

DEMOLITION PERMIT APPLICATION INSTRUCTIONS

Required documents:

1. Demolition permit application
2. Site plan (not required if *all* structures on the site are to be demolished)
3. Utility service provider approvals
4. Asbestos Disclosure statement

Process:

1. Contact Sunshine811 and create a ticket.
2. Contact the Electric, Gas, Internet, and any other service provider to obtain written approval for the demolition from each service provider.
3. Contact Winter Haven Water to have the water meter removed.
4. Submit the demolition application to the city building department.
5. Pre-permit inspection. A city inspector will contact you to schedule an inspection of the disconnected water and sewer lines.
6. Septic systems. Pre-permit inspection is still required to verify no water or sewer lines are present on the property. Contact the Polk County Health department about septic removal or abandonment.
7. The application will be reviewed, approved and the permit can be issued.
8. After the demolition is complete, request a final inspection in order to close the permit.

Common utility service provider contact information

- | | |
|--------------------------------------|---|
| 1. Florida Central Gas | Email: engineering-winterhaven@chpk.com |
| 2. TECO | Phone: 863-298-6055 or 813-635-1500 prompt 4 |
| 3. Duke energy | Phone: 800-749-1677 |
| 4. Winter Haven Water | Phone: 863-291-5678 |
| 5. Frontier | Phone: 813-892-9621 |
| 6. Sunshine 811 | Website: sunshine811.com |
| 7. Winter Haven building/engineering | Phone: 863-291-5695 |

City water/sewer disconnection requirements:

The lines must be capped at the right-of-way/property line. Do not back fill prior to inspection, if the lines are not visible the inspection will fail. Concrete must be poured around the sewer lateral line cap.

DEMOLITION PERMIT APPLICATION

PARCEL ID #: _____

PROPERTY ADDRESS: _____

TYPE OF STRUCTURE(S): _____ No. OF STRUCTURES INVOLVED: _____

DEMOLITION CONTRACTOR: _____ LICENSE #: _____

PHONE: _____ EMAIL: _____

OWNER'S NAME: _____

PHONE: _____ EMAIL: _____

SUNSHINE 811 TICKET No. : _____ LINKED PHONE No. : _____

UTILITY PROVIDER	APPROVAL / SERVICE REMOVED / NOT PRESENT	SIGNATURE	DATE
CENTRAL FL. GAS			
FRONTIER			
TAMPA ELECTRIC (TECO)			
DUKE ENERGY			
SPECTRUM			
OTHER:			
WINTER HAVEN UTILITIES			

Building & Permitting

490 3RD ST NW

863-291-5695

M-F 8AM - 5PM

- A demolition permit must be obtained from the building division prior to commencement of ANY demolition work and if work has already started the building department must be notified at the time of submitting this application.
- Septic tanks require separate abandonment permits issued by the Polk County health Department prior to issuance of the demolition permit. It is the applicant's responsibility to determine if any septic tanks are present and to obtain any required permits

WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. A Notice of Commencement must be recorded and posted on the job site. If you intend to obtain financing. Consult with your lender or any attorney before commencing work or recording your notice of Commencement.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to the property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies. Each BUILDING PERMIT for demolition or renovation must contain an Asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of F.S.469.003 and to notify the Department of Environmental Protection of his/her intentions to remove asbestos, when applicable, in accordance with state and federal law.

APPLICANT'S NAME (PRINT): _____

APPLICANT SIGNATURE: _____ DATE: _____

THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC:

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this ____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification and who (did) (did not) take an oath.

SIGNATURE OF NOTARY PUBLIC

ASBESTOS NOTIFICATON STATEMENT

It is my sole responsibility to comply with all Florida state statutes and Federal laws regarding asbestos such as F.S.469.003 and to notify the Department of Environmental Protection of intentions to remove asbestos, when applicable, in accordance with state and federal law.

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____ DATE: _____

Owner/Builder exemption to asbestos removal licensing requirements:

FBC 8th Edition 105.3.6 'ASBESTOS REMOVAL': Moving, removal or disposal of asbestos-containing materials on a residential building where the owner occupies the building, the building is not for sale or lease, and the work is performed according to the owner-builder limitations provided in this paragraph. To qualify for exemption under this paragraph, an owner must personally appear and sign the building permit application.

Disclosure Statement: State law requires asbestos abatement to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within 1 year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

OWNER/BUILDER NAME: _____

OWNER/BUILDER SIGNATURE: _____ DATE: _____

Owner builder must sign in person at the building department