



**CITY OF NICHOLS HILLS, OKLAHOMA**  
**Application for Demolition or Building Moving Permit**

Staff use only  
Case # \_\_\_\_\_  
Date filed \_\_\_\_\_  
Fee receipt # \_\_\_\_\_

Completed applications and the required fee should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

Applicant is encouraged to consult Article IX, *Building Moving and Demolition*, in Chapter 8 of the Nichols Hills City Code (“the Code”) (and Sec. 50-129 of the Code if the building proposed for demolition or moving is a dwelling) when completing this Application. The “Demolition Checklist for Residents” is also available from the City Clerk.

Attach a separate sheet to provide complete answers if necessary.

Applicant’s name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

Address of building or descriptive location: \_\_\_\_\_

Present use of building: \_\_\_\_\_

Proposed date on which demolition or moving of building is to commence: \_\_\_\_\_

Estimated date on which demolition or moving of building would be complete: \_\_\_\_\_

Reason for proposed demolition or building moving: \_\_\_\_\_

Will an existing water meter be removed?  Yes  No

The following must be attached to this Application as required by Sec. 8-378 of the Code:

1. **Picture.** Current pictures of all sides of the building.
2. **Utility company statement.** The written statement on letterhead from each of the City of Nichols Hills Public Works Department, the City of Nichols Hills Fire Department, Oklahoma Gas and Electric, Oklahoma Natural Gas, and the applicable telephone and cable companies as required by Sec. 8-381 of the Code.
3. **Contractor.** The name and address of the proposed demolition or building moving contractor. Note that the contractor must meet the licensing and bonding requirements set out in the Code.
4. **Contractor insurance.** Copy of the demolition or building moving contractor’s insurance certificates as required by Sec. 8-376 of the Code.
5. **Arrangements for completion and site maintenance requirements.** Proof that arrangements have been made to comply with all demolition or building moving completion and site maintenance requirements as set out in Sec. 8-380 of the Code. This should include evidence that applicant and

the contractor have reached agreement with the City's Code Official regarding erosion control and evidence that arrangements have been made regarding sod installation.

6. **Proposed route.** For building moves, a map showing the proposed route to be taken, as required by Sec. 8-378 of the Code.
7. **Rodent extermination.** Invoice or receipt evidencing proof of rodent extermination from a person or company licensed by the State of Oklahoma to conduct rodent extermination activities, as required by Sec. 8-385 of the Code. Note that it is applicant and/or owner's responsibility to ensure that proper rodent abatement measures are in place 10 days prior to the demolition or building moving and remain in place until the work is complete. Further, the work may not commence until the contractor provides the City's Code Official with a certificate from the pest control company dated within two days of the start of the work stating that the building has been treated or baited in a trade-accepted manner and, to the best of the pest control company's knowledge, the building and associated property are free of rodent infestation.
8. **Taxes.** Proof that all municipal and county taxes on the building and associated property are paid or satisfied and current.
9. **Replacement dwellings.** If the building is a dwelling, as required by Sec. 8-378 and Sec. 50-129 of the Code:
  - a. Approved building permit for the replacement dwelling.
  - b. Construction documents for the replacement dwelling.
  - c. Evidence of the ownership and management of the owner(s) if the owner(s) (or any of them) is not an individual(s).
  - d. Evidence of the intended owner(s) and occupant(s) of the replacement dwelling.
  - e. Evidence of the ability of the intended owner(s) of the replacement dwelling to be able to finance its construction.
  - f. A bond, surety or cash deposit with the City Clerk.

This Application will be considered officially submitted and filed only after it is examined by the City Clerk and found to have met the applicable requirements of the Code and those set out in this Application and after the fee of \$1,250 has been paid.

If this Application is approved, applicant agrees to notify the City Manager and the City of Nichols Hills Public Works department of the exact date and time demolition or building move will commence and to keep them apprised on a daily basis as to the status of the work until it is complete. Applicant also agrees to notify the City Fire Department by contacting the Deputy Fire Chief at (405) 843-8526.

The above statements in this Application and all attachments to it are true and correct.

