

## DEMOLITION PERMIT REQUIREMENTS

CITY OF NOVI

Community Development Department – Building Division

(248) 347-0415

**The following documents must be submitted as one complete package. The demolition permit cannot be issued until the following documents are submitted/reviewed/approved:**

1. Building Permit Application – mark box for demolition.
2. Two (2) sets of the plot plan showing the location of all buildings to be demolished and all structures that are to remain. Show approximate location of wells, septic tanks, and field. Provide square footage for each building and/or structure that will be demolished.
3. The contractor applying for the permit must be a licensed builder or Maintenance Alteration Contractor, in accordance with Public Acts 299 State of Michigan, and registered with the City. The contractor must provide their drivers' license and contractors' license. Registration fee may be required.
4. Certificate of Insurance
5. Utility shut off - before a building can be demolished or removed, the owner or agent shall notify all utilities having service connections within the building such as water, electric, gas, sewer, and other connections. A permit to demolish or remove a building shall not be issued until a release is obtained for each of 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 or does not exist.
6. All septic tanks must be broken open and pumped out and then filled with sand with the Plumbing Inspector's approval. A Certificate confirming that it has been pumped must be provided by the septic company. Contact the Plumbing Inspector at 248-347-0432.
7. Proof of ownership of property. If acting as an agent, letter of approval from owner to demolish (signed contract is acceptable).
8. Proof that taxes are current. Contact the Treasury Department at 248-347-0440.
9. Well Abandonment Permit is required from Oakland County Health Division (if applicable), they can be contacted at (248) 858-1312. Provide copy of permit.
10. Right of way permit may be required based on scope of work. Contact the Engineering Division at 248-347-0454 to confirm if a permit is required. If it is required, please submit the completed package to the Engineering Division.

11. Soil erosion permit may be required if work is within 500 feet of a wetland or body of water if the property is over an acre or other conditions. Contact the Building Division to confirm if a permit is required. The soil erosion permit application should be submitted as a complete package with plot plans and plan review fee. This can be reviewed concurrently with the demolition permit plan review.
12. Homeowner authorization form will be required if homeowner is performing work themselves. As the permit holder the homeowner will incur all of the liability and all of the responsibility of providing compliance with all City Ordinances and the minimum requirements of the codes.
13. If the demolition work is part of a site plan project, then other requirements may apply. Contact the Building Division with any questions.

Demolition permit fees are due prior to issuance of the permit.

**After demolition permit issuance the following items must be completed:**

14. Soil erosion silt fence must be installed per approved plan. If a permit was required, the Applicant will contact Kim Danowski (Spalding DeDecker) at 248-762-7957 for inspection and approval of the silt fence installation prior to demolition.
15. Contact Miss Dig prior to demolition.
16. *Michigan Building Code 2015, Section 3307.1 "Protection required"* – Adjoining public and private property shall be protected from damage during construction, remodeling, and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights, and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.
17. All underground flammable liquid storage tanks shall be removed in the presence of the Fire Marshall (248-735-5674).
18. Inspection required by Plumbing Inspector for sewer cut off and capping of sewer and termination of water service.
  - A. Sanitary Sewer leads shall be capped at the property line by an approved material under section 705 of the plumbing code and method approved by the Plumbing Inspector.
  - B. Domestic water service will be retired by shutting off the corporation stop at the water main, physically disconnecting the service line from the corporation stop, and

also, removal of the curb stop box. Contact the DPW Division at 248-735-5640.

An exception to this procedure may be considered if a new structure of the same or similar use will be constructed on the site within six (6) months of the date of approval of the demolition permit.

19. Any footings, foundation walls, and concrete must be removed. Building Inspector to verify prior to backfil.
20. All debris must be removed from the site. Burning of material is not permitted.
21. Final Inspection and Approval of Well Abandonment is required from the Health Department prior to Final Building inspection.
22. Where a structure has been removed or demolished and a building permit has not been approved for a new structure, the vacant lot shall be filled, graded, and maintained to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. Soil must be stabilized with straw and seed.
23. Final inspection by the Building Department is required upon completion of all work on site.
24. Building inspections to be scheduled on the portal at [www.bsaonline.com](http://www.bsaonline.com).

