

ENGINEERS SURVEYORS BUILDING CODE INSPECTORS MUNICIPAL SERVICES  
**LIGHT-HEIGEL  
& ASSOCIATES, INC.**

---

A full service provider of  
Pennsylvania Uniform Construction Code (UCC) services.

---

*Uniform Construction Code*

# Application Package

# DEMOLITION

# PERMIT

**Albany Township**

---

LOCAL LIGHT-HEIGEL OFFICE CONTACT INFORMATION:

**Light-Heigel & Associates, Inc.**  
**430 East Main Street**  
**Palmyra, PA 17078**  
**Attn: Building Codes**  
**Phone: (717) 838-1351**  
**Fax: (717) 838-3820**

---

FOR ADDITIONAL INFORMATION:

**Website:** [www.light-heigel.com](http://www.light-heigel.com)  
**E-mail:** [Permits@light-heigel.com](mailto:Permits@light-heigel.com)

**DEMOLITION PERMIT:  
Application Requirements**

Demolition permits must be obtained from the Municipal UCC Building Code Official prior to the demolition of any existing building or structure. This permit is separate from that required for construction, alteration or renovations of existing buildings.

Note, however, that when a demolition will occur and plans for the replacement building are submitted concurrently, an application for a demolition permit does not have to be submitted. But, if the demolition is not accompanied by a building permit application, application for a demolition permit will be required.

Please note that receipt of a UCC demolition permit does not relieve the permit holder of compliance responsibilities under other state or federal laws and regulations, including **but not limited to:** asbestos remediation, advanced notification to the PA Department of Environmental Protection and the US Environmental Protection Agency of demolition work, historic preservation and the capping of any sewer and water connections.

Any person desiring to demolish a building or structure must:

- Submit an **APPLICATION FOR DEMOLITION PERMIT.**
- **Provide two (2) copies of a site plan detailing the information requested on the permit application form.**
- **Pay a demolition fee of the amount calculated below.**

**Demolition Permit Fee Schedule**

**A. Residential**

Residential Permit Fee	=	\$100.00
Government Surcharge	+	\$4.50
<b>Total Permit Fee</b>	<b>=</b>	<b>\$104.50</b>

**B. Non-Residential**

Non-Residential Permit Fee	=	\$200.00
Government Surcharge	+	\$4.50
<b>Total Permit Fee</b>	<b>=</b>	<b>\$204.50</b>

**TOTAL PERMIT FEE** = \_\_\_\_\_

Check made payable to: *LIGHT-HEIGEL & ASSOCIATES, INC.*

FOR OFFICE USE ONLY:

CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

**MUNICIPAL FEE** = No fee required.

Make additional check made payable to the Municipality: *Albany Township*

FOR OFFICE USE ONLY:

CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

## APPLICATION FOR DEMOLITION PERMIT

<p><b>Proposed Demolition Information</b> (Political subdivision &amp; county names are required.)</p>	<p>Location of Proposed Demolition Work Street Number and Name: _____</p> <p>City: _____ Zip Code: _____ Tax Parcel ID #: _____</p> <p>Political Subdivision: _____ County: _____</p> <p>File Number (if occupancy was approved by L&amp;I): _____</p> <p>Brief description of building or structure to be demolished (use, number of stories)</p> <p>Demolition contractor: _____</p> <p>Address: _____</p> <p>Phone: _____</p>																
<p><b>Site Plan Requirements</b></p>	<p>Three copies of a site plan showing the proposed demolition must accompany this application. These must be drawn to scale (no less than 1/8" = 1') on pages which are at least 18" x 24." Each plan must detail:</p> <ul style="list-style-type: none"> <li>• Size and location of all buildings or structures to be demolished, distances to property lines and distances to sidewalks, pavement and curbs where they abut property lines.</li> <li>• Size and location of any existing buildings or structures that will remain on the site.</li> <li>• Area to be filled to existing grade and seeded or to be fenced and otherwise protected in anticipation of new construction.</li> <li>• If applicable, location, dimensions and construction details for pedestrian protections required in section 3306 of the <i>International Building Code</i>.</li> </ul>																
<p><b>Owner/Applicant Information</b></p>	<p style="text-align: center;"><b>If applicant is someone other than owner, list owner information, too.</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Applicant</b> (if other than owner):</td> <td style="width: 50%; border: none;"><b>Owner:</b></td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Name (typed or printed)</td> <td style="border: none; text-align: center;">Name (typed or printed)</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Number</td> <td style="border: none; text-align: center;">Phone Number</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Mailing Address:</td> <td style="border: none;">Mailing Address:</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table> <p><b>OWNER STATEMENT:</b></p> <p>I/we, _____ [signatures] certify that I/we own the property described above for which this application is made for a UCC demolition permit and that the applicant has my/our approval to demolish this property or act as our agent in the demolition of this property.</p> <p style="text-align: right;">Date signed: _____</p>	<b>Applicant</b> (if other than owner):	<b>Owner:</b>	_____	_____	Name (typed or printed)	Name (typed or printed)	_____	_____	Number	Phone Number	_____	_____	Mailing Address:	Mailing Address:	_____	_____
<b>Applicant</b> (if other than owner):	<b>Owner:</b>																
_____	_____																
Name (typed or printed)	Name (typed or printed)																
_____	_____																
Number	Phone Number																
_____	_____																
Mailing Address:	Mailing Address:																
_____	_____																

