



**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. **Certificate of Approval.** A Certificate of Approval from the Nichols Hills Building Commission.
2. **Picture.** Current pictures of all sides of the building.
3. **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.
4. **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.
5. **Contractor insurance.** Copy of the demolition or building moving contractor’s insurance certificates as required by Sec. 8-376 of the Code.
6. **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.

7. **Proposed route.** For building moves, a map showing the proposed route to be taken, as required by Sec. 8-378 of the Code.
8. **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.
9. **Taxes.** Proof that all municipal and county taxes on the building and associated property are paid or satisfied and current.
10. **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: \_\_\_\_\_