

DEMOLITION (Structures)

- Permits are required for demolition of building structures and/or interior building demolition work.
- If a new structure will be built immediately following the demolition of the old structure, all the work may be on one permit. The valuation of the demolition work should be included in the valuation of that permit.
- Along with the completed Building Permit Application, submit:
 - The Checklist for Demolition Permit (attached), **MUST** be included with the application.
 - **ALL DOCUMENTATION** listed in the Checklist that applies to your project **MUST** be included with the application. If the structure is regulated, you must submit a Notice of Intent to Perform a Demolition (attached) to the Minnesota Pollution Control Agency, and submit proof of this step with your Application. (Single family dwellings are generally exempt from this requirement.)
- It is the responsibility of the owner and/or contractor to comply with the requirements and rules of all authorities and government agencies having jurisdiction. The permit applicant shall be responsible for contacting all of the proper State, County and Local authorities prior to beginning demolition. All asbestos and other prohibited materials shall be removed and disposed of in accordance with the rules and regulations established by the Minnesota Pollution Control Agency. The Department of Natural Resources, County Environmental Services Department, County or Local Watershed, Municipality Utilities and Public Works Directors are examples of agencies and/or authorities that may be involved in any given project, and a demolition permit issued by the Building Inspections Department shall **not** be construed as permission to proceed without approval from all appropriate agencies.
- Information from the Minnesota Pollution Control Agency is included at the end of this document for your convenience. Visit www.pca.state.mn.us for additional helpful information.

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:

POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Inspections: See your permit card to determine which of the following inspections are required for your project. If you have any questions regarding the classification, removal, transport, or disposal of **asbestos**, or any questions regarding asbestos rules, regulations, or standards, please contact the MPCA asbestos team at (651) 296-6300 or (800) 657-3864. Information is also available at the MPCA website: www.pca.state.mn.us.

- **Pre-demo:** The following items must be checked and remain in place throughout the duration of the project:
 - Removal of all items listed in the Pre-Renovation/Demolition Environmental Checklist (attached)
 - Traffic control □ Pedestrian protection □ Silt fence □ Dust control □ Utilities disconnected
 - Owner/contractor must provide verification of proper clean-up and disposal of contaminated soils, and all abatement issues, and disconnects (see permit packet for requested documents).
- **Empty hole:** After the structure has been removed, the “empty hole” is inspected to verify removal of all construction materials.
- **Final:** After the demolition is complete, the following items are checked:
 - Site is properly cleaned up and appropriately graded. □ Street is clean
 - Vegetation is restored, soil is stabilized, or sediment/erosion control measures are still in place.

Checklist for Demolition Permit

(**MUST** be included when applying for permit)

Project Name: _____ Date: _____

Address: _____ Municipality: _____

Owner's Name: _____ Telephone Number: _____

Contractor's Name: _____ Telephone Number: _____

Detailed explanation of work to be performed:

Have the following been submitted or completed?

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed permit application. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two sets of site plans verifying the location and size of structure(s) being demolished. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two sets of plans showing area of interior/exterior demo work. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A written description of building demolition method. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A written verification and/or site plan identifying the type of pedestrian protection being provided, including description of type, location and height of fencing to be used. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A performance bond, letter of credit, escrow or securities in accordance with the Municipality policy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <i>Notification of Intent to Perform a Demolition</i> submitted to the Minnesota Pollution Control Agency. (Under Section 40 of the Code of Federal Regulations Part 61(M), if the structure is regulated, you must submit a Notice of Intent to Perform a Demolition. Single family dwellings are generally exempt.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All utilities properly terminated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All wells properly abandoned in accordance with State Health Department regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Septic tanks pumped and removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are there any underground storage tanks to be removed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All hazardous materials removed and disposed of in accordance with Minnesota Pollution Control Agency requirements. See the MPCA documents <i>Pre-Renovation/Demolition Environmental Checklist</i> and <i>Pre-Renovation or Demolition Requirements</i> (attached) for more information. |

Signed: _____ Date: _____



Notification of Intent to Perform a Demolition

Asbestos Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification: Original Amended Project cancellation

Notification must be postmarked or received ten (10) working days before demolition begins. See Item 5 for emergency demolitions. Both start and end dates should be amended in writing as necessary to reflect current project dates.

