



DEMOLITION PERMIT APPLICATION

OFFICE USE ONLY:

PERMIT NUMBER _____

DATE RECEIVED _____

FEE RECEIVED _____

(fees subject to change)

FEE: \$60 Residential * \$250 Commercial *

* The City of Cheboygan reserves the right to hire outside consultants to review projects or plans when the necessary technical expertise is not available on staff. *The cost of the outside technical assistance will be passed onto the applicant and MUST be paid in advance of starting the permit review.*

* **ADDITIONAL COST (if applicable):** \$ _____

PROPERTY INFORMATION	PLEASE PRINT CLEARLY
Address:	Cheboygan, MI 49721
Zoning District:	Parcel Number: 16 - ____ - ____ - ____ - ____
Structure to be Demolished: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Accessory Building <input type="checkbox"/> Other:	

APPLICANT			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		

PROPERTY OWNER <i>(if not applicant)</i>			
Name(s):			
Address:			
City:	State:	Zip:	
Phone:	Email:		

CONTRACTOR INFORMATION <i>(if applicable)</i>	
Name:	License #:
Phone:	Email:

DEMOLITION DETAILS:

1. Reason for Demolition:

2. Estimated Start Date: _____ **Completion Date:** _____

3. Method of Demolition (e.g., mechanical, manual): _____

4. Disposal Site for Debris: _____

5. Intended Use of Site After Demolition:

REQUIRED DOCUMENTS (attach):

1. **Site Plan** indicating structures to be demolished, property boundaries, and adjacent structures.
2. **Proof of Utility Disconnections:** Gas Electric Water/Sewer Cable Internet
3. **Hazardous Materials Abatement Plan** (if applicable).
4. **Written Approval from Property Owner** (if applicant is not owner).
5. **County Demolition Permit.**
6. **Proof of Liability Insurance** from the contractor, naming the City of Cheboygan as additional insured.

CONDITIONS AND REQUIREMENTS:

1. **Utility Services:** All Utility services must be disconnected and inspected prior to demolition; documentation of all disconnections is required.
2. **Debris Removal:** Demolition debris must be removed from the site and disposed of at a licensed facility. No concrete crushing is allowed on site without City approval. Provide documentation of disposal.
3. **Hazardous Materials:** If hazardous materials (e.g., asbestos, lead) are present, they must be removed and handled in compliance with state and federal regulations; attach required documentation.
4. **Site Restoration:** The site must be restored to a safe and stable condition (e.g., backfilling, grading, erosion control); call City for final inspection of the site.
5. **Safety Measures:** Secure the site with fencing or barriers and implement dust and noise control measures. Notify the City if sidewalks or streets will be impacted; this may require a Right of Way Permit.
6. **Inspection Obligations:** The applicant is responsible for scheduling inspections with the City of Cheboygan before, during, and after demolition. Inspections include:
 - Pre-Demolition (utility disconnect verification)
 - Active Demolition (if required for safety oversight)
 - Post-Demolition (site clearance and stabilization)
7. **Neighbor Notification:** If demolition is near adjacent properties, notify neighboring property owners at least 7 days before demolition is to begin. See City Ordinance 95.03 for days and hours of allowed operation.
8. **Historic Preservation:** Confirm the structure to be demolished is not historically designated and attach the appropriate permissions if applicable.
9. **Permit Validity:** Permits are valid for ninety (90) days from the date of issuance. Extensions may be requested in writing prior to expiration.
10. **Emergency Demolitions:** Expedited permits for unsafe structures may be granted by the City; contact the City Manager or Fire Chief.

CERTIFICATION:

I, the undersigned, hereby certify that the information provided in this application is accurate to the best of my knowledge. I confirm that the proposed demolition work is authorized by the owner of record. I understand and agree to comply with all applicable laws, ordinances, and regulations governing demolition activities in the City of Cheboygan and the State of Michigan. I acknowledge responsibility for all aspects of the demolition process, including adherence to permit conditions, and accept liability for any damage resulting from failure to comply.

EXPIRATION OF PERMIT:

A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work does not commence within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after commencing the work.

All permit fees are due upon submission; the City will not process or review the project until all fees are paid.

Applicant Signature

Date

Contractor Signature

Date

CITY USE ONLY

INSPECTION DATES:

Utility Disconnect Verification: _____

Mid-Process Inspection: _____

Final Site Clearance: _____

NOTES / CONDITIONS OF APPROVAL:

CITY APPROVAL:

City Manager

Date

Fire Chief

Date

CHECKLIST FOR APPLICANT:

- Site Plan
- Utility Disconnection Documentation
- Hazardous Material Abatement Plan (if applicable)
- Debris Removal Documentation
- County Demolition Permit
- Proof of Liability Insurance (naming City of Cheboygan as Additional Insured)
- Contractor License
- Neighbor Notification (if applicable)
- Historic Preservation (if applicable)