



Andy Schor, Mayor

CITY OF LANSING

Department of Economic Development and Planning

316 N. Capitol Ave., Suite C-1 – Lansing, MI 48933-1238
(517) 483-4355 – Fax (517) 377-0169

Brian McGrain, Director
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Demolition Permit Checklist

RETURN THIS FORM SIGNED AND DATED WITH ALL REQUIRED DOCUMENTATION

Permit Location (Job Address): _____

Owner's Name: _____

Permit Applicants Name: _____

Before a permit may be issued, all of the documentation must be provided or justified as non-applicable (N/A).

- ___ 1. **SEWER DISCONNECTION NOTICE**, contact Department of Public Service (DPS) 483-4455.
- ___ 2. **ELECTRICAL DISCONNECTION NOTICE**, contact Board of Water and Light at 702-6006.
- ___ 3. **SOIL EROSION AND SEDIMENTATION** permit must accompany application if your project is within 500 feet of a lake, body of water, stream or county drain. Contact Public Service 483-4455.
- ___ 4. **PEDESTRIAN PROTECTION and/or CONSTRUCTION SITE SAFETY PLAN.**
- ___ 5. **DRIVEWAY PERMIT:** for authorization of any work within the Public Right-of Way *including removing driveway approaches and repairing or removal of curb cut.* Contact Public Service 483-4455.
- ___ 6. **PLOT PLAN/SITE PLAN** shall be provided for all construction projects.
- ___ 7. **PROOF OF OWNERSHIP:** Recorded Deed. Contact the Ingham County Register of Deeds at 676-7287.
- ___ 8. **PROPERTY CODE/TAX IDENTIFICATION NUMBER** for all subject parcels.
- ___ 9. **CITY OF LANSING DEMOLITION CONTRACTOR REGISTRATION.** A copy of which shall be submitted with this application. Contact the City Clerk's office for more information at 483-4131.
- ___ 10. **HAZARDOUS MATERIALS REPORT.**
- ___ 11. **RESIDENTIAL BUILDERS LICENSING** information shall be provided for all residential structures.
- ___ 12. **DEPT. OF ECONOMIC DEVELOPMENT AND PLANNING** approval is required for all demolition permits.
- ___ 13. **NEIGHBORHOOD NOTIFICATION:** 72 hours prior to the commencement of work the applicant shall notify the adjacent property owners and property owners on both sides of the block of the proposed activity. Acceptable methods would include direct mail, door hangers or fliers.

Yes-No Is the proposed building and/or structure within 500 feet of a body of water? Will the excavated area include an acre or more? If yes, a **Soil Erosion and Sedimentation Permit** shall be obtained from the Public Service Department. No site work shall begin until a valid permit has been issued.

I understand Public Act 230, Section 10 requires that I obtain a building permit prior to starting construction/demolition.

Applicant Signature _____ Date _____