Demolition Contractor

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Contact name: _____

Phone number: _____

Building Information

Building name: _____

Address/Location: _____

City, State, Zip: _____

County: _____

Phone number: _____

Age of bldg (yrs): _____ Size of bldg (sq ft): _____

Number of floors, including basement level(s): _____

Present use of bldg: _____

Prior use of bldg: _____

Building Owner

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Contact name: _____

Phone number: _____

Dates of demolition or intentional burning:

Start date: _____ End date: _____
mm/dd/yy mm/dd/yy

Note: If there is >260 linear feet or >160 square feet of Regulated Asbestos-Containing Material (RACM) in the building to be demolished, it must be removed by a licensed asbestos contractor prior to demolition. The State of MN-Notice of Intent to Perform an Asbestos Abatement Project <http://www.pca.state.mn.us/publications/w-sw4-06.doc> must be used to notify for the asbestos removal.

Is nonfriable ACM present in the structure to be demolished? Yes No

Will nonfriable ACM be present in the structure at the time of demolition? Yes No

If **Yes** to both questions above, complete Items 1-9. If **No** to either question, complete Items 3-9.

1. If ACM will be left in place for the demolition indicate the amount of Category I and/or Category II nonfriable ACM left in place.

Category I: _____ Linear feet
 _____ Square feet
 _____ Cubic feet

Category I nonfriable ACM means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.

Category I nonfriable ACM is not allowed to remain in place for demolition if it is in poor condition.

Category II: _____ Linear feet
 _____ Square feet
 _____ Cubic feet

Category II nonfriable ACM means any material, excluding Category I nonfriable ACM, containing more than one percent Asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.

Category II nonfriable ACM is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition, transport, or disposal (e.g., transite, cement, slate roofing).

2. Description and location of ACM remaining in place (including number of floors and rooms):

3. Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM (including analytic method): (Note: Prior to demolition all structures must be inspected by a licensed asbestos inspector who has been certified through the Minnesota Department of Health.)

4. Description of planned demolition and the specific method(s) that will be used:

5. If the demolition was ordered by a government agency, please identify the agency and attach a copy of the order:

Name: _____ Title: _____

Authority: _____

Date of order (mm/dd/yy): _____ Start date (mm/dd/yy): _____

Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency **only** when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated ACM or is suspected to contain any regulated ACM, special procedures **must** be followed. If you are unaware of the special procedures, instructions/ regulations can be obtained by contacting the Minnesota Pollution Control Agency (MPCA) at the address or phone number listed below.

6. Description of procedure to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized or reduced to powder:

7. Demolition waste transporter(s) information:

Transporter name: _____

Contact name: _____

Tranporter address: _____

City, State, Zip: _____

Phone number: _____

8. Demolition waste disposal information: *see below for more information

Landfill name: _____

Owner/Operator: _____

Address/Location: _____

City, State, Zip: _____

Phone number: _____

9. I certify that the above information is correct and I am a bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.

Print name: _____ Title: _____

Signature: _____ Date: _____

Important Note:

Ensure you are in compliance with Minn. R. 7035.0805 prior to the commencement of renovation/demolition.

This rule requires that the following items be removed two days prior to demolition: mixed municipal solid waste; household hazardous waste; industrial or hazardous waste; waste tires; major appliances; items containing elemental mercury, Poly-Chlorinated BiPhenyls (PCBs), and chlorofluorocarbons (CFCs); oil; lead; electronics; and other prohibited items. See MPCA website at <http://www.pca.state.mn.us/publications/w-sw4-20.pdf> for a *Pre-Renovation/Demolition Environmental Checklist Guidance Document* to assist with completion of this rule.

*Demolition waste must be disposed of at a permitted solid waste facility. For other disposal option please contact the regional MPCA solid waste compliance/enforcement staff with any questions.

Submit to: Minnesota Pollution Control Agency
Industrial Division – Asbestos Program
520 Lafayette Road North
St. Paul, MN 55155-4194

Questions call: 651-296-6300 or 1-800-657-3864
Fax: 651-297-1438

E-mail: asbestos.demolition.pca@state.mn.us



Pre-renovation or demolition requirements

Scope of this guidance

In Minnesota, hazardous and other problem wastes must be removed from a structure before it is renovated or demolished. The removed wastes must be managed properly through recycling or disposal. This fact sheet provides guidance in identifying hazardous and problem wastes and determining their proper disposal, but does not supersede any state or federal regulatory requirements applicable to a renovation or demolition project.

