## NOTICE TO DEMOLITION CONTRACTORS AND BUILDING MOVERS

The City of Maplewood requires a demolition permit for the demolition or removal of a primary structure or a garage. If the structure is served by either a septic system or is connected to the municipal sanitary sewer system, a utility disconnect permit and site grading permit are required before the city will issue a demolition permit. In addition, the municipal water utility must give approval before the city will issue a demolition permit.

A licensed sewer and water contractor must obtain a **sanitary sewer service capping or repair permit** and a licensed grading contractor must obtain a **grading permit**\*. The Maplewood Engineering Division (at the Public Works building, 1902 County Road B East) issues these permits. The Engineering Division can be reached at 651.249.2400.

The city requires compliance with the city right-of-way ordinance. (Engineering 651.249.2400)

\*\*Maplewood permit separate to required 10-day notification to MPCA and Ramsey County\*\*

## APPLICATION PROCESS FOR DEMOLITION PERMITS (Contractors must be licensed)

- Contractor applies for the demolition permit with the Building Department (Community Development) in city hall and provides <u>proof of property ownership</u> and <u>photo of structure</u> to be demolished.
- **2.** The contractor must complete and receive approval of the following three areas before a demolition permit will be issued by the Building Department:
  - **a.** Contractor obtains **sanitary sewer service connection/repair permit** at Public Works building and has **disconnect inspected**.
  - **b.** Contractor obtains **grading permit** at Public Works building.
  - c. Contractor contacts appropriate water department regarding approval of water disconnect, removal of meter and final billing:
    - St Paul Regional Water Utility at 651.266.6270
    - North St Paul Water (NE Maplewood) at 651.747.2400
    - Woodbury Water (parts of So Maplewood) at 651.714.3595
    - Roseville Water at 651.792.7000
    - Little Canada Water at 651.766.4049
- **3.** The city will contact the contractor when the demolition permit is ready.
- **4.** The Building Department in city hall issues the demolition permit to the contractor.
- 5. Demolition work can begin.

\*Code Sec#44.1276 "Material extraction and hauling" permit also known as "Grading and Excavation" permit 2/04/10