



City of Huntington  
Community Development  
& Redevelopment

300 Cherry Street, Huntington, IN 46750  
Ph: (260) 356-5146 Fax: (260) 454-5211  
www.huntington.in.us

## DEMOLITION PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_  
DATE ISSUED: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_

Department Use Only

Parcel #: \_\_\_\_\_ Township: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of Demolition Activity: \_\_\_\_\_

P R O P E R T Y	O W N E R	Name: _____	
		Mailing Address: _____	
		City/State/Zip Code: _____	Ph: _____

**Individual / Contractor Responsible for Demolition:**  
Demolition Contractor: \_\_\_\_\_  
Name Address Phone

**Structure to be Demolished:** \_\_\_\_\_ **Parcel Size:** \_\_\_\_\_ (  acres  sq. ft.)

**Classification:**  Residential  Multi-Family ( \_\_\_\_\_ units)  Commercial/Industrial **Scope of Demolition:**  Full  Partial

**Sq. Ft. of Structure to be Demolished:** Basement: \_\_\_\_\_ 1st Floor: \_\_\_\_\_ 2nd Floor: \_\_\_\_\_ 3rd Floor: \_\_\_\_\_ Other: \_\_\_\_\_

**Structure to be Demolished Serviced by:**  None  City Water  Private Water Well  City Sewer  Private Septic System

**Historic Designation:**  None  Local Single Site  Local District  National Register Single Site  National Register District

**Foundation:**  Slab  Crawlspace  Basement  None **Demolition Limits:**  Above Ground  Below Ground  Both

**Method of Demolition:** \_\_\_\_\_ **Future Construction:**  No  Yes (explain: \_\_\_\_\_)

**Common/Interior Walls (to be converted to exterior walls):**  No  Yes (explain: \_\_\_\_\_)

**Hazardous Materials Present:**  No  Yes (explain: \_\_\_\_\_)

**Demolition Debris Disposal Location:**  On-Site  Off-Site (location: \_\_\_\_\_)

**Fill Required:**  No  Yes (type: \_\_\_\_\_) **Basement or Pit to be Unattended:**  No  Yes ( \_\_\_\_\_)

**Demolition Timeframe:** Start: \_\_\_\_\_ - End: \_\_\_\_\_ **Structures to Remain:**  No  Yes (list: \_\_\_\_\_)

*I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections. I further acknowledge that issuance of this permit is subject to conditions indicated on the back of this application; and that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.*

Department Use Only  
**Permit Fee**

Rate: \$0. \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_  
Permit Fee: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Total Fees: \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Printed Name Date

Approved by: \_\_\_\_\_  
\_\_\_\_\_  
Department Representative Date

Comments/Conditions (see back): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE DEMOLITION PERMIT/IMPROVEMENT LOCATION PERMIT APPLICATION:**

1. Site plan of the property showing:
  - a. The location of the structure to be demolished and all other existing structures (noting the structure to be demolished)
  - b. All property lines and dimensions
  - c. All streets, alleys, and other rights-of-way adjacent to the site
  - d. The location of all recorded easements
  - e. The location of all utility lines (overhead and underground)
2. Proof that all outstanding real property taxes and assessments have been paid to date.
3. Copies of Water and/or Sewer Inspection Permits, if the structure to be demolished is serviced by such municipal utilities

**PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:**

1. It is the responsibility of the property owner or their demolition contractor to ensure that notification has been provided to all utilities having service to the structure; and that all such utilities have been removed, sealed, plugged, or disconnected.
2. The demolition site shall be maintained free from all unsafe or hazardous conditions; including but not limited to, the restoration of established grades, seeding and strawing, the erection of necessary retaining walls, and adequate removal of dust and debris.
3. The demolition of a structure shall be completed within 30 days from the date that the permit is issued, including the removal of the foundation and restoration to grade, unless an extension has been granted by the Department.
4. The demolition of a historic structure (a local single site or within a local district) shall conform to the requirements set forth in 150.65 of the City of Huntington Code of Ordinances.

**CONDITIONS PLACED UPON THIS DEMOLITION PERMIT**

1. Historic Review
  - ◇ Sign or notice shall be placed on site, visible to the public, and identifying the intent to demolish.
  - ◇ Demolition Permit application shall be placed on the next agenda of the City of Huntington Historic Review Board.
  - ◇ Historic Preservation Officer shall provide notice to all interested parties and schedule a public hearing.
  - ◇ A Certificate of Appropriateness is required.
  - ◇ Other: \_\_\_\_\_
2. Building Commissioner
  - ◇ Certificate of Insurance in the amount of \$ \_\_\_\_\_ shall be filed with the City Clerk-Treasurer.
  - ◇ Fence required around: \_\_\_\_\_ The entire site at all times \_\_\_\_\_ Open pit or basement when site is unattended.
  - ◇ Backfill or compaction requirements to be submitted upon completion of demolition activity.
  - ◇ Water shall be sprayed on debris during demolition in order to control dust.
  - ◇ Other: \_\_\_\_\_
3. City Engineering Department
  - ◇ Water and/or Sewer Inspection Permit required for city utility disconnection.
  - Compliance with the City of Huntington Erosion Control Ordinance.
  - ◇ All disturbed areas greater than 1 (one) acre in size shall meet all Rule 5 requirements through the Indiana Department of Environmental Management (IDEM), including a Notice of Intent (NOI).
  - ◇ Other: \_\_\_\_\_
4. Huntington City Landfill
  - ◇ Copy of the Notification of Demolition as submitted to the Indiana Department of Environmental Management (IDEM).
  - ◇ Copy of the Inspection Report completed by an Asbestos Inspector Licensed by the State of Indiana.

**PERMIT REVIEW**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Engineering

**THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.**