in the Ohio Building Code section 3303. This form is also available at www.com.oh.gov/dic

1	Scope of Project * <input type="checkbox"/> Building Demolition	2	County:	3	Is this project located in an incorporated city or village? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Building Owner's verification: a. Have you obtained local zoning approval for this building demolition? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A b. Have you contacted local utilities to terminate the water, sewer, electrical and gas services at the street? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Have you notified the Ohio EPA and submitted their Notification of Demolition (attached)? <input type="checkbox"/> Yes <input type="checkbox"/> No d. Have you notified the Ohio Dept. of Health and submitted their Notification of Abatement (attached)? <input type="checkbox"/> Yes <input type="checkbox"/> No e. Does this building demolition include removal of building footing and foundation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A f. Do you have a pedestrian protection plan for this building demolition? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A g. Have you coordinated this building demolition with the local Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No h. Has the Owner affidavit authorizing the demolition been provided with this submittal <input type="checkbox"/> Yes <input type="checkbox"/> No				
5	Name of building: Exact address of building: City: _____ Zip: _____ Directions to the building: Number of floor levels:				
6	Owner of project: _____ Attention: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone () _____ Fax () _____ E-Mail: _____				
7	Name of submitter: Address: _____ City: _____ State: _____ Zip: _____ Phone () _____ Fax () _____ E-Mail: _____				
8	Construction type/use group	/	13	Fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV	
9	Description of Occupancy:		14	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent of the Owner	
10	Cost of work covered by this application		I certify that all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above. _____ Signature Date _____ Type of print name of signer		
11	If plans submitted as the result of an Adjudication Order, enter order number here:				
12	* Fees to be paid from Scope of Project				
15					
	Structural	\$ 150.00	THE AREA BELOW IS FOR OFFICIAL USE ONLY		
	Electrical	\$ 150.00	Date recd:	CPA#:	
	Board of Building Standards \$3.25	\$ 3.25	Check #:	Verification #:	
	Total fees to be paid	\$ 303.25	Processed by:	<input type="checkbox"/> Mail-In	
				<input type="checkbox"/> Walk-In	

* The base fees shall include up to 3 structural and 3 electrical inspections. Additional inspections may be required for phased demolition. The fee for each subsequent re-inspection beyond the 3 allocated inspections shall be \$150 per OBC section 115.6.

** Please see instruction sheet for additional required information.

**INSTRUCTIONS FOR COMPLETING
APPLICATION FOR BUILDING DEMOLITION (DIC #30XX)**

This application form is for demolition of an entire building with no new construction. A partial building demolition is considered an alteration and must be processed through a regular building alteration application using the Ohio Application for Building Plan Approval form (DIC 3016). Submit 3 sets of construction documents that provide details and information as to the proposed scope of work. Plans do not necessarily require seals of Ohio registered design professionals per 106.2.1 OBC, however, the plan requirement information specified must be complete.

Mail the completed application form along with payment and plans to “State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009.”

The items listed below correspond to the numbered boxes on the application. Complete all information boxes except box 15:

1. Check the box that applies to the proposed demolition project.
2. List the County where the proposed project is located.
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Answer all the questions in this block.
5. List exact name of building. For inspection purposes provide **specific address** and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guidelines. Provide the number of stories of the buildings.
6. List the owner of project, their address, telephone, and a contact person.
7. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
8. Refer to OBC Chapters 3 and 6 for Use Group and Type of Construction for the building.
9. Provide detailed explanation of the occupancy of the building.
10. List total cost of work covered according to the Scope of Work checked in box 1.
11. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order. Otherwise, enter N/A and move to box 12.
12. Fixed fees to be paid for this permit application.
13. Please list method of payment and make check payable to: **Treasurer, State of Ohio.**
14. Application cannot be processed without the signature of the owner or agent for the owner.
15. This space is reserved for official use only.

If paying by credit card, fax application to 800-220-7477. **DO NOT WRITE CC # ON THE APPLICATION.** Include a phone number where you can be reached for the CC info. Once documentation has been reviewed and approved, you will receive notification in the mail regarding the procedure to schedule inspections.

For demolition approvals, Structural and Electrical inspections are required. Electrical inspections shall be requested after the disconnection of electrical service to the building or at each phase as required. Structural inspections shall be requested at the completion of all work or at each phase. The base fees paid under the demolition approval application cover up to 3 structural and 3 electrical inspections if required. It may be necessary to obtain additional inspections if the demolition is performed in phases. This can be coordinated with the Structural and Electrical inspectors during the initial inspection. The fee for each subsequent re-inspection beyond the 3 allocated inspections shall be \$150 per OBC section 115.6.