



All Building Permit applications including Building Demolition are initiated at **Zoning** also located at **400 Granby Street**. The Building Demolition Permit is issued only after all prerequisites are met: Plumbing Permit verifying sewer cap approval, removal of the water meter, Rodent Certification, and all **written memos of confirmation of termination from each utility or service-electrical, gas, phone and cable service.**

If the building in question has never had any utilities connected, such as a storage shed, then the Rodent Certification is required from the Health Department, and the Hazmat-Free Letter is required from the Fire Prevention Bureau *before a Building Demolition Permit can be issued.*

The Building Permit will then be issued for all other occupied structures after verification from the Plans Reviewer along with utility termination letters, Asbestos Exemption, and Hazmat Certificate. A final inspection will be made by the building inspector to insure proper grading after removal of all debris and possible seeding of the property.

## **SUMMARY OF DEMOLITION PROCESS**

*STORAGE OR UTILITY Buildings (without any utility services)*

### **PREREQUISITES**

1. Rodent Letter (Owner eliminates non-metered utility service at site)
2. Hazmat Certificate approval
3. Complete Building Permit and Asbestos Exemption form; select **Demolition**.

Zoning and Building counters will process application and actual permit is issued at Cashier's counter.

*ALL OTHER USE GROUPS*

**PREREQUISITES** (with utility services)

### **PHASE I**

1. Plumbing application, check Sewer Cap
2. Confirmation of water meter removal by Norfolk Dept. of Utilities
3. Rodent Certification Letter
4. For Commonwealth of Va. Owned properties, the Commonwealth will issue a building permit prior to the Plumbing Permit issuance; only the Sewer Cap approval is required after verifying sewer cap, water meter removal and rodent certificate.

### **PHASE II**

1. Hazardous Materials (HAZMAT) certification
2. Obtain termination of all utility services in writing on that utilities form. Fax is acceptable. The other utilities are: Electric, Natural Gas, Cable Service and Telephone.
3. Chesapeake Bay Preservation Act approval and / or Land Disturbance Permit where applicable.



# Norfolk

Department of Planning & Community Development

## **THE DEMOLITION PROCESS FOR THE CONTRACTOR / OWNER**

With few exceptions, most buildings will undergo several **alterations** and some will be **demolished** at some time. All other removals of partial interiors or exteriors are correctly defined as **alterations**, not **demolition(s)**. **Demolition** means removal of the **complete structure**, from roof to foundation. There are exceptions to complete removal of some foundations in specific areas of the City of Norfolk; the code official will make those locations known. There are many **legal ramifications** involved with the demolition of properties, from acceptable sewer caps to final disposal of debris and seeding the lot.

### **Demolition is an Inter-Agency Process!**

The Department of City Planning's Division of Building Construction Services relies on the **Demolition Team (757) 664-6590** to monitor buildings and structures undergoing the demolition process, as well as structures formally targeted for demolition undergoing rehabilitation.

Demolition of buildings and other structures are normally performed by **Class A, B or C** contractors with either a **Blast / Explosive (BEC)**, **Building (BLD)**, **Heavy Highway (H/H)** sometimes with an **Asbestos Abatement (ASB)** designation from Department of Professional and Occupational Regulation; Virginia Board for Contractors, although homeowners, property owners, tenants, or agents with *documentation* from the property owner are also allowed to obtain permits to demolish a building. Building Construction is **not** for novices, or is Building Demolition. Death or personal injury, damage to equipment and property can and will occur. If you are a home or property owner, check with your insurance underwriter concerning possible liability for injuries, death and property damage before applying for a Building Demolition Permit.

If the existing building is **non-conforming**, demolition in anticipation of **new construction** may not be allowed; for that reason, it is critically important to first inquire of the **Zoning** counter to determine if the address in question is a **buildable site**. A fee is required for that service. Zoning staff can further explain non-conforming buildings, properties and other issues related to land use; what would and would not be permissible. **All** construction **must** meet the applicable codes for that structure from foundation through roofing. Zoning acts as a gatekeeper for Chesapeake Bay Preservation Act (CBPA), Land Disturbance requirements and verification of certification from the Virginia Department of Conservation & Recreation (**\*[www.dcr.state.va.us/sw/index](http://www.dcr.state.va.us/sw/index)**), zoning certificates, and **all** Building Permits.

