

City of Shawnee 	<u>MOVING</u> & <u>DEMOLITION</u> PERMIT APPLICATION	Planning Office 405-878-1666 222 N Broadway Ave Shawnee OK 74801-6917 www.ShawneeOK.org FAX: (405) 878-1587
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DATE RECEIVED _____ PERMIT NO _____ INSPECTOR _____

APPLICANT/CONTRACTOR _____ LICENSE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NO. _____ CELL NO. _____ FAX NO. _____

- ***I hereby make application to the City Inspector of the City of Shawnee for a transport, removal or demolition permit within the corporate limits of the City of Shawnee for the following property:***

<input type="checkbox"/> <u>MOVING PERMIT:</u> ROUTE MUST BE SUBMITTED AT LEAST <u>12 HOURS</u> PRIOR TO DEPARTURE TIME. FROM: _____ TO: _____ DATE: _____ TIME: _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

DIMENSIONS: _____ WIDTH: _____ LENGTH: _____ HEIGHT: _____

- ***I hereby agree not to enter any street or alley of the City of Shawnee without first notifying the Police Department, Oklahoma Gas & Electric Company and Southwestern Bell Telephone Company and await the arrival of a representative of the Oklahoma Gas & Electric Company and the Police Department who will escort me through the City. I will pay any additional fees charged for this service by the utility companies.***

<input type="checkbox"/> <u>DEMOLITION PERMIT:</u> IT IS AT THE DISCRETION OF THE BUILDING OFFICIAL OR HIS DESIGNEE IF REQUIRED TO BE LICENSED & BONDED. LOCATION OF JOB: _____ # OF Main building(s) _____ Accessory building(s) _____ Sign/Billboard(s) _____

IN ORDER TO PROCEED WITH THE MOVE OR DEMOLITION THERE MUST BE AN INSPECTORS APPROVAL & SIGNATURES OBTAINED IN WRITING FROM THE FOLLOWING UTILITY COMPANIES PRIOR TO ISSUANCE OF A PERMIT; THE FOLLOWING COMPANIES MAY FAX THE WRITTEN STATEMENT (PAGE 3) TO THIS OFFICE AT 405-878-1587.

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| <ul style="list-style-type: none"> • CITY INSPECTOR PERMIT APPROVAL _____ • TELEPHONE COMPANY: <u>918-576-2318</u> • OG&E: <u>405-619-6500</u> • ONG: <u>405-878-6231</u> - FAX # (405-878-6248) • CITY OF SHAWNEE: <u>405-273-1960</u> - City Sewer & Water | CASH/CREDIT CARD
CHECK# _____
FEE: \$50.00 _____
DATE _____
RECEIVED BY _____ |
|---|---|

Sewer cap inspection-After move or demolition: Code Enforcement- (405) 878-1666

****NOTIFICATION****

APPLICANT HAS READ THE ATTACHED REQUIREMENTS AND AGREES TO PROCEED ACCORDING TO ALL CONDITIONS AS CODES REQUIRE.

ALL DEBRI EXCEPT FOR ROCK & DIRT MUST BE HAULED TO A LEGAL LANDFILL.

CONTRACTOR (MOVING OR DEMOLITION)

I CERTIFY THAT I WILL CONFORM TO THE CITY OF SHAWNEE ORDINANCES, REGULATIONS, AND REQUIREMENTS FOR THIS WORK AND THAT I HAVE BEEN AUTHORIZED BY PROPERTY OWNER TO OBTAIN PERMIT FOR MOVING OR DEMOLITION AT THIS ADDRESS. I, ALSO, UNDERSTAND THAT THIS PERMIT MAY BE REVOKED FOR FAILURE TO COMPLY. (ALL DEMOLITION & MOVING PERMITS REQUIRE AN APPROVED SEWER CAP INSPECTION BEFORE PERMIT IS FINAL. THEREFORE I TAKE FULL RESPONSIBILITY TO CALL THE PLANNING OFFICE TO REQUEST AN INSPECTION.)

APPLICANT

DATE

HOMEOWNERS (DEMOLITION ONLY)

(DOING OWN WORK AT THE DISCRETION OF THE BUILDING OFFICIAL OR HIS DESIGNEE)

I CERTIFY THAT I AM THE PROPERTY OWNER DOING MY OWN WORK AND I ALSO UNDERSTAND THAT THIS PERMIT MAY BE REVOKED FOR FAILURE TO COMPLY AND I CAN BE MADE TO HIRE A LICENSED DEMOLITION CONTRACTOR TO COMPLETE THIS WORK. (ALL DEMOLITION PERMITS REQUIRE AN APPROVED SEWER CAP INSPECTION AT THE COMPLETION OF DEMOLITION; THEREFORE I TAKE FULL RESPONSIBILITY TO CALL THE PLANNING OFFICE TO REQUEST AN INSPECTION.)

