

**TOWN OF LONGBOAT KEY  
BUILDING DIVISION**

501 Bay Isles Road  
Longboat Key, FL 34228  
Phone: 941-316-1966 FAX: 941-316-1970

**MINIMUM REQUIREMENTS  
DEMOLITION OF STRUCTURE**

**PRIOR TO PERMIT ISSUANCE**, the following must be submitted and approved by the Building Department. (We recommend that you bring in as soon as possible what documents you have and submit required additional documents are you obtain them.)

- 1) **BUILDING PERMIT APPLICATION**, completed with notarized owner's and contractor's signatures, submitted. Under DESCRIPTION OF WORK, identify work (ie, demolish single family) and total square footage (all floors) to be demolished.
- 2) **OWNERS' AUTHORIZATION**: Notarized letter from ALL owners of record specifying structures to be demolished and contractor hired to perform that work; OR an original contract signed by owner(s) and contractor specifying work to be performed (original will be returned upon permit issuance).
  - ◆ Proof of ownership may be required by the Department.
  - ◆ Proof will be required that agents/officers signing as owners on behalf of a corporation or similar entity have proper authority to act on behalf of the corporation/entity.
- 3) **SURVEY AND/OR SITE PLAN OF ENTIRE PROPERTY**
  - ◆ Must be a current and accurate survey showing all existing above and below ground structures including but not limited to buildings, septic tanks, fuel tanks, seawalls, rip-rap, mangrove areas, parking/driveways, walks.
  - ◆ Show on the survey all structures/features to be demolished.
  - ◆ Indicate locations of silt-screening to be installed prior to demolition. Required along all waterways—recommended where subject property is adjacent to other developed property. Screening must remain in place until all required soil stabilization is installed and
- 4) **SEWER CAP OFF** by licensed plumbing contractor (see Plumber verification section on reverse)
  - ◆ Plumbing verification section must be submitted to building department prior to conducting cap off.
  - ◆ Must be capped off within 5 feet of the curb. Capping must be done with metal or plastic cap or filled with concrete.
  - ◆ Must be inspected and approved by Town Plumbing Inspector, and inspection recorded in the file (see reverse).
- 5) **TOWN WATER/SEWER BILLING APPROVAL (FINANCE DPT)**: Accounts must be paid up-to-date.
- 6) **GRADING AND SOIL STABILIZATION PLAN**: Indicate finished grading schedule and means of soil stabilization to be installed (ie sod). Elevation of grade at property lines CANNOT BE CHANGED.
  - ◆ If a permit for new construction has been issued concurrent with the Demolition permit, indicate on the plan that grading/stabilization will be covered under that permit or application number. No demolition will be issued without soil stabilization being covered under a demo or building permit.
- 7) **ELECTRIC POWER DISCONNECT**: Contractor responsible for arranging for power shut off. Once complete, call for courtesy inspection by Electrical inspector – permit cannot be issued without Town Electrical inspector's verification of power shutoff.
- 8) **TELEPHONE/FAX/CABLE SERVICE DISCONNECTS**: Provide company documentation of shutoff (shut-off billing notice acceptable).

- 9) **FUEL TANKS AND WELLS:** Existing tanks to remain must be approved by the Department; removal subject to all codes and laws and may require permitting. Capping off of wells must meet county and/or State codes under appropriate permits.
- 10) **GAS LINE DISCONNECT:** Written notice on gas company letterhead required. Contractor must call for Town inspection to verify shutoff.
- 11) **ASBESTOS REMOVAL PLAN:** All required documentation/licenses/permits to be in place prior to issuance of Demolition permit. (Chapter 469, Florida Statutes.)
- 12) **OTHER AUTHORIZATIONS:** ie, county health department, FDOT – as require by Building Dept.

**COMPLETION OF DEMOLITION PERMIT**

**IMMEDIATELY FOLLOWING DEMOLITION:** Building Dept and Code Enforcement staff may inspect the site for safe conditions at any time. Appropriate legal action will be taken for unsafe conditions on site.

- ◆ Septic tanks must be filled, per Town Code. Appropriate documentation and inspection by the plumbing inspector are required.
- ◆ Asbestos information sheet completed/permitting completed.
- ◆ Soil stabilization in place (unless an permit has been issued or application under review for new construction).
- ◆ Debris removed, grading not exceeding 4:1 slope, all holes and excavations filled.

**FINAL INSPECTION REQUIRED PRIOR TO ISSUANCE OF NEW CONSTRUCTION PERMIT.**

**FINAL INSPECTION REQUIRED WITHIN 90 DAYS OF COMMENCEMENT OF DEMOLITION.**

Once the demolition permit is issued, contact the Finance Department to have your water/sewer account billing adjusted.

**ADDRESS OF STRUCTURE TO BE DEMOLISHED:** \_\_\_\_\_

**SEWER CAP-OFF: LICENSED PLUMBING CONTRACTOR VERIFICATION (must be completed)**

License # \_\_\_\_\_ STATE  MANATEE  SARASOTA

Co. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_, state \_\_\_\_\_ zip \_\_\_\_\_

LICENSEE'S NAME (PRINT) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**SEWER CAP OFF INSPECTION APPROVAL**

Date \_\_\_\_\_ Plumbing Inspector's signature: \_\_\_\_\_

**DEMOLITION PERMIT FEES** (paid at time of permit issuance)

- \$145.00 for each 1000 square feet or portion thereof of building structure demolished
- \$ 28.75 for sewer cap-off inspection