The Minnesota Pollution Control Agency's (MPCA) pre-renovation or demolition requirements apply to all structures in Minnesota, including residential, agricultural, governmental, commercial, and industrial structures. Note that there is no exemption from these requirements in Minnesota for farm buildings.

In addition to the Minnesota requirements, certain buildings built before 1978 may also be subject to federal requirements under the Repair, Renovation, and Painting Rule (RRP) of the U.S. Environmental Protection Agency (EPA). For more information on the RRP, visit the EPA at <http://www.epa.gov>.

Burning structures

In Minnesota, it is illegal for anyone to intentionally burn any structure, including a farm building. The only exception to this prohibition is for legitimate firefighter training. A legitimate firefighter training burn must include a prepared curriculum, specific training objectives, and documented post-training assessment. Burning a structure for disposal is not legitimate training. All of the pre-demolition requirements, including an asbestos survey and abatement, must be followed and a specific fire training burn permit obtained from the Minnesota Department of Natural Resources (DNR) prior to a legitimate firefighter training burn. For more information, contact the DNR as listed at the end of this fact sheet.

Notification

If you are going to renovate, demolish, or burn for legitimate fire training any structure regulated under the Federal National Emission Standard for Hazardous Air Pollutants (NESHAP) for asbestos, notify the MPCA at least ten working days prior to the start of the work. This NESHAP is found at 40 Code of Federal Regulations, Part 61, Subpart M. In general, all structures in Minnesota are regulated under this NESHAP except for residences having four dwelling units or less.

Note - Residential units may remain NESHAP-regulated under the following conditions: if they were converted from prior regulated uses regardless of the number of units; the demolition of multiple structures owned by the same party; or the demolition of any number of houses as part of an urban renewal project, a highway construction project; or a project to develop a shopping mall, industrial facility, or other commercial development.

Remember that whether subject to the NESHAP or not, asbestos work in structures may still be regulated under Minnesota Department of Health (MDH) requirements. For more information, contact the MDH as listed at the end of this fact sheet.

- For a renovation and for MDH-regulated work, notify the MPCA and MDH by submitting MPCA form #w-sw4-06, [Notification of Asbestos Work](http://www.pca.state.mn.us/publications/w-sw4-06.pdf), at <http://www.pca.state.mn.us/publications/w-sw4-06.pdf>.
- For a demolition or legitimate training burn, notify the MPCA by submitting MPCA form #w-sw4-21, [Notification of Intent to Perform a Demolition](http://www.pca.state.mn.us/publications/w-sw4-21.pdf), at <http://www.pca.state.mn.us/publications/w-sw4-21.pdf>.

Common wastes that must be removed before demolition

Type of waste	More information
Appliances; such as air conditioners and furnaces.	See MPCA hazardous waste fact sheet #w-hw3-02, Recycling Appliances , at http://www.pca.state.mn.us/publications/w-hw3-02.pdf .
Asbestos; such as pipe lagging and furnace flues. <i>*If any asbestos-containing material (ACM) is left in place in the portion of structure to be demolished, then all resulting debris must be managed and disposed as ACM.</i>	See MPCA webpage #482, Asbestos Program , at http://www.pca.state.mn.us/tchy7f7 .
Electronics; such as smoke alarms and home entertainment systems.	See MPCA hazardous waste fact sheet #w-hw4-15, Managing Electronic Wastes , at http://www.pca.state.mn.us/publications/w-hw4-15.pdf .
Environmental and safety system controls; such as thermostats and manometers.	See MPCA hazardous waste fact sheet #w-hw4-62, Managing Universal Wastes , at http://www.pca.state.mn.us/publications/w-hw4-62.pdf .
Hazardous waste; such as lawn chemicals and paints.	See MPCA hazardous waste fact sheet #w-hw3-12, Managing Waste from Residential Properties , at http://www.pca.state.mn.us/publications/w-hw3-12.pdf .
Lead-containing items; such as pipes and roof flashing. <i>*Lead paint may remain on the structure.</i>	See MPCA hazardous waste fact sheet #w-hw4-23, Lead Paint Disposal , at http://www.pca.state.mn.us/publications/w-hw4-23.pdf .
Lighting components; such as fluorescent/HID lamps and ballasts.	See MPCA hazardous waste fact sheet #w-hw4-62, Managing Universal Wastes , at http://www.pca.state.mn.us/publications/w-hw4-62.pdf .
Oils; such as fuel oil and hydraulic fluids.	See MPCA hazardous waste fact sheet #w-hw4-30, Used Oil and Related Wastes , at http://www.pca.state.mn.us/publications/w-hw4-30.pdf .
Refrigerants and halons; such as chillers and halon fire extinguishing equipment.	See MPCA webpage #62, Chlorofluorocarbons (CFCs) , at http://www.pca.state.mn.us/yhiz4b8 .
Solid wastes; such as furniture and window treatments.	
Submersible well pumps, which may contain polychlorinated biphenyls (PCBs) or mercury.	Search for MDH publication #141-0434, 'Sealing Unused Wells', at http://www.health.state.mn.us/ .
Any other wastes not acceptable at a disposal facility; such as radioactive or infectious wastes.	

