



City of Oxford, Ohio Demolitions Guide

Before you apply

- Structures in the Uptown or University historic districts require an HAPC Certificate of Appropriateness in addition and prior to the demolition application.
- The review process will take longer if you submit application requirements in separate pieces, so we suggest that you submit as many as possible in the beginning.

Apply

Initial review

To begin the demolition permit process, you must complete and submit at least the following documents:

- Building Permit Application (included in this packet)
- Demolition Addendum (included in this packet)
- Site Plan - indicate building(s) to be demolished

Additional materials

You must complete and submit the following items **before** the Chief Building Official approves the demolition permit. *We encourage you to submit these materials with the items listed above to speed up the approval process.*

- Utility Disconnection Request (included in this packet) - for water service
- Demolition Responsibility Notice (included in this packet)
- Authorization for Demolition (included in this packet)

You must also submit:

- Utility Disconnection Notices - from electric and gas providers
- Proof of Insurance
- Proof of Real Estate Tax Payment
- Solid Waste Management Plan
- Asbestos Abatement Report (if applicable)

Permit issuance

We will contact you when the permit is approved and ready for pickup and tell you the fees due.

Standard fees

The fees below are for general guidance only. Refer to the Building and Zoning Permit Application for a complete list of fees.

- Residential: (Building fee \$50.00 + 1% Ohio surcharge) + zoning fee \$50.00 = \$101.50
- Commercial: (Building fee \$80.00 + 3% Ohio surcharge) + zoning fee \$100.00 = \$182.40

48-hour notice

At or after the time of permit issuance, you must complete and submit the 48-Hour Notice. **We must receive this at least 48 hours before the demolition activity begins.**



Application for Building, Zoning, and Related Permits

Form instructions and fees are on the next pages. Please print legibly.

Today's Date (Required)	Estimated Job Cost (Required)	Work Sq. Ft.
Address(es) of Work to Be Completed (Required)		
Lot Number(s)	Parcel Number(s)	
Existing Use (Required)	Work Description (Required)	

Application Type

Select all that apply (minimum of one).

Building
 Zoning
 Mechanical
 Electrical
 Demolition
 Gas Line
 Sprinkler
 Water Tap
 Water Meter
 Sewer Tap
 Fire Alarm

Other (fence, sign, shed, hood suppression, etc.)

New Dwelling Units Only

Applications for *new one-, two-, or three-family dwellings only* must provide the following information.

Number of bedrooms	Number of bathrooms	Basement <input type="checkbox"/> None <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished		
1 st Floor Sq. Ft.	2 nd Floor Sq. Ft.	Basement Sq. Ft.	Garage, deck, porch Sq. Ft.	Total Sq. Ft.

Contact Information & Signature

Person	Name	Address	Phone/Fax No.	Email Address
Applicant (Required)				
Tenant (If applicable)				
Property Owner				
Contractor				
Architect / Engineer				

As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete, and I will install the work written above in compliance with the laws of the State of Ohio and with the City of Oxford Building, Zoning, and other related codes.

Applicant Signature (Required)

Application for Building, Zoning, and Related Permits Instructions

Application Requirements

To ensure quick processing, submit a complete application, including the following:

- Residential application: Submit 5 sets of building plans
- Commercial application: Submit 6 sets of building plans
- All building and lot plans must be drawn to scale
- Engineering plans must be on standard 24x36" sheets
- The Site Plan must show all structures, lot dimensions, distances from structures to all lot lines, parking, screening, location of existing and proposed water and sewer laterals and other required elements
- If the building(s) are to be set on or near minimum distances from the lot lines, you must submit a Site Plan drawn by a Registered Surveyor
- For rooftop furnace or AC units, you must include existing and proposed unit weights with the application

General Information

- **Do not** begin building construction until you have paid for and received an approved permit. If you begin work without a permit, the City of Oxford will issue a Stop Work Order and you may be subject to a citation.
- **Work Requiring a Building Permit** - The City of Oxford requires permits for all new buildings and structures, alterations, additions, remodeling, fences, demolitions, changes in use, or other activities connected to construction or development.
- **Not Requiring a Building Permit** - The City of Oxford does not require permits for siding, landscaping (other than retaining walls), painting, wallpapering for maintenance purposes and storm/screen windows/doors; where the value of the building improvement does not exceed \$600.00. No building permit shall be required unless an inspection is required, in which case the fee shall be \$20.00.

Work in Historic Districts

Visible exterior work on buildings in historic districts requires a Certificate of Appropriateness (COA) from the City of Oxford Historic and Architectural Preservation Commission, even if a building permit is not required. Projects such as roof surface replacement, exterior repainting and front door replacement are common projects that require a COA. The COA process takes a few days for minor projects. Other more extensive repairs and replacements that require a building permit can be coordinated upon permit application submittal. Call the Community Development Department at 513-524-5204 with any questions, or visit cityofoxford.org/hapc to learn more **before** commencing work.

Building Codes

The City of Oxford enforces a model residential building code and its own zoning code, as well as related electric, fire and mechanical codes. The Residential Code of Ohio (RCO) applies to one-, two- and three-family dwellings, and accessory structures. The Ohio Building & Mechanical Codes and National Electrical Code (OBC) apply to the construction of dwellings with more than three units, or commercial and industrial structures. Call NIC at 513-524-5205 if you have questions about the Building Codes.

Permit Review, Issuance, and Fees

- We will contact the applicant if reviewers require resubmittals and when the permit is ready for issuance.
- You will pay fees when the permit is approved and ready for pickup.

Inspections

Permit recipients are responsible for scheduling inspections at least 24 hours in advance. Recipients will receive scheduling instructions at the time of permit issuance.

Certificate of Code Compliance

This application constitutes a request for a Certificate of Code Compliance, for buildings/structures authorized under RCO or OBC. The certificate confirms you did the work in accordance with approved plans. The City will issue the Certificate of Code Compliance after the project passes all required inspections including electrical, building, plumbing, or any other required by code.

Building, Zoning, and Related Permits Fees

Established by City of Oxford Codified Ordinances Chapter 1320.

SF = square feet

GFA = gross floor area

One, Two, and Three-Family Dwellings & Accessory Buildings (RCO)

RCO Item	Fee
Zoning - One-, Two-Family – New	\$100.00
Zoning - One-, Two-Family – Existing	\$50.00
Zoning - Three-Family	\$50.00 per unit
Zoning - Accessory Building or Minor Improvement	\$50.00
Zoning – Site Work Permit	\$200.00 plus \$10.00 per acre
Building *	\$80.00 plus \$30.00 per 100 SF of GFA
Mechanical *	\$50.00 plus \$4.00 per 100 SF of GFA
Electrical *	\$50.00 plus \$4.00 per 100 SF of GFA
Electrical (Minor) *	\$50.00
Electrical Service Upgrade	\$50.00
Accessory Buildings (over 200 SF) *	\$30.00 plus \$1.00 per additional 10 SF over 200 SF
Alterations, Remodeling, Fire Repair *	\$80.00 plus \$30.00 per 100 SF
Swimming Pools (greater than 24" deep) *	\$90.00
Furnace or Air Conditioner *	\$50.00 per unit
Combined Furnace and Air Conditioner *	\$100.00 per unit
Demolition *	\$50.00
Partial Permit (where granted) *	\$50.00
Temporary Certificate of Occupancy *	\$100.00
Certificate of Occupancy *	\$50.00
Temporary Pole *	\$50.00
Temporary Tent 400-699 SF with sides *	\$75.00 plus \$0.10 per SF
Temporary Tent 700 SF or more with or without sides *	\$75.00 plus \$0.10 per SF
Fence over 6 feet tall	\$40.00
Awning *	\$25.00
Gas Line *	\$30.00 per meter
Building Permit Extension *	\$50.00
Relocate Building *	\$250.00
Work Without Permit *	Greater of \$200.00 or twice the cost of the permit fee.
Re-Inspection (Third and each subsequent inspection for the same permit) *	\$60.00
Resubmittal for Building Review (third and each subsequent resubmittal) *	\$60.00 per hour
Resubmittal for Zoning Review (third and each subsequent resubmittal)	\$100.00 per resubmittal
Change of Building Plans (after approval) *	\$50.00 plus \$60.00 per hour
Sidewalk-Curb-Gutter Permit	\$25.00
* Ohio Board of Building Standards Residential Surcharge ¹	1%

¹ Ohio Revised Code, 4101:8-1-03

Commercial and Residential Buildings (OBC)

OBC Item	Fee
Zoning Commercial Unit	\$200.00 per unit
Zoning Residential Unit	\$50.00 per unit
Zoning Accessory Building or Minor Improvement	\$100.00
Building **	\$100.00 plus \$20.00 per 100 SF of GFA, including accessory buildings
Mechanical **	\$100.00 plus \$5.00 per 100 SF of GFA, including accessory buildings
Electrical **	\$100.00 plus \$5.00 per 100 SF of GFA, including accessory buildings
Electrical (Minor) **	\$80.00
Temporary Pole **	\$80.00
Gas Line **	\$75.00 per meter
Electric Service Upgrade **	\$80.00
Alteration, Remodeling, Fire Repair **	\$100.00 plus \$10.00 per 100 SF of GFA
Fire Suppression System **	\$150.00 plus \$5.00 per 100 SF of GFA
Fire Alarm System **	\$150.00 plus \$1.00 per 100 SF of GFA
Hood Suppression System **	\$150.00
Hood System **	\$150.00
Furnace/AC Replacement including Rooftop Units **	\$150.00 per unit
Demolition **	\$80.00
Sign – Building **	\$100.00 plus \$0.40 per SF per sign, plus cost of electric, if applicable
Sign – Zoning	\$25.00 per sign plus \$1.00 per SF per side
Sign Face Change Only – Zoning	\$50.00
Re-Inspection Fee (for third and each subsequent inspection for same permit) **	\$100.00
Certificate of Occupancy (Temporary) **	\$250.00
Certificate of Use and Occupancy (not associated with building permit) **	\$250.00
Partial Permit (where granted) **	\$100.00
Sidewalk Use Permit	\$50.00
Change of Building Plans (after approval) **	Commercial unit: \$50.00 plus \$100.00 per hour Residential unit: \$50.00 plus \$60.00 per hour
Third and Subsequent Plan Review **	\$100.00 per hour
Resubmittal for Zoning Review (third and each subsequent resubmittal)	\$100.00 per resubmittal
Awning **	\$75.00
Temporary structure, including tents **	\$75.00 plus \$0.10 per SF
Fence (over six feet tall) **	\$40.00
Fuel Storage Tank **	\$75.00 per tank
Building Permit Extension **	\$50.00
Moving or Relocating Buildings **	\$250.00
Working Without a Permit (starting construction without a permit) **	Greater of \$200.00 or twice the cost of the permit fee
Curb, Gutter, Sidewalk Permit	\$25.00
Street Cut Permit	Determined by Service Department
Backflow Prevention	\$25.00
** Ohio Board of Building Standards Commercial Surcharge ²	3%

² Ohio Revised Code 4101:2-1-50(b)

Addendum – Demolition Permit

Address of Property _____

Description of structure(s) _____

Condition of structure(s) _____

Number of stories _____

Basement yes no

Age of structure _____

Utilities on site electric water/sanitary gas

Has asbestos testing been completed yes no

 If no, when to be completed _____

Estimated project start date _____

Estimated project end date _____

To: Demolition Property Owners and Contractors
From: Building and Housing Division, City of Oxford
Date: March 11, 2016
RE: Water Service Disconnection and Sanitary Sewer Lateral Capping Procedures

The applicant, owner, or contractor is responsible for providing the City of Oxford Building and Housing Division with written documentation indicating all applicable utilities have been properly disconnected when applying for a demolition permit.

Outlined below are the proper procedures for City of Oxford utility disconnections:

- All **water service** disconnection requests are required to be in writing and should be directed to the Utility Department located on the first floor of the Municipal Building. The attached Utility Disconnection Request may be used for this purpose. Requests should be submitted at least 5 working days in advance of the date disconnection is needed to allow for OUPS notification and scheduling. If the building being demolished has a fire suppression system, please advise us as early in the process as possible, as this requires special considerations.
- The applicant, owner, or contractor shall be responsible for the proper disconnection and/or capping of the existing **sanitary sewer lateral service**. The sanitary sewer lateral shall be disconnected by means of installation of a cap or plug on PVC piping or use of concrete blocks with grout on all other pipe materials between the curb and sidewalk. This location shall be marked with a 4" x 4" wood post cut to within 611 of surrounding final grade. Upon completion of said work, an inspection is **required** and can be scheduled by contacting the Building and Housing Division at 513-524-5209. At the time of the inspection, a mag nail provided by the city inspector will be inserted into the post to aid with future locations. **If plans are to reuse the existing service**, an appointment is required to be scheduled prior to the disconnection for the purpose of videotaping the lines and locating the lateral.
- After water service disconnection and sanitary sewer lateral inspections have occurred the appropriate paperwork will be forwarded to the Utility Department and then to the Building and Housing Division. This documentation as well as all other required documentation (Solid waste management plans, other utility disconnections, etc.) must be received before the demolition permit may be issued.
- Do not contact Water Distribution or Wastewater Collection personnel directly to have services disconnected or inspected. If you need to speak with someone from those divisions in regards to water or sanitary sewer matters, please call the Service Department at 513-524-5206.

If you have questions regarding these procedures, contact the Building and Housing Division or the Service Department.

Utility Disconnection Request

As owner/or a representative of the owner for the property located at

_____ Oxford, Ohio, I request a

disconnection of City of Oxford water services as of

_____ (5 working day notice required) in preparation of the

demolition of the structure located at the above indicated address. If access is required

inside the structure, please contact _____ at

(_____) _____ - _____.

Owner/Owner Representative Signature

Owner/Owner Representative Printed Name

Date

Demolition Responsibility Notice

When demolishing a structure, the contractor and/or owner are responsible for the following:

1. Prior to issuance of the demolition permit, the contractor or owner must provide to the City of Oxford, Building and Housing division, the following written documents:
 - a. Documentation that all utility services (gas, electric, water & sewer) have been disconnected or do not exist at the site
 - b. Proof of insurance, per OCO 1307.02(c)
 - c. Proof of real estate taxes being paid up to date
 - d. Solid waste management plan
 - e. Asbestos abatement report, if applicable
 - f. Owner authorization, if applicable
2. Prior to demolition of the building, the contractor or owner is required to provide the City of Oxford Building and Housing Division with a 48 hour written notice of the scheduled demolition. The contractor or owner is responsible to secure the permits and approval needed if the abutting streets, sidewalks and/or parking spaces will be affected.
3. Prior to demolition, the contractor or owner is responsible to contact the Ohio Utilities Protection Service at 1-800-362-2764, for the purpose of having all utility lines on the property located.
4. The demolition work shall be executed in a diligent manner to ensure that damage does not occur to adjacent buildings or property. Upon completion, the site shall be left clean, neat and well graded. Excavations shall be filled in if new construction does not proceed within 30 days of the demolition. Any damage to City streets, sidewalks, curbs or any other City property caused during the demolition shall be repaired by the owner or contractor or will be repaired by the City of Oxford, with the cost of such repair being payable by the contractor or owner.
5. The property must be inspected for asbestos, prior to demolition. If asbestos is found to be present, it must be disposed of in accordance with Ohio EPA regulations. Call 800-329-7518 or see epa.ohio.gov/asbestos for more information.
6. The demolition site must be secured at all times (orange construction fence, at minimum).
7. The contractor must implement dust control measures.
8. Any public sidewalks must be kept open during non-working hours.
9. If a dedicated bike lane is located in the front of the property, it is to be kept open to bike traffic at all times.
10. If fuel tanks are present, whether underground or above ground, the contractor must cautiously and properly dispose of any fuel that may be present.

A complete copy of the current demolition ordinance is available if needed.

Any additional approval conditions will be forwarded to me by the Community Development department in written form.

I acknowledge receipt of a copy of this document as well as my understanding and acceptance of the conditions contained in it.

Contractor or Owner

Date