APPLICANT

DATE

**THE BELOW SIGNATURES OF AUTHORIZATIONS MUST BE SECURED FROM THE
FOLLOWING
TO CONFIRM REMOVAL OF SERVICES:**

CITY OF SHAWNEE: (405) 273-1960
Public Works _____ Public Sewer _____ Septic System

Authorized signature _____ **Date** _____

OKLAHOMA NATURAL GAS: (405) 878-6231
FAX# (405) 878-6248

Authorized signature _____ **Date** _____

OKLAHOMA GAS & ELECTRIC: (405) 619-6500

Authorized signature _____ **Date** _____

**Permit Office Fax No: 405-878-1587- Must have signed off confirmation
before permit is issued or work is started!**

DEMOLITION/MOVING REQUIREMENTS

1. **Service connections:** Before a structure can be demolished or removed, the owner or agent shall notify all utilities having service connections with the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators have been removed or sealed and plugged in a safe manner.
2. **Notice of intent:** The person intending to cause a demolition or an excavation shall deliver written notice of such intent to the owner of each potentially affected adjoining lot, building or structure at least one week prior to the commencement of work and at reasonable intervals during the work to inspect and preserve the lot, building or structure from damage.
3. **Protection of adjoining property:** If afforded the necessary license to enter the adjoining lot, building or structure, the person causing the demolition or excavation to be made, shall at all times and at his own expense preserve and protect the lot, building or structure from damage or injury. If the necessary license is not afforded, it shall be the duty of the owner of the adjoining lot, building or structure to make safe his or her own property, for the prosecution of which said owner shall be granted the necessary license to enter the premises of the demolition or excavation.
4. **Notice to the code official:** If the person causing a demolition or excavation to be made is not afforded license to enter an adjoining structure, that person shall immediately notify in writing both the code official and the owner of the adjoining property that the responsibility of providing support to the adjoining lot, building or structure has become the exclusive responsibility of the owner of the adjoining properties and public rights of way.
5. **Removal of debris:** All waste materials shall be removed in a manner, which prevents injury or damage to persons, adjoining properties and public rights of way.
6. **Within 10 feet of street lot line:** Where any building or part thereof which is located within 10 feet (3048mm) of the street lot line is to be erected or raised to exceed 40 feet (12,192mm) in height, or wherever a building which is more that 40 feet (12,192mm) in height and is within 10 feet (3048mm) of the street lot line is to be demolished, a sidewalk shed shall be erected and maintained for the full length of the building on all street fronts for the entire time that work is performed on the exterior of the building.
7. **Within 20 feet of the street lot line:** Where the building being demolished or erected is located within 20 feet (3096mm) of the street lot line and is more that 40 feet (12,192mm) in height, exterior flare fans or catch platforms shall be erected at vertical intervals of not more than two stories.
8. **Buildings higher than six stories:** Where the building being demolished or erected is more than six stories or 75 feet (22,860mm) in height, unless set back from the street lot line is a distance of more than one-half of the height of the building a sidewalk shed shall be provided.
9. **Walkway:** An adequately lighted walkway at least 4 feet (1,219mm) wide and 8 feet (2,438mm) high in a clear shall be maintained under all sidewalk sheds for pedestrians. Where ramps are required, the ramps shall conform to the provisions of this article and Section 816.0.
10. **Thrust-out platforms:** Thrust-out platforms or other substitute protection in lieu of sidewalk sheds shall not be used unless approved and deemed adequate to insure the public safety. Thrust-out platforms shall not be used for the storage of materials.
11. **Watchman:** Wherever a building is being demolished, erected or altered, a watchman shall be employed to warn the general public when intermittent hazardous operations are conducted across the sidewalk or walkway.
12. **Grading of lot:** Wherever a building is being demolished and building operations have not been projected or approved, the vacant lot shall be filled, graded and maintained in conformity to the established street grades at curb level. The lot shall be maintained free from the accumulation of rubbish and all other unsafe hazardous conditions, which endanger the life, or health of the public. Provision shall be made to prevent the accumulation of water or damage to any foundations or the premises or the adjoining property.
13. **Retaining walls and partition fences:** Where the adjoining grade is not higher than the legal level, the person causing an excavation to be made shall erect where necessary a retaining wall at his or her own expense and on his or her own land. Such wall shall be built to a height sufficient to retain the adjoining earth, shall be properly coped as required in Section 1223.0 and shall be provided with a guardrail or fence no less than 42 inches (1,067mm) in height.