Wastes that do not need to be removed before demolition

You do not need to test paint for lead or remove suspected or known lead paint from a structure if you are going to demolish the structure or if it will be burned for a legitimate firefighter training burn.

You also do not need to test caulking or paints for polychlorinated biphenyls (PCBs) or remove suspected or known PCB caulking or paint if you are going to demolish the structure. If the structure will be burned for firefighter training, however, the caulking and other sealants must be tested for PCBs and any PCB-containing caulking removed prior to the burn.

For more information on PCBs in caulking or paints, see MPCA hazardous waste fact sheet #w-hw4-48k, [Managing Sealants and Coatings Containing PCBs](http://www.pca.state.mn.us/publications/w-hw4-48k.pdf), at <http://www.pca.state.mn.us/publications/w-hw4-48k.pdf>.

Timeframes for removal

Remove all the wastes above and any other wastes which would be required to be removed at least two days before the intended renovation or demolition date.

However, if due to accidental or emergency circumstances that were beyond the control of the structure owner it is unsafe or unfeasible to remove all of these wastes prior to the renovation or demolition work, then you may complete the work, but must identify and remove all of these wastes from the debris prior to disposal. Note that identifying and removing hazardous and problem wastes from debris is frequently much more difficult and expensive than removing them before demolition.

Examples of accidental or emergency circumstances when this deferral could be allowed may include:

- declaration by a government entity that the structure is unsafe to enter;
- damage or partial destruction of the structure by accidental fire;
- discovery after demolition or renovation has already started of previously unknown hazardous or problem wastes which could not reasonably have been identified beforehand.

More information

Guidance and requirements in this fact sheet were compiled from Minn. R. Chapters 7035 and 7045, and incorporate regulatory interpretation decisions made by the MPCA on July 3, 2013. Visit the Office of the Revisor of Statutes at <https://www.revisor.mn.gov/pubs> to review the Minnesota Rules directly.

The MPCA has staff available to answer your waste management questions. For more information, contact your nearest MPCA solid waste staff. For information about waste and toxicity reduction, contact the Minnesota Technical Assistance Program (MnTAP).

Minnesota Pollution Control Agency

Toll free (all offices) 1-800-657-3864
Brainerd 218-828-2492
Detroit Lakes 218-847-1519
Duluth 218-723-4660
Mankato 507-389-5977
Marshall 507-537-7146
Rochester 507-285-7343
St. Paul 651-296-6300
Willmar 320-214-3786
Website <http://www.pca.state.mn.us>

Small Business Environmental Assistance

Toll free 1-800-657-3938
Metro 651-282-6143
Website <http://www.pca.state.mn.us/sbeap/>

Minnesota Technical Assistance Program

Toll free 1-800-247-0015
Metro 612-624-1300
Website <http://www.mntap.umn.edu>

Minnesota Department of Natural Resources

Toll free 1-888-646-6367
Metro 651-296-6157
Website <http://www.dnr.state.mn.us/>

Minnesota Department of Health

Toll free 1-888-345-0823
Metro 651-201-4620
Website <http://www.health.state.mn.us/>



Pre-Renovation/Demolition Environmental Checklist

Asbestos Program

Doc Type: Compliance/Enforcement Correspondence

Minn. R. 7035.0805 requires that you remove the items below before starting a renovation or demolition project, and then manage and recycle or dispose of them correctly. This checklist is provided to help you manage the project and does not need to be submitted to the Minnesota Pollution Control Agency unless requested.