## DEMOLITION PERMIT GUIDELINES

The following information must be submitted or addressed prior to issuance of a demolition permit:

- Permit application and the required fee
- Two (2) site plans drawn to scale clearly describing the structure(s) being demolished.
- Asbestos shall be removed in accordance with PA Department of Environmental Protection Asbestos Removal Requirements.
- Indicate type of sewer system: onlot, septic system or public sewer.
- Onlot wells to be abandoned shall have the pump removed; the shaft filled with clean stone and permanently capped 12 inches below finished grade.
- Public water service piping must be capped at an approved location and inspected by a Water Authority representative prior to its concealment / backfilling.
- When onlot septic systems are present: (1) all tanks must be pumped, (2) all associated piping must be removed and properly disposed of, and (3) all tanks must be removed and properly disposed of or abandoned in place with holes punched in the tank bottom and filled with clean fill.
- When public sewer is present and the lateral is being abandoned, the lateral must be capped at the public sewer main and must be inspected by a Sewer Authority representative prior to backfilling.
- All excavations outside the street right of way must be filled with suitable uncontaminated material and installed to meet structural fill requirements if the area will be a bearing surface for below or above ground structures or buildings.
- Indicate whether demolition waste materials will be disposed of onsite or offsite. Only uncontaminated soil, rock, stone, gravel, concrete, brick, concrete block debris may remain onsite. All demolition materials removed from the site must be disposed of at an approved facility / site.
- Future construction (if applicable) requires backfilling with approved engineered fill or excavation to virgin soil.
- Identify the type and location of site utilities such as gas, electric, water, cable, telephone, etc. on the site plan.
- Identify if any underground storage tanks (combustible and flammable liquids) are present on the property.
- Notify *PA One Call* at 800-242-1776 at least 3 days prior to start of demolition or excavation.
- No methods of demolition will be permitted which will not inure all phases of such demolition being strictly confined within the limits of the demolition areas, and without hazard to adjacent properties, or to the public.
- Explosives may not be used to demolish any unit of structure.
- Under no circumstances shall any structure be set afire.
- All buildings shall be completely razed. All floor construction over basements shall be removed; interior basement partitions and pieces of solid masonry construction shall be completely removed. All basement, cellar or foundation walls shall be completely removed.
- Masonry basement floors may be cracked and left as part of the backfill if they are more than 18 inches below ground level.

- All basement partitions, furnaces, heating apparatus, piping, gasoline or oil tanks, miscellaneous fixtures and stairways shall be removed from the area of condemnation.
- All sewer lines are to be located, cut and plugged at the property line closest to the service line.
- Verification from all applicable utilities is required to confirm disconnects/shut-offs, etc.
- All rubbish and debris found on the demolition area at the start of the work as well as that resulting from the demolition activities or deposited on the site by others until final inspection and approval shall be removed and legally disposed of by the contractor who shall keep the project area and public right-of-way reasonably clear at all times. Furthermore, the contractor shall remove all the demolition debris from the site each day.
- Backfilling of all subsurface areas shall conform to the following provisions:
  - a. Before starting backfilling operations, the contractor shall have inspected the empty basement with the Inspector.
  - b. No masonry materials larger than eight inches in any dimension will be considered suitable. No combustible material of any kind will be used or permitted in the backfilling. Fill should be hauled in and not gouged from the surrounding terrain.
  - c. Prior to placing the first layer, existing cellar floors and other surfaced areas shall be broken to insure adequate drainage.
- The final 18" to the existing ground level shall be filled with clean dirt that is free of rubble and vegetable matter. The site shall be left in a clean and aesthetic condition with back filled shaped to the level of the surrounding terrain.
- Final grading shall include two inches of topsoil on top of the lot and seeding with approved seed.
- All requirements of the International Building Code pertaining to demolition must be complied with.