The **Demolition Process** requires the **termination of all utilities** first & foremost by submitting a **Plumbing Application** at 400 Granby Street with the *Sewer Cap* option selected. There is a set fee for sewer cap inspections regardless of the number of sewers or septic tanks at the site. The acquisition of the sewer cap permit includes the removal of the water meter from the **Department of Utilities**.

Division of Building Construction Services  
400 Granby Street / Norfolk, VA 23510-1914  
Phone: (757) 664-6565

A Rodent Certificate must be acquired from the **Norfolk Department of Public Health / Environmental Health at (757) 683-2712 or 830 Southampton Ave.** by paying the required fee. A confirmation letter (**Rodent Certificate**) verifying the building to be demolished is rodent-free is faxed to the Building Permit Plan Review Staff from **Vector Control** unless another destination is requested. Requesting that the confirmation letter from NDPH / Vector Control be forwarded other than to the Building Permit Plan Review Staff transfers the responsibility from the Plans Reviewer to the requestor; something that should be carefully considered. The inspection is only good for thirty days from **issuance**.

The staff at **Vector Control (757) 683-2840** is solely responsible for the scheduling of inspections required to obtain the **Rodent Certificate**. Vector Control performs mosquito surveillance and abatement, rodent abatement on city properties, education and consultation on all activities on private properties and advises on the control of other vectors of disease affecting the public health. There is a fee for this service.

The **Bureau of Fire Prevention at (757) 664-6604, Fax 441-2537, 100 Brooke Avenue** certifies the property undergoing demolition to contain no hazardous materials including underground fuel tanks before a Building Demolition Permit is issued by issuing a **HAZMAT Certificate**. There is a fee for this service.

The final inspection and approval of the Sewer Cap, verification of the removal of the water meter, and the Rodent Certificate are required before permission to obtain the actual Building Permit for Demolition can be issued. For properties void of utility services such as storage buildings, sheds, detached garages; only the Rodent Certificate is required to obtain the actual Building demolition permit.



## **DEMOLITION PERMITS CHECKLIST**

Demolition means, “the removal of the complete structure, from the roof to, and including, the foundation”. If a portion of a building is to be removed and part of the structure is to remain, this is considered a building alteration. In such cases, a building permit would be issued. The Demolition Process requires the termination of all utilities prior to having a permit issued.

### **General Requirements**

- ✓ Contractors who obtain a Demolition permit must have a current contractor’s license (A, B or C) from the state of Virginia. The license should bear the BLD, H/H (if explosive charges are used) or BEC endorsement(s).
- ✓ A City of Norfolk Business license is required when the volume of work, within the city, exceeds \$25,000 per calendar year.
- ✓ A Rodent Certificate must be acquired from the Norfolk Department of Public Health / Environmental Health, located at 830 Southampton Ave., (757) 683-2712.
- ✓ The staff at Vector Control will schedule and perform inspections on the property, and if deemed Rodent free, a Rodent Free Certificate will be forwarded to this office. A Demolition Permit cannot be issued without this certificate.
- ✓ A Hazmat Free Certificate is required from the Bureau of Fire Prevention, located at 100 Brooke Ave., (757) 664-6604. It is the applicant’s responsibility to return the Hazmat Free Certificate to the Building Construction Services officer, at 400 Granby Street after the property is deemed free from hazardous materials, and signed by the Fire Prevention Inspector.
- ✓ An Asbestos-Free form must be signed, stating that the building is Asbestos free. This form may be obtained from the Building Construction Services office, located at 400 Granby Street.  
**NOTE: Rodent and HAZMAT permits expire 30 days after issuance.**
- ✓ A Termination letter is required from the following utility companies, stating that the utilities have been terminated from the location where the demolition is to take place:

**Electrical \* Natural Gas \* Cable TV \* Telephone**

A Demo Dump form is required, indicating the dump site.

A certified Land Disturber form and an Erosion & Sediment form must accompany all permits for projects that will involve more than 2500 square feet of land disturbance.

After the items above are completed, a Demolition permit can be issued.



**Norfolk**  
Department of Planning & Community Development

**Demo Dump Site  
City of Norfolk**

I \_\_\_\_\_, **Contractor/ Property Owner of the  
demolition work being conducted at** (job site location) \_\_\_\_\_  
\_\_\_\_\_ **Norfolk, Virginia, will be  
dumping all materials at** (dump site location) \_\_\_\_\_  
\_\_\_\_\_.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness** \_\_\_\_\_ **Date** \_\_\_\_\_