

# CITY OF GENEVA, NEW YORK

Department of Public Works & Engineering

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## CHECKLIST FOR DEMOLITION OF BUILDINGS

- 1. City of Geneva Building Permit Application:** Applicants shall submit a completed building permit application and attach the following:
  - a. Completed Building Permit Application form;
  - b. Survey map of property with all building(s) to be demolished highlighted;
  - c. Signatures from all utility representatives that all utilities have been disconnected - all signatures must be provided within the designated space at item #3 on this checklist;
  - d. Signature from the City of Geneva's Fire Chief - read item #4 on this checklist;
  - e. Written report from an approved exterminator, licensed by the NYS Department of Environmental Conservation, that the building(s) to be demolished have been exterminated;
  - f. Copy of your compliance with the Industrial Code Rule 56 (Asbestos) that is enforced by the NYS Department of Labor - read item #2 on this checklist.
  - g. Insurance documents (e.g., worker's compensation) that documents compliance with state regulations;
  - h. Approvals obtained from any city review boards, if necessary;
    - i. A written description describing how the property will be restored after the demolition, which should include information about type of fill to be used, vegetation and landscaping; and,
  - J. A completion date for all work to be executed in an approved manner.
- 2. New York State Department of Labor - Division of Safety and Health (DOSH)/ Asbestos Control Bureau:** The Asbestos Control Bureau oversees the abatement of toxic hazards associated with asbestos fiber during the rehabilitation, reconstruction or demolition of buildings and other structures originally constructed with asbestos or asbestos containing materials. The Bureau enforces the New York State Labor Law and Industrial Code Rule 56 (Asbestos). Requirements of this code include the licensing of contractors, certification of all persons working on asbestos projects, filing of notifications of large asbestos projects and pre-demolition survey of buildings to identify any asbestos which may be present, to ensure proper abatement of asbestos materials. For this reason, please submit and file an asbestos survey with the Commissioner of the NYS Department of Labor and attach a copy of such action to your building permit application.

**3. Signatures from utility representatives that all utilities have been disconnected:**

*a. City of Geneva - Department of Public Works:*

1. *Division of Water Distribution (315-789-8070):* By signing below, you hereby confirm that the water service to the above property has been properly disconnected in accordance to any applicable codes, rules and regulations.

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11. *Division of Sanitary Sewer Distribution (315-789-7007):* By signing below, you hereby confirm that the sanitary sewer service to the above property has been properly disconnected in accordance to any applicable codes, rules and regulations.

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- b. *New York State Electric and Gas:* By signing below, you hereby confirm that the electric and gas service to the above property has been properly disconnected in accordance to any applicable codes, rules and regulations.

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- c. *Telephone and/or Cable:* By signing below, you hereby confirm that the water service to the above property has been properly disconnected in accordance to any applicable codes, rules and regulations.

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**4. Signatures from City of Geneva's Fire Chief:** By signing below, you hereby confirm that the applicant has notified you about the proposed demolition of building(s) and addressed any safety concerns.

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