Project Information

Structure owner

Name: _____
 Address: _____

 City, State, Zip: _____
 Contact name: _____
 Phone number: _____

Demolition contractor

Name: _____
 Address: _____

 City, State, Zip: _____
 Contact name: _____
 Phone number: _____

Structure information

Building name: _____
 Address/Location: _____

 City, State, Zip: _____
 Age of bldg (yrs): _____ Size of bldg (sq ft): _____
 Present use of bldg: _____

 Prior use of bldg: _____

Dates of renovation, demolition, or fire training burn:

Start date: _____ End date: _____
 (mm/dd/yy) (mm/dd/yy)

Mercury	Qty		Qty		Qty
Batteries		Firestats:		Boiler insulation:	
Smoke detectors:		Manometers:		HVAC duct insulation:	
Emergency lighting systems:		Thermometers:		Ductwork flexible fabric connections:	
Elevator control panels:		Boilers, furnaces, heaters, and tanks		Fireproofing materials:	
Exit signs:		Mercury flame sensors by pilot lights:		Fire doors:	
Security systems and alarms:		Manometers, thermometers, gauges:		Flooring:	
Lighting		Pressure-trol:		Vinyl floor tile:	
Fluorescent lights:		Float or level controls:		Vinyl sheet flooring:	
High intensity discharge		Space heater controls:		Asphalt tile:	
Metal halide:		Electrical systems		Linoleum paper backing:	
High pressure sodium:		Load meters & supply relays:		Mastic/glue (floor tile, carpet, etc.)	
Mercury vapor:		Phase splitters:		Electrical	
Neon:		Micro relays:		Electrical panels:	
Switches for lighting using mercury relays (look for any control associated with exterior or automated lighting systems):		Mercury displacement relays:		Electrical wiring insulation:	
"Silent" wall switches:		Asbestos		Heating and electrical ducts/conduit:	
Heating, ventilating, and air conditioning systems		Boiler rooms		Pipe and other insulation	
Thermostats:		Boilers, furnaces, fireplaces, and their components:		Aircell (corrugated cardboard):	
Aquastats:		Cement sheets near heating equipment:		Millboard:	
Pressurestats:				Preform:	
				Joint compound:	

	Qty		Qty		Qty
Asbestos (continued)					
Spray applied insulation:		ChloroFluoroCarbons		Lead-acid batteries (lighting, exit signs, security systems):	
Blown-in insulation:		Fire extinguishers (both portable and installed halon suppression systems):		Lead flashing molds and roof vents:	
Block:		Air conditioners (rooftop, room, and central):		Lead pipes and solder:	
Surfacing materials		Walk in coolers (refrigeration or cold storage areas):		Lead-lined X-ray rooms:	
Acoustical plaster:		Water fountains and dehumidifiers:		Other	
Decorative plaster:		Refrigerators/freezers chillers:		Solid waste (all non-building components such as unattached carpet, files, books, trash, desks, chairs, etc.) must be removed prior to demolition:	
Textured paints & coatings:		Heat pumps:		Hazardous waste (including household) must be properly handled and disposed of prior to demolition:	
Spray-applied materials (acoustical, decorative, or insulative):		Vending machines/food display cases:		Oil (used oil, hydraulic oils in door closers, elevator shafts, etc.) must be collected and properly disposed of prior to demolition:	
Roofing				Tanks (no evidence of former heating tanks or storage tanks exist):	
Roofing shingles:		Poly-Chlorinated BiPhenyls (PCBs)		Appliances must be recycled by an appliance recycler:	
Roofing felt:		Transformers:		Electronics:	
Base flashing:		Transistors:			
Cement materials (Transite)		Capacitors:			
Cement pipes (flues & vents):		Heat transfer equipment:			
Cement wallboard:		Light ballasts:			
Cement siding:					
Pegboard:		Lead			
Ceiling materials		Lead-based paint (woodwork, metal equipment, interior/ exterior uses):			
Ceiling tiles:					
Ceiling tile adhesives (pucks):					
Lay-in ceiling panels:					
Acoustical tiles:					
Miscellaneous					
Taping, joint, and spackling compound:					
Caulking/putties:					
Fire curtains and blankets:					
Laboratory hoods, table tops, gloves, etc.:					
Gaskets:					

If you have questions or comments about this checklist, identify any additional items not found in this list, or would like to discuss an individual project, contact the Minnesota Pollution Control Agency at 651-296-6300 or 1-800-657-3864.

Affiliation with project: _____ Title: _____

Printed name: _____ Date: _____

Important Note:

This guidance document is not intended as a substitute for reading Minnesota Rules and Statutes and making your own independent determination of their applicability to your renovation/demolition project. Examples in this guidance document do not represent an exhaustive listing of type of materials that may be required to be removed from a building prior to renovation/demolition.