



TOWN OF BELMONT
OFFICE OF PLANNING & BUILDING

Homer Municipal Building, 19 Moore Street
Belmont, Massachusetts 02478-0900
Telephone: (617) 993-2650

REQUIREMENTS FOR THE ISSUANCE OF A DEMOLITION PERMIT

**Follow the steps as outlined below to insure timely issuance of a Demolition Permit.
Failure to do so can unnecessarily delay the process.**

1. Asbestos Inspection – Provide an affidavit from a certified Asbestos Inspector stating that the asbestos has been removed in accordance with MA D.E.P. Regulations or no asbestos was present.
2. Pest Extermination – Submit letter from certified Pest Control Company
3. Utility Disconnects:
 - DPW Highway Division** – Street Opening Permit Required
 - DPW Water Division** – Trench Permit to cap water services
 - Sewer Division** – Sewer Disconnect Permit to cap sewer services
 - Municipal Light** – Letter verifying that the electricity has been disconnected
 - National Grid** – Letter from National Grid verifying either gas has been shut off or no gas present at site
4. Direct Abutter Notification – Send certified letter to direct abutters. (Office of Planning & Building will retain a copy of the letter and original certified mailing receipts)
5. Sign-off Sheet – Proceed with getting the signatures on the “Sign-off Sheet” from Police to Health Department
6. Office of Planning & Building Signatures – Submit your demolition permit application and sign-off sheet with supporting documents to the Office of Planning & Building for corresponding signatures.

NOTE: DEMOLITION SITE MUST BE WATERED DOWN AND DUST MUST BE KEPT UNDER CONTROL AT ALL TIMES OR A STOP WORK ORDER MAY BE ISSUED.

TOWN OF BELMONT

SIGN-OFF SHEET ADDENDUM FOR OCCUPANCY/CHANGE of OCCUPANCY/CHANGE of OWNERSHIP/**DEMOLITION** (Circle one of the above)

Property Address _____ Single – 2-Family – 3-Family – Condo (circle one)

Business Name _____

Contact Person _____ Phone # _____

Type of Work _____

Contractor Signature _____ Date ____/____/____

Owner Signature _____ Date ____/____/____

Building Permit # _____ - _____ Map _____ Parcel _____ Date Building Permit Issued ____/____/____

Building Construction Type _____ Use Group _____ Maximum Occupant Capacity _____

Final approval for work completed under the jurisdictions listed below is hereby approved, subject to minor conditions, limitations or disclaimers as noted.

Police (617-993-2501) 460 Concord Avenue – Across from Town Hall _____ ____/____/____

Fire Dept. Headquarters (617-993-2210) 299 Trapelo Road _____ ____/____/____

DPW-Water Div. (617-993-2700) 19 Moore St. – Homer Municipal Building _____ ____/____/____

DPW-Highway Div. (617-993-2680) 19 Moore St. – Homer Municipal Building _____ ____/____/____

Treasurer/Tax Collector (617-993-2770) 19 Moore St. – Homer Municipal Building _____ ____/____/____

Assessors (617-993-2630) 19 Moore St. – Homer Municipal Building _____ ____/____/____

Health Dept. (617-993-2720) 19 Moore St. – Homer Municipal Building _____ ____/____/____

Community Development (617-993-2650) 19 Moore St. – Homer Municipal Building

Conservation _____ ____/____/____

Local Building Inspector (617-993-2664) _____ ____/____/____

Plumbing-Gas (617-993-2662) _____ ____/____/____

Wiring Inspector (617-993-2661) _____ ____/____/____

Planning (617- 993-2666) _____ ____/____/____

Historic _____ ____/____/____

Engineering (617-993-2665) _____ ____/____/____

After obtaining the above signatures, this application, along with any support documents, will be reviewed by the Inspector of Buildings prior to final approval. **Please allow an additional 7 business days for preparation of final certificate.**

Inspector of Buildings (617-993-2664) _____ Date _____

Massachusetts State Building Code – Demolition Requirements

Source – Eighth Edition Massachusetts State Building Code: 2009 International Building Code with Massachusetts Amendments.

