



CITY OF ELIZABETH
DEPARTMENT OF NEIGHBORHOOD SERVICES
BUREAU OF CONSTRUCTION & ZONING
50 WINFIELD SCOTT PLAZA, ELIZABETH, NJ 07201
Tel. (908) 820-4084 Fax (908) 820-4245
www.Elizabethnj.org

CARLOS A. SANTOS
Director, Neighborhood Services

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Mayor

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Construction Official

DEMOLITION CHECKLIST

THE FOLLOWING LIST OF REQUIREMENTS MUST BE MET BEFORE A DEMOLITION PERMIT CAN BE ISSUED:

- 1) A certification from an **ENVIRONMENTAL AGENCY** attesting to the status of asbestos disturbance.
- 2) Proof of buried tank removal or closure.
- 3) Proof of disconnection from **Water Company**.
- 4) Proof of disconnection from **Electric Utility Company**.
- 5) Proof of disconnection from **Gas Company**.
- 6) Sewer line must be capped off. **(PLUMBING PERMIT REQUIRED)**
- 7) Certificate of pest control treatment & if necessary, a certificate of abatement.
 - a) Compliance certificate will be issued by the *Health & Human Services Department* for a fee of **\$25.00**
- 8) Neighboring property owners must be notified at least fourteen (14) days prior to the commencement of demolition by regular and certified mail. Proof of notification to neighbors is required by this office.
- 9) Use of cutting torch - Permit required from **Elizabeth Fire Prevention Bureau (908) 820-4040**.
- 10) Footings, foundations and slabs must be removed and inspected before clean fill is installed.
- 11) Site must be left with grade the same as grounding grade.
- 12) Must provide **TEMPORARY FENCE** surrounding the entire demolition area. Silt fence or bails of straw.
- 13) A dumpster must be placed on site during the entire demolition process & removed within 24 hours after completion.
- 14) Sidewalks must be kept in safe condition at all times, in the discretion of the Bureau of Construction & must be free of debris and must not hinder or obstruct the pedestrian traffic.
- 15) A portable toilet facility must be located on site and maintained in a sanitary condition for the duration of the demolition and must be removed within 24 hours after the completion of the demolition.

PHONE NUMBERS:

LIBERTY WATER COMPANY	(800) 272 – 1325	Press # 4 - speak w/ Representative
PUBLIC SERVICE ELECTRICAL DEPT	(800) 817 – 3366	Mon.-Fri. 8:00 AM - 3:30 PM
ELIZABETHTOWN GAS COMPANY	(800) 242 – 5830	Ask for a "Representative"

PERMIT FEE SCHEDULE:

One & Two family dwellings	\$ 75.00	} + \$ 65.00 Plumbing
Multiple dwellings	\$100.00	
Commercial & Industrial	\$150.00	
Accessory Structures	\$ 50.00	

New Construction Requirements:

- All permit applications
- Two (2) sets of signed & sealed plans
- Zoning Approval Letter **OR** Planning / Zoning Board Resolution
- Current Survey of Property
- Builder's License
- Soil Compaction Report *(If Demolition occurred.)*
- Soil Conservation Letter *If lot size is over 5,000 feet (908) 526-2701*
- Sewer Permit *(Engineering Dept. 3rd fl., 820-4271). Letter from plumber required if using existing sewer.*
- ~~Affordable Housing Preliminary Approval (C.O.A.H. Room 109) Call (908) 352-8450 for requirements.~~

Application for New Construction Certificate of Occupancy must be accompanied by:
 ∞ Home Warranty, New Property Survey and Final Affordable Housing Approval