

Demolition Checklist

Property Address: _____

Pre-Demolition

	Action	Initial	Date	Notes
1	Establish property management file for each parcel of private property. One (1) copy each for local and State records management			
2	Provide notice of condemnation			
3	Complete environmental and historic preservation reviews			
4	Obtain right of entry and hold harmless agreements			
5	Verify property description and ownership (i.e., tax assessment, legal description)			
6	Document property owner's insurance coverage for future recovery			
7	Notify lien holder(s) of intent to demolish as needed			
8	Conduct building inspection as needed			
9	Conduct public health inspection as needed			
10	Conduct fire inspection as needed			
11	Provide public notification of condemnation/demolition			
12	Verify personal property removal			

Demolition

13	Verify structure is unoccupied			
14	Cap well, water, sewer, and septic lines. Disconnect electrical service. Remove propane tanks.			
15	Mark easements and underground utilities			
16	Identify/remove/dispose of asbestos, lead-based paint and other hazardous materials per State environmental agency/EPA requirements			
17	Identify/remove/dispose of all HHW per State environmental agency/EPA requirements			
18	Record GPS coordinates. Photograph site before and after demolition.			
19	Document actual demolition and removal of debris			

Complete documentation is compiled within the project file for each individual structure/property.

I, the authorized applicant official, certify that all processes and documentation referred to in this checklist are complete (except Item 19) prior to the demolition of the referenced structure.

Name (Print) _____ Title _____ Signature _____ Date _____