Additional commentary is available in the 2009 International Building Code Commentary

780 CMR 33.00: SAFEGUARDS DURING CONSTRUCTION

780 CMR 3303 DEMOLITION

3303.1 Construction Documents Construction documents and a schedule for demolition must be submitted when required by the building official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved.

Commentary: In general, particularly for demolition of one- and two-family properties, construction documents are not required. The Office of Community Development may require documents for any demolition project if circumstances require them. A schedule for demolition is always required.

3303.2 Pedestrian Protection The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by 780 CMR 3306.

Commentary: Demolition must not be started until all of the necessary precautions are taken to protect the general public.

3303.4 Vacant Lot Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

Commentary: A demolition site must be restored if additional building construction or demolition operations are not scheduled to take place. The site must be filled and graded to the level of the surrounding site.

3303.5 Water Accumulation Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

Commentary: A vacant lot must be graded in such a way that water is prevented from ponding and causing damage to structures on the premises or adjacent properties.

3303.6 Utility Connections Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction.

Commentary: Before a building or structure is demolished or removed, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a building or structure shall not be issued until sign-off is provided from all inspectors or municipal personnel having oversight of each utility. This requirement is applicable to all structures.

780 CMR 3306.0 PROTECTION OF PEDESTRIANS

3306.1 Protection Required Pedestrians shall be protected during construction, remodeling and demolition activities as required by 780 CMR 33.00 and Table 3306.1. Signs shall be provided to direct pedestrian traffic.

TABLE 3306.1 PROTECTION OF PEDESTRIANS

HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION TO LOT LINE	TYPE OF PROTECTION REQUIRED
8 feet or less	Less than five feet	Construction railings
	five feet or more	None
More than 8 feet	Less than five feet	Barrier and covered walkway
	5 feet or more, but not more than $\frac{1}{4}$ the height of construction	Barrier and covered walkway
	5 feet or more, but between $\frac{1}{4}$ and $\frac{1}{2}$ the height of construction	Barrier
	5 feet or more, but exceeding $\frac{1}{2}$ the height of construction	None

3306.2 Walkways A walkway shall be provided for pedestrian travel in front of every construction and demolition site unless the authority having jurisdiction authorizes the sidewalk to be fenced or closed. Walkways shall be of sufficient width to accommodate the pedestrian traffic, but in no case shall they be less than four feet in width. Walkways shall be provided with a durable walking surface. Walkways shall be accessible in accordance with 780 CMR 11.00 and shall be designed to support all imposed loads and in no case shall the design live load be less than 150 pounds per square foot (psf).

Commentary: The authority having jurisdiction is the Department of Public Works under a Street Opening Permit.

3306.5 Barriers Barriers shall be a minimum of eight feet (2438 mm) in height and shall be placed on the side of the walkway nearest the construction. Barriers shall extend the entire length of the construction site. Openings in such barriers shall be protected by doors which are normally kept closed.

Commentary: When a barrier is required by Table 3306.1, it must be constructed to impede, separate and obstruct passage of pedestrians onto a construction site.

3306.9 Adjacent to Excavations Every excavation on a site located five feet (1524 mm) or less from the street lot line shall be enclosed with a barrier not less than six feet (1829 mm) high. Where located more than five feet (1524 mm) from the street lot line, a barrier shall be erected when required by the building official. Barriers shall be of adequate strength to resist wind pressure as specified in 780 CMR 16.00.

780 CMR 3307.0 PROTECTION OF ADJOINING PROPERTY

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 ten days prior to the scheduled starting date of the excavation.

Commentary: This section emphasizes the need to protect all existing public and private property bordering the proposed construction or demolition operation. The term property means existing buildings. The owner or owner's agent has the responsibility to provide a written notice 10 days in advance for any demolition or construction activities that may warrant bordering lots to be protected from damage. Certified mail receipts with a dated postmark must be submitted. A demolition permit will not be released until 10 days after the date of the postmark.