



City of Oskaloosa, Iowa

Development Services Department

220 South Market Street, Oskaloosa, IA 52577

Phone: (641)673-7472 Fax: (641)673-3733

DEMOLITION REQUIREMENTS

An approved demolition permit is required before a structure can be demolished within the City of Oskaloosa.

The purpose of the permit is to insure that utility lines are safely disconnected and to protect the general public and public property. Demolition permits and all accompanying documentation can be obtained at the Public Works Department at 220 South Market Street in Oskaloosa or online at www.oskaloosaiowa.org.

1. The property owner shall designate a contractor who is **bonded and insured with the City of Oskaloosa** to complete the demolition permit application, checklist, and utility disconnect verification.
2. The permit fee (\$30.00 for residential and \$50.00 for commercial) shall be paid upon submittal of an approved permit application. The permit will not be approved if any of the required documents are incomplete.
3. The property owner or their contractor will be responsible for notifying utilities of the planned demolition and for scheduling any and all utility service disconnects and inspections. Any additional fees or expenses incurred due to the termination of those utilities shall be the property owner's responsibility.
4. The owner or contractor is responsible for contacting **Iowa One Call (1-800-292-8989 or www.iowaonecall.com)** to locate any and all utilities in the area prior to the start of demolition.
5. Any demolition or utility work requiring temporary street or lane closures shall be coordinated with, and require the approval of, the Oskaloosa Public Works Department. The owner or contractor shall provide all signs and barricades in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
6. The contractor will be required to remove all debris from the property, including but not limited to, basement floors, foundation walls, tree limbs and/or stumps, brush, and any other undesirable material. All excavated areas are to be brought back to grade. If settlement occurs over any excavated area within one year of the final grade inspection, the Building Official may require the contractor or owner to place additional fill material and reseed the affected area.
7. The owner or contractor shall arrange for the following City inspections:
 - A. **WATER SERVICE LINE:** All water service lines shall be physically disconnected at the main, unless a project requiring the reconnection of water service will take place within one year of the final grade inspection. The disconnection must follow Oskaloosa Water Department (641-673-8476) policies and be inspected prior to any backfilling.
 - B. **SANITARY SEWER SERVICE LINE:** All sanitary sewer service lines shall be capped or plugged and covered with mortar or concrete at the Right-of-Way (ROW) line or, if applicable, private sewer main. The terminated sewer services must be inspected by the Water/Sewer Department prior to any backfilling.
 - C. **DEBRIS AND BASEMENT REMOVAL:** The demolition site must be inspected by the Building Official when all floors, walls, basements, concrete, bricks, and any other structural debris has been removed. This inspection must be performed before any backfilling has begun. All basements and other cavities shall be filled with suitable material that has been approved by the Oskaloosa Public Works Department. The fill material shall be placed and compacted in 12 inch lifts.
 - D. **FINAL EXCAVATION AND GRADE:** The demolition site must be inspected by the Building Official after all backfill has been placed and compacted and the final grading of the site has been completed. The demolition site must be seeded to prevent erosion unless a building project is to begin within 30 days of the final grade inspection.



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8. The owner or contractor is responsible for any pavement replacement associated with the demolition project. An approved ROW permit and the applicable fees will be required for any pavement replacement or excavation within City ROW. Please contact the Public Works Department for all ROW permit inspections.
9. The demolition must be completed and inspected within **30 days** of the demolition permit application approval date. Delays or extensions will require written approval from the Oskaloosa Public Works Director.
10. All waste material shall be disposed of at a State of Iowa approved landfill. The owner or contractor is responsible for all local, state, and federal hauling and dumping regulations, permits, and fees.
11. **ASBESTOS NOTICE:** Building demolitions are potentially subject to asbestos release prevention efforts. Any business or individual compensated to remove materials containing asbestos is required by the State of Iowa to obtain a certified asbestos contractor permit. Call 515-281-6175 or visit www.iowadivisionoflabor.gov/asbestos-abatement for more details.
12. Failure to comply with any of these requirements may result in denial of future permits and local, state, or federal fines.

I shall comply with the demolition requirements of the City of Oskaloosa, Iowa, follow the policies and procedures of all utility companies involved, and pay any and all required fees. I understand that my signature acknowledges my responsibility for this project until final approval by the City. I also understand that it is my responsibility to check on applicable State of Iowa rules and permits concerning asbestos as demolitions are potentially subject to asbestos release prevention efforts.