## **ABANDONMENT OF WATER WELLS** **FROM OAKLAND COUNTY MICHIGAN – DEPARTMENT OF HUMAN SERVICES**

Abandonment of wells must be in accordance with the Groundwater Quality Control Rules, Act 368 of P.A. of 1978, Rules 162, 163, 164, and 165 which read as follows:

**Rule 162.** (1) An abandoned well or dry hole shall be plugged by a well drilling contractor who is registered pursuant to the provisions of the act or by the well owner. An abandoned well that is located on property, which has a well that serves the public or a residence other than the well owner's residence, shall be plugged by a registered well drilling contractor. (2) A pump, a drop pipe, a packer, other equipment, debris or obstructions shall be removed from the well, if possible, before plugging. (3) A well that is abandoned when municipal water is installed shall be plugged pursuant to the provisions of these rules.

**Rule 163.** (1) An abandoned well or dry hole shall be plugged as follows: (a) A well or dry hole that terminates in overburden shall be plugged by filling with any of the following materials: neat cement, concrete grout, bentonite chips, bentonite pellets, and bentonite grout. (b) A section of a well or dry hole that is in bedrock shall be plugged by filling with neat cement or concrete grout from the bottom of the well or dry hole to not less than 20 feet above the top of the bedrock or to the ground surface. The section of the well from 20 feet above the bedrock to the ground surface shall be plugged in accordance with the provisions of subdivision (a) of this subrule. (2) Gravel, sand stone aggregate, or other materials that are acceptable to the department may be used for plugging that portion of a well that penetrates lost circulation zones, such as gravel or cavernous, creviced, or fractured bedrock. (3) The flow from an abandoned flowing well shall be stopped by plugging the well with neat cement or concrete grout. (4) Abandoned wells that discharge subterranean gases shall be plugged with neat cement or concrete grout.

**Rule 164.** Abandoned well or dry hole plugging materials shall be placed as follows: (a) bentonite chips or bentonite pellets shall be poured slowly into the top of the well or dry hole to prevent bridging in the casing or borehole. Fine bentonite particles that accumulate in the shipping container shall not be used. The plugging operation shall continue until the bentonite chips or bentonite pellets appear at the ground surface. Upon completion of the plugging operation, water shall be placed in the casing or borehole to promote expansion of the bentonite above the static water level. (b) Neat cement, concrete grout, or bentonite grout shall be placed through a tremie pipe from the bottom of the well or dry hole to the ground surface. (c) Other materials and methods may be used if the materials and methods proposed to be used will plug the abandoned well or dry hole to prevent them from acting as a channel for contamination or the escape of subterranean gases and if prior approval is given by a health officer.

**Rule 165.** A large diameter dug well or crock well shall be plugged pursuant to the provisions of Rule 163 and 164 or may be plugged as follows: (a) A layer of bentonite chips or bentonite pellets that is not less than 6 inches thick shall be placed at the bottom of the well. The remainder of the well shall be plugged by placing clean soil backfill in layers that are not more than 10 feet thick, with a layer of bentonite chips or bentonite pellets that is not less than 6 inches thick placed on top of each clean soil backfill layer. Dry granular bentonite may be used in place of, or in combination with, bentonite chips or bentonite pellets, and neat cement or concrete grout may be poured if the well has been dewatered before plugging. (b) The uppermost section of concrete crock or tile or the upper 3 feet of stone, brick, or other curbing material that supports the well bore shall be removed. Before backfilling the well up to the ground surface, a layer of bentonite chips or bentonite pellets that is not less than 6 inches thick shall be placed.

It is required that an abandonment log shall be filed with the health officer at the local health department. In Oakland County, the Oakland County Health Division is the local health authority. Should you have any questions relative to this matter, contact this division at:

PONTIAC OFFICE – 248-858-1312  
SOUTHFIELD OFFICE – 248-424-7190  
WALLED LAKE OFFICE – 248-926-3305