

THE FOLLOWING FORMS AND INFORMATION MUST BE FILED FOR A DEMOLITION PERMIT

1. Demolition application.
2. Survey of existing conditions also indicating location, size and type of trees on property.
3. Exterminator letter or Health Department rodent letter.
4. Electric, gas, water, telephone and sewer disconnect letters from utility company or municipal agency.
5. Pictures of existing structure – all elevations.
6. Proof of liability, compensation and disability insurance naming the Village of Great Neck as Certificate Holder and on the liability certificate, the Village of Great Neck must be named as Additional Insured.
7. The owner/agent certifies in writing that due diligence has been taken to research the records of the Village Building Department and the Town of North Hempstead to verify any record of subsurface structures on the demolition site and that the demolition site has been explored and declared free and clear of subsurface structures to the best of their knowledge.
8. Asbestos survey report by a certified asbestos investigator indicating that no asbestos containing materials are present as determined by visual inspections, including all suspected concealed asbestos areas, i.e. steam pipes, etc. Concealed areas to be opened to determine the extent of any asbestos material. All asbestos material to be removed in compliance with all governmental requirements. All appropriate certifications of removal and air quality test results shall be submitted.
9. Affidavits to be submitted to the Village that all property owners within 200 feet from every corner of the subject property has been notified by certified letter that the subject property building is to be demolished.

PROCEDURES TO BE FOLLOWED DURING BUILDING DEMOLITION

1. Notify Building Department 24 hours prior to commencement of demolition.
2. Provide six (6) fence and privacy weave around entire site pursuant to the provisions of the State Building Code.
3. Sidewalks and streets to be kept clean.
4. Protect trees to be saved in accordance with Village requirements. Earth around said trees not be compacted.
5. Site to be kept clean of debris.
6. At the end of the day, any cut holes, during excavation, shall have 1:2 slope. Maximum piled excavation shall be sloped at 1:2 ratio.
7. Only clean fill, without any organic or construction debris, shall be used.
8. Hose down all disturbed area to keep dust to a minimum.
9. Code compliant erosion control measures must be in place.

ALL vehicles used in connection with any, or by persons or companies working on any, building construction or demolition must be parked legally and may not obstruct the free flow of traffic on any public street.