



Board of Commissioners

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BUILDING DEMOLITION

Policy – Application – Permit – Procedure

Policy . . .

Any owner of a residential and/or commercial structure(s) scheduled to be demolished within the jurisdiction of the Portage County Building Department is required to apply for a Demolition Permit.

Application . . .

Before making application to the Building Department for a Demolition Permit, the following requirements for all demolition projects, must be met:

1. Zoning Approval
 - Contact the local Township or Village Zoning Department for Zoning Approval. The Building Department through coordination with these agencies requires either a Zoning Permit, written approval or other communication (i.e. fax, e-mail) addressed to the Office of the Director of the Building Department, announcing approval, or that there are no formal requirements by the community.
2. Electrical Service
 - Contact the electrical service provider (First Energy), when the building being demolished has electrical service, to receive a work order number, to terminate service and remove the meter.
3. Portage County Health Department (PCHD) – Septic and Wells
 - Contact the PCHD when private water wells and/or septic systems are connected to the building the demolition, as these must be properly abandoned and/or sealed as part of demolition process.
 - The applicant is required to make a formal application to PCHD and receive written approval for the abandonment of these systems and submit this documentation as part of the permit application process.
 - Please note the following . . . Ohio Administrative Code: Section 3701.29.21 requires that the septage contractor, must be registered with the Board of Health to pump the tank; however, the sewer or demo contractor can abandon the tank without being registered. Section 3701.28.17v1 requires that the private water system contractor must be a registered Ohio Department of Health – Private Water System contractor to abandon the private water system.
4. Portage County Water Resources (PCWR) – