



City of Manitowoc

Demolition Permit Packet v. 09.2023

Building Inspection | Division of Life Safety
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This packet is intended to provide a simplified view of code provisions for demolition and salvaging projects. There shall be full compliance with all City codes as well as State and federal laws, rules or regulations which may be applicable. Compliance with Chapter 6 MMC, Fire Department and Fire Prevention, which adopts the entire NFPA, including NFPA 241, is of particular importance for demolition permits. The following information, shall be completed, signed and delivered to the Community Development Department before being granted a permit to demolish / remove / raze / salvage any private or public buildings.

1. **Permit.** No person may raze or demolish a building, or salvage from a vacated building, without first obtaining a permit from the Building Inspector. Certain exceptions and exemptions may apply. Buildings over 100,000 cubic feet require approval by the Common Council after review by the Common Council, and all requirements and procedures of Section 16.070(1) (b) shall apply. There shall be no salvaging of any structure without demolition.
2. **Demolition Application. *Form Enclosed.*** Additional supporting application materials that may be required include the following:
 - Company profile including relevant qualifications and experience
 - Proof of financing and financial wherewithal (such as personal or corporate financial statements)
 - Project proforma detailing projected costs and revenues
 - A performance schedule including project phasing and milestones
 - Identification of materials to be recycled
 - Environmental assessment reports
 - Other items as deemed necessary for the protection of public health and safety
3. **Definition of "Salvage".** The term "salvage" shall be defined as the controlled removal of materials intended to be reclaimed or saved from destruction of a building including, but not limited to machines, wire, conduit, equipment, steel, wood, copper, aluminum, glass, brick, concrete, asphalt material, tangible property that is man-made and detachable from the real property such as fixtures, and the like. Salvage activities shall require the issuance of a demolition permit under MMC Section 16.070, and all demolition permits will require the structure to be removed as described in the approved permit. Additional standards apply when salvaging from a vacated building 25,000 cubic feet or greater in size that had a principal industrial or commercial use as its most recent use.
4. **Council Approval.** Properties with buildings exceeding a total of 100,000 cubic feet require Common Council approval. The Common Council may consider the permit application only after receiving the recommendation of the Public Safety Committee.
5. **Historic Preservation. *Guidelines Enclosed.***
6. **Irrevocable Letter of Credit or Alternative Forms of Security.** Any application for a permit to engage in the razing of buildings within the City shall be accompanied by one of the following:

- a) An Irrevocable Letter of Credit which meets the following requirements:
- In an amount no less than 120% of the estimated project cost;
 - Name the City as a beneficiary;
 - Be irrevocable and unconditional;
 - Be conditioned for payment to the City solely upon presentation of the letter of credit and a sight draft, which shall direct the issuing lending institution to pay the City without any explanation, affidavit or documentation;
 - Expire not earlier than one year after completion of the last act by permittee of demolition or salvage (unless the one year period is waived or modified by the Common Council), or after the expiration of a permit issued under this section to the permittee, whichever is later;
 - Issued by a company certified by the State to conduct such business within Wisconsin.
 - The Irrevocable Letter of Credit shall be a guarantee of performance by the permittee. The City Attorney shall act as the reviewing authority for the letter of credit. The letter of credit shall be delivered to the attention of the City Attorney, who may reasonably require a greater amount on a case-by-case basis, where deemed necessary to protect the City.
- b) Letter from a bank / credit union attesting that the Contractor has sufficient funds to cover the cost of the project
- c) Cashier's check for 120% of the project cost, that the City holds and returns
- d) Cash for 120% of the project cost, that the City holds and returns
7. **Comprehensive Liability Insurance.** An applicant for a permit shall provide proof of comprehensive liability insurance in the amount of \$1,000,000 per occurrence and per person, and \$50,000 property damage. Such coverage shall be maintained for the duration of the project and shall be a condition of a permit issued under this Section. In addition, the permittee shall agree to indemnify and hold the City harmless from any and all claims, demands, actions, judgments, liabilities and obligations of any nature whatsoever arising from the demolition activity or site restoration for which the permit is issued, including any attorneys' fees and costs incurred by the City as a result thereof. In addition to liability insurance, the Building Inspector or City Attorney may require additional coverages including, but not limited to, automobile liability, pollution legal liability or other environmental insurance coverage, and workers' compensation.
8. **Utility Service Disconnection.** *Form Enclosed.* The owner or agent shall notify all utilities having service connections within a building to be razed, such as water, electric, gas, sewer, telecommunications, and other connections. A permit to demolish or remove a building shall not be issued until the Building Inspector has determined that all appurtenant equipment, such as meters and regulators, have been removed, and service connections are sealed and plugged correctly.
9. **Asbestos Abatement.** Compliance for Asbestos Removal. Demolition projects are subject to Federal and State of Wisconsin regulations concerning asbestos containing building materials. These regulations may require a pre-demolition inspection by a State Certified Asbestos Inspector, and filing a notice of Demolition (Form 4500-113) with the Wisconsin Department of Natural Resources. For more information, call the Wisconsin Department of Natural Resources at (608) 785-9000.
10. **Site Plan, Post Demolition Plan and Restoration of Site.** Prior to the issuance of a permit under this Section by the Building Inspector to a contractor licensed in Wisconsin, the contractor may be required to provide a sufficient level of detail regarding the post-demolition activities, condition and use of the property. The Building Inspector reserves the right to require the property owner or its agent to submit (prior to commencement of any demolition activity) a site plan pursuant to MMC 15.370(2) for the property upon which the structure to be