



Residential Demolition

April 2020

City of Milan
Building Department Guide to
Demolishing a Structure



MILAN

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City of Milan Building Department
147 Wabash Street
734-439-1984

INTRODUCTION

Residential Demolition

The City of Milan has prepared this Guidebook to assist you in the process of your Residential Demolition project. This Guidebook contains important information that will help you understand the Building Permit and construction process from application to completion. We have included details for areas that have generated confusion or delays in the past. The information is presented in a start-to-finish sequence to guide you as you progress through your project.

The following information is provided:

<u>Codes Currently in Effect</u>	Page 1
<u>From Application to Completion</u>	Pages 2-3
○ This is intended to be your general guide through the complete process. It provides information on the application requirements, permit, inspections and bond refund.	
<u>Inspection Requests</u>	Page 4
○ Contains details required for requesting an inspection, making sure your job is ready for inspection, the times inspections are done and what inspection reports mean.	

This Guidebook contains many procedures and requirements. We urge you to read through it completely. It may save you valuable time in completing your project. We hope this Guidebook is helpful and we encourage you to provide us with any suggestions you may have as we continue to work toward improving our permitting process. Please call the City of Milan Building Department at 734-439-7089 if you have any questions.

Note: This Guidebook is only intended to be a guide and is not all inclusive of the Building Code. For complete details of all requirements, consult the 2015 Michigan Residential Code. The information in this Guidebook is subject to change without notice.

CODES CURRENTLY IN EFFECT

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Building:	2015 Michigan Residential Code
Plumbing:	2015 Michigan Residential Code
Mechanical:	2015 Michigan Residential Code
Electrical:	2015 Michigan Residential Code
Energy Code:	2015 Michigan Residential Code

Codes can be purchased by going to the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes & Fire Safety, Lansing, MI 48909, or their website at: <http://michigan.gov/bcc>.

FROM APPLICATION TO COMPLETION

Residential Demolition

A General Guide Through the Complete Process

A Building Permit from the City of Milan is required prior to starting Demolition. Included in this Guidebook is a checklist of items needed for application submittal. The Building Permit Application can be found online at <http://milanmich.org> or can be obtained at the Building Department counter.

1. Building Permit Application

A. All Building Permit Applications for Demolition will be processed within a reasonable amount of time. Construction documents and Plan Review are **not required**.

• **Note:**

- All Permit fees are due at the time of Permit issuance.
- Permit fees may be paid by cash, credit card, or check.
- Permits that have no activity for more than 6 months may be cancelled.

When all required permits are obtained, demolition may begin. Revisions to the Demolition project after issuance of the Building Permit may require re-submittal and Building Department approval.

2. Information Required for Permit Application

A. Building Permit Application

- Forms available online at <http://milanmich.org> or at the Building Department counter. Applications must be filled out completely for the Demolition project.

B. Shut-off Notices

- **Miss Dig MUST be contacted, flags set marking all underground services.**
- Shut-off notices for gas and electric services from DTE in a letter (wrecking clearance letter)
- Shut-off notice from the City of Milan for the water and sewer services. Water and sewer leads shall be disconnected in an approved manner and inspected by the Department of Public Works or the Building Department **prior to issuance of a demolition permit**.

C. Plot Plans – Three Copies

- Clearly indicate and identify all buildings on the site. Also indicate which are proposed for demolition, including their dimensions and square footages.
- Documents that contain all the necessary information and details will help expedite the plan review process.

D. Owners may submit a Building Permit Application for work on property that is or will be, upon completion, their place of residence. Owners of rental property may submit a Building Permit Application to do maintenance and alterations to the rental property.

Please Note: Any Contractor, hired by the Owner for a contract price of \$600.00 or more, shall be licensed in accordance with the State of Michigan Residential Builders Laws.

3. Registration of Builder’s License

- A Builder shall be currently registered with the City of Milan to be able to submit a Building Permit application.
- Builders not currently registered can register at the time of application by providing the following:
 - The original or a copy of the Builder’s license
 - Contractor Registration Form
 - The form shall have an original signature by the License Holder
 - The form shall be notarized (if not presented by License Holder)
- A Contractor Registration Form is available at our counter or online at <http://milanmich.org>
- Note: All information noted above shall be submitted with the applicable Building Permit Application.

4. Inspections (See “Inspection Requests” – Page 4)

Please Note: The burning of demolition materials and debris is strictly prohibited.

Once your Permit has been issued, you can begin demolition. Your Demolition project will be reviewed and inspected in accordance with the requirements of the 2015 Michigan Residential Code. As your project progresses, the City of Milan Building Department will need to perform the following inspections:

A. Open Hole Inspection

- This inspection shall be requested and approved prior to any backfilling operations.
- All foundations shall be completely removed.
- All basement floors shall be removed.
- All septic tanks shall be pumped, removed and inspected by the City of Milan Building Department before the filling of earth (if applicable).
- In-Ground Swimming Pools shall be completely removed including the bottom.
- All debris and building materials shall be removed, they cannot be buried on the site.

B. Final Inspection

- All basements or excavations shall be filled with earth. The earth shall be free from any construction debris and inorganic material.
- Building materials and debris shall be properly removed from the property. The land shall be left clean, graded and level free from all hazards and debris. The lot shall be graded and seeded to allow for proper drainage.

INSPECTION REQUESTS

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Contact the Building Department to schedule the inspection.

- At this time, you will be required to provide the following information:
 - **The Street Address of the job site.**
 - **The Permit Number.**
 - **The type of Inspection you are requesting.**

Inspections will be done Monday through Friday. Inspections may be available outside the normal business hours by special arrangement.

A request to cancel an Inspection needs to be called in to the City of Milan Building Department at 734-439-7089 before 9:00 a.m. on the day of the requested Inspection.

Please make sure your project is ready for your inspection. If your project is not ready for an inspection, the inspection will not be completed, and a \$55.00 re-inspection fee may be charged. The following items shall be completed or in place at the time of the inspection:

- Safe access to the job site and throughout the area to be inspected.
- The job ready for inspection.
- The street address and lot number posted and visible from the street.
- Temporary soil erosion control properly installed (if applicable).
- The street kept clean.
- All construction materials and debris contained on the project property.

Inspection results will be left on site after each inspection has been completed.

Green Tag – Your Inspection has been approved.

Inspector's Report – Your Inspection has not been approved. The Report will contain a list of items that need to be addressed before calling for a re-inspection. A \$55.00 re-inspection fee will be charged for any items not corrected at the time of the second inspection. Inspections shall be approved before proceeding with the next phase of your construction project.

It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all Inspection Reports. If you have any questions regarding this information, call the City of Milan Building Department at 734-439-7089.

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