

Town of West Hartford

DEMOLITION CHECKLIST

The demolition of structures is governed by the following:

1. State of Connecticut Building Codes: 2009 International Residential Code section 115, 2003 International Building Code Section 110, and Chapter 33
2. Connecticut General Statutes Chapter 541 Part IV.
3. Town of West Hartford Code of Ordinances 58-6.

The following is a general list of requirements for the demolition/removal of structures in the Town of West Hartford. In order to apply for a demolition permit the following information is required:

1. Notice to abutters – The owner/authorized agent is to notify abutting property owner(s) of the demolition that is to take place by either registered or certified mail. A copy of the notification letter along with proof of delivery of the registered or certified mail must be provided in the form of return receipt cards to the Building Inspection Division prior to the issuance of a demolition permit. C.G.S 29-407
2. Provide certificates of utility disconnection (ie: electric, sewer, gas, water, telephone etc.) to the Building Inspection Division prior to issuance of a demolition permit. C.G.S 29-406
3. Provide to the Building Inspection Division confirmation letter that an inspection for all hazardous materials/conditions has been completed. C.G.S 19a-332a
4. The Demolition contractor must be registered through the State Department of Public Safety as either a Class “A” or Class “B” contractor depending on the proposed demolition. The contractor must provide to the Building Inspection Division: contractor’s name, address and registration information to prior to the issuance of a demolition permit. C.G.S 29-401-1
5. Provide the contractors Certificate of Insurance with the contractor’s name and address indicating the Town of West Hartford as the certificate holder, unless exempted by State Statute. C.G.S. 29-406. Exemption per 29-402 (single family residence or out building exemption)
6. Provide to the Building Inspection Division a demolition plan stating specifically what type of demolition is to be undertaken, showing safety precautions to be used including pedestrian protection provided (fencing, sidewalk sheds, etc.) C.G.S 29-408, C.G.S 29-409, I.B.C Section 3306
7. Provide to the Building Inspection Division specifics on the type, including estimated cubic volume of each type of debris, and the proposed disposal site of the debris created from the demolition. The name of disposal site facility, including the exact street address, town, and state must be provided. C.G.S 29-412
8. A filled out demolition permit application. The demolition permit application must be signed by the building owner **AND** the demolition contractor. C.G.S 29-406

If the building to be demolished is more than 500 square feet in size or larger **AND** more than 50 years old, West Hartford’s Code of Ordinances 58-6 also applies. All costs for the advertising required for a demolition permit application are to be paid for by the property owner.

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