



**CHECKLIST:** Applicant must complete checklist

- |   | Applicant                   | Staff Initials |
|---|-----------------------------|----------------|
| 1) Completed Demolition / Move permit application.  | <u>Y / N</u>                | _____          |
| 2) Owners Affidavit signed and notarized.   | <u>Y / N</u>                | _____          |
| 3) Applicant has received a copy of the Aquifer Protection Demolition Checklist?<br><b>NOTE:</b> The items found on the Aquifer Protection Demolition checklist <b>must</b> be completed and approved by their staff prior to issuance of this permit.          | <u>Y / N</u>                | _____          |
| 4) Applicant has received a copy of the "Department of Environmental Protection, Asbestos Notification" form.   | <u>Y / N</u>                | _____          |
| 5) A Certified & Recorded Notice of Commencement is <b>REQUIRED prior to but no later than at the issuance of this permit</b> , if the cost of demolition/move is over \$2,500.00. NOC is being submitted with Permit Application?                              | <u>Y / N</u>                | _____          |
| 6) 2 Site Plans with dimensions of lot and building, show all trees and dimensions. Indicate which trees are to be removed or make note "No Trees Will Be Removed"  | <u>Y / N</u>                | _____          |
| 7) The Utility Account Holder <b>must</b> request services be retracted for demolition. Utility Services, (850) 891-8925, may be contacted or the owner may complete the "Request for Utility Disconnects" form. <b>Please indicate "will call or see form"</b> | <b>Will Call / See Form</b> | _____          |
| 8) Applicant is aware they must call <b>1-800-432-4770</b> for locations prior to any digging.  | <u>Y / N</u>                | _____          |
| 9) Water Service is to remain?  | <u>Y / N</u>                | _____          |

If water service is to remain for use during demolition, the customer must have a licensed plumber stub up a pipe at the customer valve. (see enclosed diagram) If water service is not need the customer must have a licensed plumber to cap the system, the Water Dept. will remove the meter.

- |  |              |       |
|--|--------------|-------|
| 10) Sewer locates, cap & disconnects have been indicated on the front of this application. | <u>Y / N</u> | _____ |
|--|--------------|-------|

**Fees for sewer disconnects by the City are: Locate Fee: \$275.00 Capping Fee: @ cost determined by Sewer Dept**

<b>Work Order Information: Staff use only</b>		<b>Date:</b>	<small>(Disconnect faxed to Utilities by staff)</small>
	<u>Name</u>	<u>Date Contacted</u>	
A. Elec. Dept.	_____	_____	<b>891-5065</b>
B. Gas Dept.	_____	_____	<b>891-5636</b>
C. Water Dept.	_____	_____	<b>891-5432</b>
D. Sewer Dept.	_____	_____	<b>891-1332</b>
E. Aquifer Prot.	_____	_____	<b>891-1227</b>

<b>STAFF USE ONLY</b>	<b>PERMIT FEES</b>
TYPE OF CONSTRUCTION _____  ZONING DISTRICT _____	TOTAL FEE Paid @ Application: _____ BUILDING: \$ 75.00 ENVIRONMENTAL: _____ TRAINING: \$ 2.50 MARKER FEE: \$ 35.00 LOCATION FEE: _____ CAPPING FEE: _____ STATE SURCHARGE FEE: _____ OTHER FEE: _____ <b>TOTAL DUE</b> _____

Plan Review Record	First Review Date	Second Review Date
Zoning		
Environmental		