



Community Development Department - Building Inspection Division  
900 Quay Street, Manitowoc, WI 54220  
Phone: 920-686-6940 | Fax: 920-686-6949

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 Licensing, Permits, and Inspections 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 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.

- 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 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 demolished is located. All debris, rubbish and other materials not used for fill shall be removed from the site upon completion of demolition work, and the site leveled and graded to provide proper drainage to conform with the grade of adjoining premises, or fenced in with a temporary solid barrier fence not less than four feet high to safeguard the public.

Whenever a building has been razed, the foundation thereof, if any, shall be removed to at least two feet below adjacent grade and filled in with clean fill material approved by the Building Inspector with the top two feet of fill material being of dirt or sand. The foundation walls shall be removed a minimum of 2 feet below adjacent grade, and the basement floor broken up to allow free flow of water to its natural grade. The site shall be left in a dust-free and erosion-free condition. Excavations shall be filled with a minimum of three inches of clean, solid fill to match lot grade within five consecutive calendar days of removal of the structure. The contractor shall be responsible for the repair and replacement of any public sidewalk, curb, gutter or street damaged in this process. Any excavation shall be protected with appropriate fences, barriers and/or lights. No combustible material may be used for the fill material.

Remaining driveway approaches shall be removed and replaced with curb and gutter; damaged public sidewalks shall be replaced; and driveway aprons, remaining slabs and private sidewalks shall be removed from the site pursuant to any permits for replacing curb and gutters, driveway approaches and public sidewalks obtained from the Department of Public Infrastructure.

#### **11. Permit Term.**

**90 Days.** The razing or demolition of a building shall be completed 90 consecutive calendar days after the permit is issued. The Building Inspector may at his/her discretion extend the permit term for cause, on terms and conditions acceptable to the parties and recorded in writing. "Cause" shall mean the inability of the permittee to act due to circumstances beyond permittee's reasonable control and upon the exercise of due diligence.

**180 Days.** Salvage and Non-Structural Demolition for a building or structure having a total volume as measured by the exterior dimensions of the building or structure, of 25,000 cubic feet or greater that had a principal industrial or commercial use as its most recent use allowed by the MMC, which principal industrial or commercial use has ceased, shall be valid for a period of not more than 180 consecutive calendar days from the date of issue.

**12. Permit Fees.** Permit fees shall be established by resolution of the Common Council.

**13. Additional Standards.** As applicable:

- The building and premises shall, at all times, be maintained in a clean, neat and sanitary of a condition as such premises will reasonably permit.
- No garbage, refuse or other waste liable to give off a foul odor or attract vermin shall be kept on the premises.
- No scrap salvage or debris which is temporarily stored on the premises shall be allowed to rest or protrude over any public street, walkway or curb, or become scattered about or blown off the premises.
- There shall be no crushing, shredding, or other mechanized process on the site for reducing the volume of materials. There shall be no burning or brick cleaning on the site.
- The City noise ordinance applies.
- No premises or building subject to a permit shall be allowed to become a public nuisance to adversely affect the public health, safety or welfare.
- Compliance with Chapter 6 MMC, Fire Department and Fire Prevention, which adopts the entire NFPA, including NFPA 241, is required.
- Except for recycled or salvaged materials, the permit holder shall dispose of building debris in a licensed landfill in a manner compliant with Wisconsin Department of Natural Resources requirements. At any time, the permit holder shall provide to the Building Inspector receipts and/or an itemized list of debris disposed of by dumping or salvage.
- Permittee must provide to the Building Inspector a current list of contractors doing work at a site that is subject to a permit issued pursuant to this Section, including evidence of insurance as required.



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<b>Project Address:</b>		
<b>Business Name:</b>		
<b>Property Owner Information:</b>		
Property Owner Name:		
Company:		
Street Address:		
City / State:	Zip:	
Phone:	Fax:	
Contact Person:	Email:	
<b>Demolition Contractor Information:</b>		
Company:		
Street Address:		
City / State:	Zip:	
Phone:	Fax:	
Contact Person:	Email:	
<b>Estimated Project Cost: \$</b>		
<b>Irrevocable Letter of Credit:</b>		
<input type="checkbox"/> Attach Copy	<input type="checkbox"/> Approved by City Attorney	
<b>Comprehensive Liability Insurance:</b>		
<input type="checkbox"/> Attach Copy	<input type="checkbox"/> City of Manitowoc Listed as Certificate Holder	
<b>Project Information:</b>		
Commencement Date:		Completion Date:
<input type="checkbox"/> Residential Use	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Historic District
<input type="checkbox"/> Vacated Building	<input type="checkbox"/> Condemnation Order	<input type="checkbox"/> Structural Damage
<input type="checkbox"/> Future Development - Structure	<input type="checkbox"/> Future Development - Parking	<input type="checkbox"/> Future Green Space
Project description and post-demolition plans (Attach additional sheets if necessary):		
<b>Asbestos Abatement:</b>		
Asbestos testing conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No		Asbestos present? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach asbestos testing report		

**Detail of All Structures to be Demolished:**

Structure 1     Principal     Accessory     Commercial     Residential \_\_\_\_ Units  
 Year Built: \_\_\_\_\_    Basement     Yes     No    Number of Stories \_\_\_\_\_  
 Construction Type     Frame     Brick     Metal

Structure 2     Principal     Accessory     Commercial     Residential \_\_\_\_ Units  
 Year Built: \_\_\_\_\_    Basement     Yes     No    Number of Stories \_\_\_\_\_  
 Construction Type     Frame     Brick     Metal

Structure 3     Principal     Accessory     Commercial     Residential \_\_\_\_ Units  
 Year Built: \_\_\_\_\_    Basement     Yes     No    Number of Stories \_\_\_\_\_  
 Construction Type     Frame     Brick     Metal

	<u>Height</u>	<u>Length</u>	<u>Width</u>	<u>Cubic Feet</u>
Structure 1				
Structure 2				
Structure 3				
			Total Cubic Feet	

**Demolition - 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 Licensing, Permits, and Inspections Committee. MMC 16.070(1)(b).

**Salvage and Non-Structural Demolition - Properties with a Building Exceeding 25,000 Cubic Feet:**

No person may salvage from a vacated building unless the work is performed under a demolition permit issued to the applicant by the Building Inspector. "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.

The applicant attests that this form is accurately completed and all required materials are submitted:

Signature of the Applicant:	Date:
Authorizing Signature of the Property Owner:	Date:



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**15.650 Historic Preservation. (4) Powers and Duties.c) Regulation of Demolition.** No permit to demolish all or part of an historic structure, or improvement in an historic district, shall be granted by the Director of Building Inspection except as follows:

1. No person in charge of an historic district shall be granted a permit to demolish such property under any circumstances without first receiving the written approval of the City Plan Commission;
  
2. At such time a person applies for a permit to demolish such property, a written request shall be filed with the City Plan Commission. Upon receipt of a written request, the City Plan Commission may refuse to grant such written approval for a period of up to 180 consecutive calendar days from the date of receipt of such request, during which time the City Plan Commission and the applicant shall undertake serious and continuing discussions for the purpose of finding a method to save such property. During such period, the applicant and the City Plan Commission shall cooperate in attempting to avoid demolition of the property. At the end of this 180-day period, if no mutually agreeable method of saving the subject property bearing a reasonable prospect of eventual success is underway, or if no formal application for funds from any governmental unit or nonprofit organization to preserve the subject property is pending, the Director of Building Inspection may issue a permit to demolish the subject property without the approval of the Commission, subject to the Director's approval of a site plan which details the post-demolition activities, condition and use of the property, and is prepared pursuant to MMC 15.370(2) (including performance agreement and letter of credit requirements if deemed applicable by the Director), and which further meets the requirements under MMC 16.070(5) for the property upon which the structure to be demolished is located. If such mutually agreeable method for saving the subject property is not successful or no such funds to preserve the subject property have been obtained and available for disbursement within a 60-consecutive-calendar-day period following the end of such 180-day period, the Director of Building Inspection may issue the permit to demolish the subject property without the approval of the Commission;
  
3. In determining whether to issue a certificate of appropriateness for any demolition, the Commission shall consider and may give decisive weight to any or all of the following:
  - A. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City and the State;
  
  - B. Whether the building or structure, although not itself a designated historic structure, contributes to the distinctive architectural or historic character of this historic district as a whole and therefore should be preserved for the benefit of the people of the City and the State;
  
  - C. Whether demolition of the subject property would be contrary to the purpose and intent of this section as set forth in subsection (1) of this section and to the objectives of the historic preservation plan for the applicable district as duly adopted by the Common Council;
  
  - D. Whether the building or structure is of such old and unusual or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense;
  
  - E. Whether retention of the building or structure would promote the general welfare of the people of the City and the State by encouraging study of American history, architecture and design or by developing an understanding of American culture and heritage;
  
  - F. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it; provided, that any hardship or difficulty claimed by the owner which is self-created or which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of a certificate of appropriateness; and
  
  - G. Whether any new structure proposed to be constructed or change in use proposed to be made is compatible with the buildings and environment of the district in which the subject property is located.



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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.

Diggers Hotline 800-242-8511

Service Order # Contact Name:

Wisconsin Public Service 800-450-7260.

Gas Meter Number # Contact Name:
Date of Service Retirement and Meter Removal:
Contact Signature:

Manitowoc Public Utilities Water 920-683-4600.

Water Meter Number # Contact Name:
Date of Service Retirement and Meter Removal:
Contact Signature:

Manitowoc Public Utilities Electric 920-683-4600.

Electric Meter Number # Contact Name:
Date of Service Retirement and Meter Removal:
Contact Signature:

Telephone Company.

Provider Name: Phone:
Date of Disconnection: Contact Name:

Cable Television Company.

Provider Name: Phone:
Date of Disconnection: Contact Name:

Plumbing Inspector Sewer and Water Lateral Termination 920-686-6940. Upon completion of demolition, the ends of all underground sewer or drain pipes shall be securely stopped with watertight and durable material. The water supply and sewer systems shall be abandoned inside the lot line by a licensed master plumber.

Date of Disconnection: Contact Name: