



THE CITY of PELLA

Demolition Permit Information

An approved Demolition Permit is required before a structure can be demolished within the City of Pella city limits. The permit helps insure that all utilities are correctly terminated and closed. The permit also notifies all utility and service providers that billing for the address is to be concluded. The permit application can be obtained at the Planning and Zoning Department Office.

Structures exempt from a demolition permit are an accessory structure 600 square feet or less, provided that the accessory structure has no utility service or basement, or an accessory structure in an agricultural district or rural residential district.

- 1) Prior to the Demolition of a structure, the owner shall submit a signed "Demolition Permit Application" to the City of Pella to obtain required acknowledgement signatures from the affected utilities. The applicant shall provide a deposit of Two Thousand Five Hundred Dollars (**\$2,500**) to the City of Pella. The deposit will be refunded upon verification to the City of payment in full for all services rendered and verification that all site requirements have been satisfied.
- 2) The owner of the structure to be demolished shall designate a contractor bonded and insured to perform the demolition work. The permit fee shall be paid and the contractor shall provide the City with a copy of the Certificate of Insurance.
- 3) Any demolition or utility work requiring temporary street closures shall be coordinated with, and require the approval of, the Public Works Department. The owner or contractor shall provide all signage and barricades in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
- 4) The City of Pella Administrative Offices located at 825 Broadway Street will be notified by the Public Works Department for final readings to be taken for water and electric utilities.
- 5) Water service shall be physically disconnected in accordance with City of Pella requirements. The work will be inspected and approved by the Public Works Department. Appropriate documentation and measurements will be submitted to the Public Works Department to verify service termination.
- 6) Sanitary sewer lines shall be capped with a sewer cap or plug at Right of Way (ROW) line. The Public Works Department shall verify the location and that the sewer line has been capped correctly. The sewer line will then be covered with earthen material. The covering shall be inspected and approved by the Public Works Department. Appropriate documentation and measurements will be submitted to the Public Works Department to verify service termination.
- 7) The City of Pella Electric Department will terminate service to the structure. Appropriate documentation and measurements will be submitted to the Public Works Department to verify service termination. If electric service is provided by Pella Cooperative Electric, all work performed will be from that agency.
- 8) Natural Gas service will be physically disconnected by Alliant. Mediacom will physically disconnect cable television. Windstream will physically disconnect telephone service.
- 9) Any pavement replacement associated with utility disconnections and/or curb replacements will be at the contractors or owners expense. The Public Works Department will inspect all pavement replacements.
- 10) Excavations within the right of way shall be subject to City Specifications. ie: Compaction, method of pavement removal and replacement, proper signage and barricades, restoration of landscaping, etc.
- 11) Foundations, driveways, or other structures shall be fully removed and disposed of properly. Upon removal of the foundation, the existing excavated hole shall be promptly back filled with clean dirt, compacted, graded to provide adequate drainage, and seeded. Street curb and gutter required to fill the void of a removed driveway shall be correctly placed.
- 12) The owner or contractor will pay any additional fees or expenses incurred to terminate utilities to the structure.

Collector's License: *Per Chapter 106 of the Pella Code of Ordinances any person(s) engaging in collecting, transporting, processing or disposing of solid waste from any premises with the City shall have a valid annual license.*

Asbestos Notice: Building demolitions are potentially subject to asbestos release prevention efforts. Any business or individual compensated to remove asbestos containing materials is required by the State of Iowa to obtain a certified asbestos contractor permit. Call 515-281-6175 for details or visit Iowa [Division of Labor Services website](#).

It is the property owner or their agent's responsibility to notify the various utilities of the planned demolitions, call Iowa One Call (800)292-8989, and schedule any and all disconnects of service.

UTILITY NOTICE & DISCONNECTION VERIFICATION

As part of the permit process the City will notify the utilities and offices below that a demolition permit has been submitted, however, it is the property owner's or their agent's responsibility to contact each and obtain documentation that the disconnect or other activity has been completed and verified.

Address of structure to be demolished:

Utility/Office	Date of Disconnect	Name (Print) and Signature of person verifying disconnect
City of Pella – Water: (641)628-2464	<i>Date:</i>	<i>Print:</i>
	<i>Comments:</i>	<i>Signature:</i>
City of Pella – Wastewater: (641)628-3800	<i>Date:</i>	<i>Print:</i>
	<i>Comments:</i>	<i>Signature:</i>
City of Pella Electric: (641)628-2581	<i>Date:</i>	<i>Print:</i>
	<i>Comments:</i>	<i>Signature:</i>
Alliant Energy – Gas (800) 822-4348	<i>Date:</i>	<i>Print:</i>
	<i>Comments:</i>	<i>Signature:</i>
Windstream- Phone 1-800-347-1991	<i>Date:</i>	<i>Print:</i>
	<i>Comments:</i>	<i>Signature:</i>
Mediacom- Cable 1-888-847-6228	<i>Date:</i>	<i>Print:</i>
	<i>Comments:</i>	<i>Signature:</i>
OTHER		
City of Pella Street: (641)628-1601	Road/Lane Closures Needed? YES NO *if Yes applicant will need to provide signage & barricades in accordance with MUTCD.	
	Will Curb need to be replaced? YES NO	
	Was Storm Sewer Disconnected/Inspected? YES N/A	
City Hall-Utility Billing (641)628-4173	Date of final reading/final reading confirmed:	
	Print:	Signature:
City of Pella - GIS: (641) 628-1601		



