



# Demolition Packet

### Section 101: Applicability

A demolition permit shall be required for removal of any building or structure, partial removal of any building or structure, or removals associated with the inside walls, mechanical equipment, or wiring for any building or structure. This definition shall also include accessory building or structures, swimming pools, or solar panels.

### Section 102: Submission Requirements

The following items shall be provided:

- A. Copy of the application with all information filled out and all applicable signatures. Provide additional written narrative for items that will not fit on the application.
- B. For structures and buildings located within a locally designated historic district, documentation of the approval from the Historic Review Board.
- C. Dimensioned site plan or survey that shows all existing structures and what is being demolished clearly indicated on the plan or survey, barrier fencing, location of all utilities both underground and overhead, location of any dumpsters or temporary storage buildings.
- D. Schematics showing the piping and associated infrastructure being removed if it the demolition doesn't involve removal of the applicable portion or all of the building or structure.
- E. Photos of each elevations of the structure(s).
- F. Documentation showing utility disconnect notice.
- G. For ONLY public buildings, multi-family buildings with four (4) or more units, or commercial buildings with public access (such as office buildings, shopping centers, apartments, hotels, schools, stores, restaurants, and other business establishments) a completed copy of the Texas Department of Health Asbestos Notification Form which must be completed and certified by a licensed asbestos inspector or contractor. This can be found at <https://www.dshs.texas.gov/asbestos/forms.aspx> under Notification forms (demolition/renovation). **It is the responsibility of the applicant to adhere to any requirements and mail this form to the State and adhere to any State requirements independent of the City permitting process.**
- H. Provide a timeline from initial demolition to completion of project for informational purposes.
- I. Disposal methods being used for debris removal.
- J. Any other information as required by the City.

One (1) of each item shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us)

### Section 103: Submittal Review

The application and associated materials will be routed for reviews. **This process will take a maximum period of fourteen (14) calendar days.** A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City. These shall be submitted electronically at [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us). Failure to do so within this period results in expiration and a new application must be filed with the City. The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days.**

### Section 104: Generalized Inspection List:

The plan review sheet provided by the City will indicate the exact inspections required to satisfy the building project, **all required inspections will be listed on the plan review sheet generated in during the submittal review.** It is the responsibility of the applicant to ensure compliance with the inspection list. Below is a general representation of inspections the City may require for this project. Depending upon the project, additional inspections may be required

1. **Pre-Demolition Inspection** – This is completed before demolition; a site review will be conducted to help verify all safety aspects of the demolition have been completed such as utility disconnections, sealing of sanitary sewer drains, fencing of site, check structures for dangerous materials and chemicals, verify the presence of fire extinguishers.
2. **Final Inspection** – This will determine that the appropriate items have been removed and the site has been cleared of debris and containers removed from the premises.

### Section 105: Contact for Inspection:

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors  
4910 W. U.S. Highway 290  
Austin, TX 78735  
Phone: (512) 328-6995  
Fax: (512) 328-6996

**Payment must be submitted to the City for any inspection before any inspection can be scheduled.**

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction.** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

**Section 106: Right of Entry and Inspection**

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

**Section 107: Results of Inspections**

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

## **What you should know about asbestos if you are building, remodeling, or demolishing a public building or commercial building with public access.**

Before major repairs, remodeling or demolition, Texas law requires that any public building must be inspected for asbestos before work can begin. If asbestos is found, the Texas Department of Health must be notified. The requirement applies to any commercial building with public access, including office buildings, shopping centers, apartments, hotels, schools, stores, restaurants, and other business establishments. Violation of any portion of the Texas Asbestos Health Protection ACT (TAHPA) can result in fines of up to \$10,000 a day.

### **REQUIREMENTS**

Building owners and contractors must take the following steps to ensure compliance with state asbestos regulations. **(Single family homes, duplexes, and apartments with fewer than four (4) units are excluded from these requirements unless part of a larger project.)**

Determine **if and how much asbestos** is present at the site. Building owners and contractors are responsible for making sure that a thorough asbestos survey is completed by a licensed inspector.

Hire only **licensed asbestos professionals** to perform asbestos-related activities on public buildings. A list of licensed asbestos inspectors and asbestos removal contractors is available from the Texas Department of Health, Toxic Substances Control Division / Asbestos Programs Branch at <https://www.dshs.texas.gov/asbestos/forms.aspx>

Notify the Texas Department of Health Toxic Substances Control Division/Asbestos Programs Branch of your intention **to demolish a public building or facility**. Notification is required for any demolition, whether asbestos has been identified.

Notify the Texas Department of Health Toxic Substances Control Division/Asbestos Programs Branch of your intention **to abate any amount of asbestos**. You must submit your notification at least ten (10) working days before the project start date. Besides the scheduled start and completion dates, you will need to identify the type of project (demolition or renovation), location of the site, names of the operators or asbestos removal contractors, methods of removal and amount of asbestos involved.

Get the **required two-page notification** form from the Texas Department of Health, Toxic Substances Control Division/Asbestos Program Branch at <https://www.dshs.texas.gov/asbestos/forms.aspx>

### **PENALTIES**

State health inspectors have the authority to enter any areas to determine compliance with the regulations of the Texas Asbestos Health Protection Act. In addition, violations can result in a fine of up to \$10,000 a day. As long as the violation continues, each day is considered a separate violation.

Learn more about the Texas Asbestos Health Protection Act and the health risks associated with asbestos by calling 1-800-572-5548, or visit [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)

Additional information and support can be obtained by calling the TDH Regional office.

Asbestos Programs Branch  
1100 W. 49th Street  
Austin, Texas 78756-3199  
(512) 776-7111 or [customer.service@dshs.texas.gov](mailto:customer.service@dshs.texas.gov)

# DEMOLITION APPLICATION

Date: \_\_\_\_\_

Type of Project: Residential \_\_\_\_\_ Commercial \_\_\_\_\_

## SITE INFORMATION

Project Address: \_\_\_\_\_

\*County Property Appraisal District Number: \_\_\_\_\_

\*Only required when there is no project address.

Total Square Footage for Removal: \_\_\_\_\_

Previous Building Usage: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### List of Items to be Removed:

Whole Structure

Structural Walls

Non-Structural Walls

Electrical

Mechanical

Plumbing

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dollar Valuation of Items to be Demolished: \_\_\_\_\_



