

BOROUGH OF HIGHLANDS HOUSE DEMOLITION CHECK LIST

Project Location: _____ Block: _____ Lot: _____ Qual #: _____

Control #: _____ Date Received: ____/____/____ Reviewed by: _____

- 1. Copy of Home Improvement Contractor's Registration
- 2. Construction Permit Application, Building Technical section
- 3. Survey of the property including all structures and setbacks
- 4. Notification to adjoining property owners pursuant to **N.J.A.C. 5:23-2.34**

NOTICE: Owners shall protect adjoining properties and public rights of way from damage or hazardous conditions caused by the work. If access the adjoining property is required to provide such protection, the Owner shall deliver written notice of such intent to the owners of the affected properties. The notice shall request written permission to enter the adjoining properties to determine the measures that must be taken to safeguard those properties from damage. **Written consent from the owners of the adjoining properties must be obtained prior to entering the properties.** Upon approval of measures to safeguard adjoining properties, the owner shall provide a copy of the measures to the owners of adjoining properties and shall request and obtain written permission from the owners of the adjoining properties to implement the measures prior to the commencement of work.

- 5. Plan to safeguard adjoining properties or public rights of way
- 6. Soil Conservation Approval or Exception Letter
- 7. **Disconnect Letters from Utility Providers**
 - Electric
 - Telephone
 - Water
 - Gas
 - Septic System (Board of Health)
 - Sewer termination
- 8. Well water abandonment and capping Certification from Licensed Well Driller
- 9. Owner Certification representing status of Oil Tank (removed, filled, existing, etc.)
- 10. Certification from Owner or agent representing that all friable asbestos or asbestos-containing material that will become friable during demolition or removal has been or will be properly abated prior to demolition and that all requirements of **USEPA 40 CFR 61 subpart M** have been or shall be met
- 11. Waste shipment voucher or asbestos manifest
- 12. Demolition certification - debris removal or recycling/disposal of materials letter upon completion. Certification is needed to obtain **Certificate of Approval**.