



Application for Building Demolition Approval

❖ Introduction:

- This policy is generated to provide general policies and procedures for the approval of entire building demolition when no new construction is part of the scope of work. The State of Ohio has jurisdiction over geographical areas that are not under a local Certified Building Department's jurisdiction, and all State-owned buildings or buildings on State-owned land. Partial building demolition or interior demolition is considered a building alteration project that is reviewed under the regular application for building plan approval.

❖ Other Agencies and Code Requirements:

- Building demolition shall comply with provisions for pedestrian protection, adjoining property protection, vacant lot conditions, water accumulation, and utility disconnections in accordance with Ohio building Code Section 3303.
- The Ohio EPA Division of Air Pollution must be notified even if no asbestos or other hazardous materials are present. Contact Ohio EPA at 614-644-2270. Notification forms can be obtained at www.epa.ohio.gov.
- The Ohio Department of Health must be notified if more than 50 lineal feet of 50 square feet of asbestos is present. Contact the Ohio Department of Health at 614-466-0016. Notification of abatement forms can be obtained at www.odh.ohio.gov.
- Always contact the local Fire Department prior to demolition. **You may search for local fire departments on-line at www.comapps.ohio.gov/sfm/fire_apps/fmpr/FDLookup/.**

❖ How to apply for Building Demolition permits:

1. Apply in paper format:
Complete the application form (DIC 3221) and mail in, fax in (614) 644-3145, or e-mail in (BDCCPlans@com.state.oh.us) the application form along with all required supporting documents.

❖ Building Demolition approval procedures:

- **Application form:** Complete and submit one copy of the "Application for Building Demolition" (DIC3221) and fees for each building.
- **Plan requirements:** Submit **three (3) sets** of construction plans and documents (**plans are NOT necessarily required to be sealed by an Ohio registered design professionals**), at a minimum, shall include the following:
 1. Site details: Construction documents shall show the location of the building to be demolished, location of adjacent buildings and their means of egress, details of pedestrian protection/barriers, as well as dimensions to the interior property lines and/or streets. Fire department access shall be maintained as per the local fire official.
 2. Building details: The plans shall indicate the extent of the removal of the building footing/foundations, specifications on back-fill materials, ground elevations/topography after completion, means of preventing water accumulation, adjacent property protection, utility capping/disconnection information, etc.
 3. Building Service/Fire Protection details: The plans shall indicate locations of portable fire extinguishers, maintaining required means of egress in the building during demolition.



Application for Building Demolition

1	Building owner's verification:		
	• Obtain local zoning approval for this building demolition?	___ Yes ___ No ___ N/A	
	• Obtain utility companies' approvals for utility termination?	___ Yes ___ No ___ N/A	
	• Obtain Ohio EPA's approval for building demolition?	___ Yes ___ No ___ N/A	
	• Provide Dept. of Health's approval for hazardous material abatement?	___ Yes ___ No ___ N/A	
	• Obtain local fire authority's approval for this demolition?	___ Yes ___ No ___ N/A	
	• Demolition includes removal of footing and foundation?	___ Yes ___ No ___ N/A	
	• Provide a pedestrian protection plan?	___ Yes ___ No ___ N/A	
	• Provide owner's affidavit authorizing the building demolition?	___ Yes ___ No ___ N/A	
2	Name of building: _____ County: _____		
	Building address: _____		
	Directions to the building: _____		
	Is this building located in an incorporated city, village, or township? ___ Yes ___ No		
3	Building owner _____ Attention: _____		
	Address: _____		
	Phone: _____	Fax: _____	E-mail _____
4	Applicant: _____ Attention _____		
	Address: _____		
	Phone: _____	Fax: _____	E-mail: _____
5	If permit submitted as a result of an adjudication order, enter order No. _____		
6	Building use group _____	10	Fee paid by:
7	Construction type _____		___ Cash ___ Check ___ Credit card ___ ISTV
8	Construction Cost _____	11	I hereby certify that I am the (select one)
9	Fees to be paid:		___ owner ___ agent for owner
	Structural safety inspection \$150		I certify that all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.
	Electrical safety inspection \$150		
	Board of Building standards \$10		
	Total fees to be paid: \$310		
12	Official use only:		
	Date received: _____		
	Check No. _____		
	CPA No. _____		
	Processed by: _____		
	Signature _____		
	Print name: _____		Date _____

DIC 3221 Revised 04/02/2019

INSTRUCTIONS FOR COMPLETING APPLICATION FOR BUILDING DEMOLITION (DIC 3221)

This application form is for demolition of an entire building with no new construction. Submit 3 sets of construction documents that provide details and information showing the existing building and final grading after the demolition. Plans do not necessarily require seals of Ohio registered design professionals per 106.2.1 OBC.

Please note that a partial building demolition is considered an alteration project and it must be submitted through a regular building permit process using the Ohio Application for Building Plan Approval form (DIC 3016).

Mail the completed application form along with payment and plans to “State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009.” OR e-mail the completed application form and drawings (in .pdf format) to BDCCplans@com.state.oh.us

This application for building demolition process is currently **NOT** available through our web portal. However, the results of permit process and approval can be viewed and downloaded from our web portal if you are registered in our web portal system as a member, log onto <https://icportal.com.ohio.gov/web/ohio/login> for details.

The items listed below correspond to the numbered boxes on the application. Complete information in all boxes except box 12:

1. Answer all questions listed.
2. List the name of building, address and county where the proposed project is located.
3. Provide building owner's contact information
4. Provide applicant's contact information
5. If the permit is filed as a result of an adjudication order, provide the order number.
6. Provide building use group classification per Chapter 3 of Ohio Building Code
7. Provide building construction type classification per Chapter 6 of Ohio Building Code
8. Provide estimated construction cost for this project.
9. Fixed fee to be paid for this building demolition permit.
10. Select the method of payment. (Make check payable to “Treasurer, State of Ohio”.)
11. Application cannot be processed without the signature of the owner or agent for the owner.
12. This space is reserved for official use only.

If paying by credit card, **PLEASE DO NOT WRITE CREDIT CARD # ON THE APPLICATION.** Include a phone number where you can be reached for the credit card information. Once the application has been reviewed and approved, you will receive notification in the mail or via e-mail (if e-mail address provided) regarding the procedure to schedule inspections.

For demolition approvals, Structural and Electrical inspections are required. Electrical inspection shall be requested after the disconnection of electrical service to the building or at each phase as required. Structural inspection shall be requested at the completion of all work or at each phase. The base fee paid under the building demolition application covers up to 3 structural and 3 electrical inspections if required. It may be necessary to obtain additional inspections if the demolition is performed in phases. This can be coordinated with the Structural and Electrical inspectors during the initial inspection. The fee for each subsequent re-inspection beyond the 3 allocated inspections shall be \$150 per 4101:7-7-01 OAC.

Existing standpipes shall not be demolished more than one floor below the floor being demolished.

4. Owner affidavit: An affidavit signed by the building Owner shall be provided stating that they are aware of and are authorizing the submission of this demolition application.

▪ **Fees:** Building demolition approval fees are as follows:

1. \$150.00 Electrical safety inspection fee
 2. \$150.00 Structural safety inspection fee
 3. \$ 10.00 Ohio Board of Building Standards fee
- \$310.00 Total approval fee**

- **The base fees shall include up to 3 structural and 3 electrical inspections. Additional inspections may be required for phased demolition. The fee for each subsequent re-inspection beyond the 3 allocated inspections shall be \$150 per 4101:7-7-01 OAC.**

Revised 04/02/2019