THE
CITY of PELLA

**Planning & Zoning Department: Building Division
Demolition Permit**

Address of Structure to Be Demolished: _____

Type of structure to be demolished:

- Single Family Two Family Multi-Family Garage
- Commercial Industrial Institutional Agricultural

Date of Proposed Demolition: _____ ***Demolition may not commence until an approved permit is posted on site. Permits will not be approved until documentation of all disconnects is received.**

Property Owner: _____ Phone _____ E-mail _____

Address _____ City _____ State _____ Zip Code _____

Contractor: _____ Address _____ City _____

Contact Name (Print): _____ Cell: _____

Office Phone: _____ Fax _____ E-mail _____

I, as the demolition contractor, in making application with the Building Official of the City of Pella, Iowa for a Demolition Permit, shall comply with the requirements of all utility companies and pay the required fee(s) and provide surety deposit of \$2,500.00. to the City of Pella. I understand that my signature acknowledges my responsibility for this project until final approval by the City. I also understand that it is my responsibility to check on applicable State of Iowa rules and permits concerning asbestos as demolitions are potentially subject to asbestos release prevention efforts.

Signature: _____ **Date:** _____

Building Official Notes:	Finalized date of Demolition:

OFFICE USE ONLY: BP Number: _____

Permit Received/Scanned: _____ Entered in Database: _____ Permit Amount Paid: _____

Building Official: _____ Date: _____ Date \$2,500 Deposit Received: _____

Deposit Received From: _____

Demo Completed. All expenses related to the demo have been paid & site requirements are met.

Authorization to release deposit: _____ Date: _____ Date Deposit Returned: _____ Returned By: _____

DEMOLITION PLANNING SHEET – Must be completed and submitted with your permit

The following items are the property owner or their agent’s responsibility:

- **Notify the various utilities and City offices of the planned demolition**
- **Call Iowa One Call (800) 292-8989**
- **Schedule any and all disconnects of service**
- **Provide written documentation of verification of disconnects.**

The following contractor has been hired to complete the water and sewer disconnects:	The following contractor has been hired to replace the driveway lip curb to full curb or to patch street:
Name:	Name:
Address:	Address:
Phone:	Phone:
The following contractor has been hired to complete the site restoration:	The following licensed City waste hauler been hired to haul debris:
Name:	Name:
Address:	Address:
Phone:	Phone:

CHECK ALL THAT APPLY FOR YOUR DEMOLITION	
<input type="checkbox"/> Water disconnect – meter and corporation cock <i>(Meter removed & disconnected at the corporation cock - do not remove corporation cock)</i>	<input type="checkbox"/> Lighting – if required
<input type="checkbox"/> Sanitary Sewer disconnect , abandonment, inspection	<input type="checkbox"/> Cistern removal, abandonment
<input type="checkbox"/> Natural Gas disconnect , abandonment, inspection	<input type="checkbox"/> Well abandonment, state requirements complied with
<input type="checkbox"/> Electric disconnect , abandonment, inspection	<input type="checkbox"/> Septic tank removal, backfill and compaction
<input type="checkbox"/> Storm Sewer disconnect , abandonment, inspection	<input type="checkbox"/> Sidewalk removal or restoration
<input type="checkbox"/> Secondary Storm Sewer disconnect , abandonment, inspection	<input type="checkbox"/> Driveway removal
<input type="checkbox"/> Telephone disconnect , abandonment, inspection	<input type="checkbox"/> Street repairs – curb replacement for removed driveway(s), inspection
<input type="checkbox"/> Cable Television disconnect , abandonment, inspection	<input type="checkbox"/> Street repairs – curb replacement for removed sidewalk(s), inspection
<input type="checkbox"/> Dust control	<input type="checkbox"/> Street repairs – sidewalk letdown repair if damaged, inspection
<input type="checkbox"/> Debris control, removal	<input type="checkbox"/> Street repairs – panel removal and replacement for abandonment activities, inspection
<input type="checkbox"/> Fire prevention measures	<input type="checkbox"/> Right of Way excavations shall comply with SUDAS requirements
<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Grading and site preparation
<input type="checkbox"/> Traffic Signage	<input type="checkbox"/> Placement of tillable top soil, compacted, grading and seeding
<input type="checkbox"/> Traffic detour signage	<input type="checkbox"/> Restore, repair, replace or provide restitution to adjacent property owners if applicable
<input type="checkbox"/> Protective barricades, fences	<input type="checkbox"/> Basement/cellar foundation removal
<input type="checkbox"/> Replacement of any removed traffic signage	<input type="checkbox"/> Other: _____