



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:

- A Certificate of Approval from the Nichols Hills Building Commission.
- 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 the entire 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.