Submitted and agreed to this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

Print applicant's full legal name: \_\_\_\_\_



## CITY OF NICHOLS HILLS, OKLAHOMA Demolition Checklist

This is a checklist for the demolition of a building in the City of Nichols Hills Oklahoma. This checklist is provided only as an aid to those seeking permits for demolition. Applicants for permits to demolish buildings in Nichols Hills are strongly encouraged to consult Article IX, *House Moving and Demolition* in Chapter 8, *Buildings and Building Regulations*, of the Nichols Hills City Code, and if the building is a dwelling, Sec. 50-129, *Demolition or moving of dwellings; construction of replacement dwellings*.

**The permit process.** To begin the permit application process, applicants must:

- File a written application for a demolition permit on the application form available from the City Clerk; and
- Pay the \$1,250 demolition permit fee to the City Clerk.

The application must be accompanied by:

- Pictures of the building.
- The utility company statement as required by Sec. 8-381.
- Demolition contractor information.
- The demolition contractor's insurance certificates as required by Sec. 8-376.
- Proof satisfactory to the City Manager or his designee that arrangements have been made to comply with all demolition completion and site maintenance requirements as set out in Sec. 8-380.
- The invoice or receipt indicating the building has been treated for rodent extermination as required by Sec. 8-385.
- Proof that all municipal and county taxes on the building and associated property are paid or satisfied and current.
- For demolition of dwellings:
  - An approved building permit for a replacement dwelling.
  - Construction documents for the replacement dwelling.
  - Evidence of the ownership and management of the owner(s) if the owner(s) (or any of them) is not an individual(s).
  - Evidence of the intended owner(s) and occupant(s) of the replacement dwelling.
  - Evidence of the ability of the intended owner(s) of the replacement dwelling to be able to finance its construction.
  - Surety, bond or cash deposit with the City Clerk as required by Section 50-129.

Once the permit is examined and found to be complete by the City Manager or his designee, it will be assessed by him or his designee. If it is found to be in compliance with all applicable provisions of the Code, the City Manager will approve it. However, he may, in his discretion, set the application for hearing before the Planning Commission and the City Council, in which case the applicant will be so notified, including notification of the date and time for such hearings.

**Requirements before and during the demolition process.**

- **Pre-work inspections.** Within six hours prior to demolition of any building, the demolition contractor must inspect the building to ensure that no flammable, explosive, toxic or other hazardous materials are located in it. Within 30 minutes prior to demolition of any building, the demolition contractor must inspect the building to ensure that it is vacant of persons.
- **Dust exposure.** During the demolition process, the demolition contractor must keep dust exposure to a minimum.
- **Time for completion of the work.** The demolition must be completed within 30 days after the date of the issuance of the permit, or ten days after the work starts, whichever comes first, unless such time is extended with the approval of the City Manager or his designee.
- **Actions required to complete the work.** The work will not be deemed by the City to be complete until the following have occurred:
  - *Material removal.* All materials, trash, and debris must be removed from the premises.
  - *Excavation fill.* Any resulting excavation must be filled with clean fill and covered with top soil.
  - *Topography and erosion and soil control.* The site must be graded such that the topography of it is substantially restored to the condition as existed prior to the demolition and any erosion and soil control measures required by the Code Official must be completed to the Code Official’s satisfaction.
  - *Sod installation and other maintenance for building sites other than dwelling sites.* For sites from which a building other than a dwelling is demolished if no building permit has been issued, the property must have lawn quality sod installed to cover the entire property within 19 days after the demolition is completed.
  - *Sod installation and other maintenance for dwelling sites.* For sites from which a dwelling is demolished, the property must have lawn-quality sod installed to cover entire the site within 19 days after the demolition is completed.

**Requirements for post-demolition site maintenance.** The required sod must remain in place on all parts of the site that are not directly affected by construction and must be maintained through all seasons equivalent to a high-quality commercial or residential property landscape, as applicable. Further, such property must thereafter be maintained in compliance with Chapter 30, Article II, *Weeds, Grass, and Trash*. The Code Official may require installation of landscape amenities such as trees, plants, flowerbeds, berms, and the like as deemed appropriate for the particular site and the projected duration of construction of a replacement building, if any, or replacement dwelling.

**Requirements for commencement and completion of replacement dwelling construction.** Where required, the owner(s) must cause construction of the replacement dwelling to commence within 60 days after completion of the

demolition unless otherwise agreed by the City Manager or his designee. The owner(s) must thereafter cause completion of the replacement dwelling to be diligently pursued without any unreasonable or unnecessary suspension or abandonment of the construction work.