Owner Signature: _____ Date: _____

Contractor Signature: _____ Date: _____



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DEMOLITION CHECKLIST

(CHECK ALL THAT APPLY TO YOUR DEMOLITION)

Utility Work:

- Water Disconnect
- Sanitary Sewer Disconnect
- Electric Disconnect
- Gas Disconnect
- Storm Sewer Disconnect
- Other Utility Disconnects (please list): _____
- Traffic Control for Street/Lane Closure for Utility Work

Demolition Items:

- Septic Tank Removal (Fill Material: _____)
- Cistern/Well Removal (Fill Material: _____)
- Basement/Cellar Removal (Fill Material: _____)
- Culvert Removal
- Other (please list): _____
- Disposal Site: _____

Right-of-Way Work:

- Driveway Curb Cut Replacement
- Driveway Approach Removal
- Removed or Damaged Sidewalk Replacement
- Street Repairs
- Ditching or Site Grading
- Excavation
- Traffic Sign Replacement
- Traffic Control for Street/Lane Closure

UTILITY DISCONNECT VERIFICATION

Utility and Contact Information	Date of Disconnect	Verification
Water: City of Oskaloosa 1208 South 7 th Street Phone: (641)673-8476	Date: _____	Name: _____
	Comments: _____	Signature (or attach email, letter, etc): _____
Sanitary Sewer: City of Oskaloosa 804 South D Street Phone: (641)673-7472	Date: _____	Name: _____
	Comments: _____	Signature (or attach email, letter, etc): _____
Electric: Mid-American Energy 2411 North Market Street Phone: (888)427-5632	Date: _____	Name: _____
	Comments: _____	Signature (or attach email, letter, etc): _____
Gas: Mid-American Energy 2411 North Market Street Phone: (888)427-5632	Date: _____	Name: _____
	Comments: _____	Signature (or attach email, letter, etc): _____

OFFICE USE ONLY

Debris and Basement Removal Inspection Completed By: _____
Name _____ Date _____

Final Excavation and Grade Inspection Completed By: _____
Name _____ Date _____

Water Inspection Completed By: _____
Name _____ Date _____

Sanitary Sewer Inspection Completed By: _____
Name _____ Date _____

Sanitary Sewer Cap Location: _____ feet _____ of _____, and _____
(Distance) (north, south, east, or west) (Permanent structure)

(Depth: _____ feet) _____ feet _____ of _____
(Distance) (north, south, east, or west) (Permanent structure)



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DEMOLITION PERMIT APPLICATION

Demolition Information

Property Address: _____

Property Legal Description: _____

Current Zoning: _____

PLEASE NOTE: The demolition requirements form, checklist, and utility disconnect verifications must be completed and submitted with this application. The permit will not be approved until all required information has been received by the Building Official.

Structure Use Type: Non-Residential: (or) Residential:

<input type="checkbox"/> Assembly	<input type="checkbox"/> One-Family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Duplex
<input type="checkbox"/> Industrial	<input type="checkbox"/> Multi-Family
<input type="checkbox"/> Institutional	<input type="checkbox"/> Garage
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other:	

Contact Information:

Public Works Dept.

Shawn Christ

shawn.christ@oskaloosaiowa.org

Water & Wastewater Dept.

Kelly Hefner

khefner@oskaloosaiowa.org

Building Official

Mike Flahive

mike.flahive@oskaloosaiowa.org

Engineer Technician

Sean Murphy

sean.murphy@oskaloosaiowa.org

Asbestos Present: Yes (or) No

Other Hazardous Materials Present: Yes (please list): _____ (or) No

Contact Information

Applicant/Owner: _____

Name _____ Phone _____

Address _____ Email _____

Contractor: _____

Name _____ Phone _____

Address _____ Email _____

Applicant/Owner Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

OFFICE USE ONLY

Permit No. _____

Demolition Permit Fee: Residential (\$35.00) Commercial (\$50.00)

Date Fee Paid: _____

Demolition Permit Approved:

Building Official Signature

Date

Demolition Permit Denied: _____

Reason(s) for denial of permit

Date