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## Policies and Procedures for the Demolition of Existing Structures (2023)

1. Property Owner or Contractor applies for a Land Use Permit to demolish the existing structure. A copy of the site plan and Warranty Deed must be provided along with the permit application. Please note that the Contractor must supply the Township with a copy of the contract or a notarized letter from the property owner stating that they are authorized to pull permits on behalf of the owner. The cost of a demolition permit is \$45.00 for residential and \$60.00 for commercial to be paid at the time the permit is issued.
2. Property Owner or Contractor must contact Hamburg Township Utilities Department at (810) 231-1000 Ext. 210 to schedule an appointment for final pump down of the grinder pump station and inspection of the grinder pump abandonment. All appointments must be made at least **24 – 48 hours** in advance of the date of the appointment.
3. Property Owner or Contractor must dig trench along 4" gravity plumbing connection to grinder pump, cut the 4" PVC line near inlet of grinder pump station and properly cap off the line going into pump station. You may save the electrical wires going to grinder pump station for use during re-connection or purchase replacement wire later. **NOTE: Grinder Pump station abandonment must be done PRIOR to electrical shut-off. Power is needed to pump out contents of the grinder pump station.**
4. Once the grinder pump abandonment is inspected and approved, the DPW Technicians will remove the pump from the grinder can and unlock the Control Panel located on the side of the existing structure. The Owner or Contractor must remove and retain the original Control Panel for use during re-connection to sewer system. Property Owner should contact the Utilities Coordinator at (810) 231-1000 Ext. 210 to request de-activation of the sewer O & M monthly billings. **Please be advised that the quarterly sewer O & M billing does not stop until the DPW inspection has been completed.**
5. Owner or Contractor must provide utility shut-off letters to the Zoning Department. You may drop off the shut-off letters at the Township Hall or email them [planning@hamburg.mi.us](mailto:planning@hamburg.mi.us) (Planning & Zoning Dept). Utilities include but are not limited to: DTE Energy, Consumers Power, etc.
6. All existing on-site well heads must be properly capped-off prior to demolition.
7. For those homes with an existing on-site septic system, the Owner or Contractor must provide a receipt from a licensed waste hauler showing proof of pumping and/or clean-out of the septic tank(s).
8. Once the utility shut-off letters are received by the Zoning Department, a site inspection will be made by the Zoning Inspector. If approved, the permit will be issued, and a tag left on-site stating that the Owner or Contractor may come to the Township to pick-up the Land Use Permit.
9. After demolition of the structure is complete, the Owner or Contractor must call us for a final inspection of the site by the Zoning Inspector. Please call (810) 231-1000 Ext. 220 to schedule the final inspection.
10. A representative of the Hamburg Township Fire Department and/or Police Department may contact you to discuss using the structure for training purposes prior to demolition.

**NOTE:** If you are building a new house on the site, please be sure to stake your new home prior to calling for your demo final. The Inspector will do both inspections together.

**After the Township Land Use Permit for your demo is issued you must also apply for a demolition permit from the Livingston County Building Department.** Please call (517) 546-3240 if you have any questions regarding the County requirements.