

**CITY OF OWOSSO Building Department Demolition Packet**  
**(989) 725-0535**  
[building@ci.owosso.mi.us](mailto:building@ci.owosso.mi.us)

<b>BEFORE A BUILDING CAN BE DEMOLISHED OR REMOVED</b>	
<b>1. Complete the Commercial or Residential building permit (demo) application</b>	<ul style="list-style-type: none"><li>• Plot plan required showing the location of all buildings to be demolished and all structures that are to remain.</li><li>• Demolition may not take place until this permit is issued</li></ul>
<b>2. Complete the water/sewer abandonment request form</b>	<ul style="list-style-type: none"><li>• Return completed form to the DPW/Engineering Department.</li><li>• DPW will schedule to have the utilities abandoned.</li><li>• You will incur charges for this service.</li></ul>
<b>3. Water &amp; sewer service must be shut off</b>	<ul style="list-style-type: none"><li>• If not already turned off by the City at the curb stop, the Owner must request the shut-off and finalize their account.</li></ul>
<b>4. Is the structure located in downtown Owosso?</b>	<ul style="list-style-type: none"><li>• If so, Historical District Commission (HDC) approval is required.</li><li>• Further information is available at time of application to the Building Department for the demo</li></ul>
<b>5. Are you working in the right-of-way (ROW)?</b>	<ul style="list-style-type: none"><li>• A permit is required for sidewalk and/or street closures.</li><li>• Additional insurance is required.</li><li>• Street closures require a plan to be submitted along with the appropriate signage in place</li></ul>
<b>6. Additional information</b>	<ul style="list-style-type: none"><li>• Generally, the portion of the water/sewer service lines between the ROW and the structure will need to be replaced if a new structure follows the demolition.</li><li>• Re-use of properly sized copper water service from the main to the curb stop may be allowed.</li><li>• If the water service between the main and stop is lead pipe, a new water service tap and line will be required for a rebuild.</li><li>• To re-use the portion of the building sewer under the roadway, it must be inspected and approved for re-use by the City. This may require a TV inspection to ensure the lead is in serviceable condition with good joints, proper grade and no root intrusion, which there may be a charge for.</li><li>• The resident is responsible for connection to City water from the stop in the ROW and sewer connection from the main line in the street.</li><li>• The City crew will typically abandon the water service at the curb stop and recover the water meter from inside the house (or at the meter pit).</li><li>• If the meter is damaged or missing, the property owner may be charged the cost of a new meter, which varies by size.</li><li>• You will incur charges for the abandonment of services.</li><li>• If the building sewer can be located in the same excavation as the water service, the City crew will abandon the building sewer at that point.</li><li>• If the building sewer cannot be located in the curb area of the right-of-way, we may allow the building sewer to be abandoned by the demolition contractor at the downstream point of the basement or foundation excavation area. In that case, the City inspector must witness the abandonment prior to it being covered. The abandoned building sewer must be watertight (fernco cap on evenly cut clay tile or plastic cap or plug on PVC pipe).</li></ul>
<b>7. Utility Companies</b>	<ul style="list-style-type: none"><li>• Electric, gas, cable, telephone</li><li>• The owner is responsible for contacting other utility companies and supplying the City with official documentation of disconnection prior to issuance of the demolition permit.</li></ul>
<b>8. ASBESTOS</b>	<ul style="list-style-type: none"><li>• Commercial and residential building demolitions require screening and proper removal for asbestos per the State of Michigan.</li><li>• Submit asbestos report to the Building Department.</li></ul>

## **DURING AND AFTER DEMOLITION**

### **1. Michigan building code, section 3307.1 “Protection Required”**

- *Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation*

### **2. Footings, foundation walls and concrete**

- *Must be removed and the building inspector will verify the hole prior to backfill*

### **3. All debris must be removed from the site**

### **4. Burning of material is not allowed**

### **5. Final inspection by the building department upon completion of work is required**

### **6. Where a structure has been removed or demolished and a building permit has not been approved for a new structure**

- *Vacant lot shall be filled (clean sand backfill material only)*
- *Maintained to prevent the accumulation of water or damage to any foundations on the premises, or the adjoining property.*
- *Graded with topsoil and seeded.*
- *Soil must be stabilized*

**City of Owosso  
Water/Sewer Abandonment Request Form**

*TO BE FILLED OUT BY OWNER AND MUST BE REQUESTED AT LEAST 72 HOURS IN ADVANCE*

<b>Date:</b>	
<b>Address to be abandoned:</b>	
<b>Property Owner Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Reason for abandonment:</b>	
<b>Service leads to be reused?</b>	YES    NO
<b>Permanently abandoned?</b>	YES    NO
<b>Property Owner Signature:</b>	

**OFFICIAL USE ONLY**

Water/sewer turned off:	Date:	Initials:
Final bill settled:	Date:	Initials:
Meter removed:	Date:	Initials:
Water abandoned:	Date:	Initials:
Comments:		
Sewer abandoned:	Date:	Initials:
Comments:		
<b><i>If the sewer was not located, city inspector must be present at the demolition</i></b>		
Submit form to Engineering	Date:	Initials:
Submit form to Building	Date:	Initials: