



Building Department, 200 South Street, P.O. Box 914, Morristown, NJ 07960
Telephone: (973) 292-6711
Fax: (973) 292-6734

Property Address _____ Block _____ Lot _____

Property Description (Type of Structure – Residential, Commercial, Mixed-use, # of Dwelling Units/Apartments, etc.): _____

(Include a picture of the proposed property to be demolished.)

Check Sheet for Demolitions (Commercial and Residential)

Fill out and execute a “Permit Application jacket and building technical permit” for the demolition project. Cost for demo is \$250 for residential structures and \$1,500 per commercial building (payable to the Town of Morristown). This checklist shall be filled out and signed on page 2 and all applicable back-up documents shall be attached/included with the permit application. **Any questions regarding this information, contact the Building Department at 973-292-6711.**

- Topographical survey indicating the building/site being subjected to demolition, including utility disconnection points, as applicable. For safety, indicate fencing type/location to be installed around the demolition site.
- Call before you dig. 1-800-272-1000
- Dust control (Clean Air Act – state intended method of compliance) _____
- Need approval from the Morris County Soil Conservation District - 973-285-2953 for any building being demolished that involves the disturbance of 5,000 square feet of soil. Attach the received certification from the Morris County Soil Conservation District. If disturbance is less than 5,000 square feet, reference the below Town “Soil Disturbance” permit requirements.
- Town Engineer involvement if soil disturbance is greater than 500 sq ft or 10 cubic yards. 973-292-6722.
- Letter from the Electrical Utility that the electricity has been disconnected and shut-off. Jersey Central Power and Light
- Letter from the Gas Utility that the gas has been disconnected and shut-off. PSEG Demolition Department (1-800-817-3366; demolition@pseg.com).
- Letter from the Water Utility that the water service has been disconnected, properly capped and shut-off. Where applicable, a licensed plumbing contractor shall be utilized. Southeast Morris County Municipal Utilities Authority (973-326-6880).
- Cable TV/Internet, phone lines, etc. disconnected and/or removed from the structure so they are no longer connected to the structure proposed to be demolished.
- Letter from the Department of Public Works (973-292-6650) regarding sanitary sewer cut-off. Where applicable, a licensed plumbing contractor shall be utilized.
- Health Department “Demolition” Permit required as well as a letter from a pest control company that the structure has been treated. You must coordinate the health permit and the pest control initiation date with the Town of Morristown Health Department (973-796-1975). Coordinate the construction demolition permit application and projected demo start date with the pest control dates. There is a provision that the pest abatement process shall be within so many days of the actual demolition start date. Coordinate with the Health Officer and include a copy of the pest abatement document with the demolition permit application.

- Send demolition notification letters to neighbors within 200 feet of property. A copy of the letter sent and the property owners notified shall be submitted.
- Clearance letter from an environmental company stating that all asbestos-containing materials have been legally removed. For asbestos removal and waste hauling regulations, contact the NJ Department of Labor. Copies of all reports validating the identification and removal of asbestos containing materials shall be submitted to this office for record purposes. As quoted from the NJ Uniform Construction Code the following specific item shall also be validated accordingly. 5:23-2.17(e) Asbestos abatement: Before a structure can be demolished or removed, the owner or agent shall document that the requirements of USEPA 40 CFR 61 subpart M have been or shall be met. A permit to demolish or remove the structure shall not be issued until the owner or agent notifies the enforcing agency that all friable asbestos or asbestos-containing materials that will become friable during demolition or removal has been or will be properly abated prior to demolition”
- If there is a heating oil tank, it shall be removed by a separate construction permit submitted to and issue by the Building Department. Regulations and certification requirements regarding the closure (or abandonment) of underground storage tanks, including certification requirements for UST contractors are available through NJ Department of Environmental Protection.
- Coordination with the Police Department (Traffic Control/Traffic Watch) (Lt. Mathew Rawding at 973-292-6692), including traffic signage, pedestrian safety, route for truck/demolition waste movement to major highway, etc. If the disruption is adjacent to a NJ State Highway, NJDOT involvement will be necessary. Where required, a traffic safety plan shall be provided and accepted by the Police Department with a copy included in the permit jacket. If determined that Police involvement at the site will be necessary (i.e. during initiation, during demolition periods, etc., coordinate with the Police Department as necessary, including inclusion of an escrow account (as required).
- Ordinance specific requirements – Copy of insurance documents and bonds as applicable.
- For large commercial demolitions (Planning Board, Board of Adjustments or Re-development projects), coordination with the Town’s 3rd party engineer may be necessary. (i.e. structural backfil, etc.). Indicate how the existing foundation and slab will be demolished, backfilled, etc.
- Notification of the Fire Department (973-292-6601). In addition to making them aware of the demolition, you are also required to inform them when the building utilities will be disconnected. If the building(s) is served by a sprinkler and/or standpipe system (or supervised fire alarm system), they will need to know this information. Also, the Fire Department may be interested in utilizing the building (after environmental clearance - asbestos abatement) for tactical training purposes. They will provide the building owner with the necessary “hold harmless” waivers.
- Notification of the Police Department (973-292-6692). The Police Department may also be interested in utilizing the building (after environmental clearance - asbestos abatement) for tactical training purposes. They will provide the building owner with the necessary “hold harmless” waivers.

Include this document with the demolition permit.

Submitted and certified by:

Signature _____ Name (print) _____

Firm name (where applicable) _____

Firm address (where applicable) _____

Phone Number of Person who signed certification _____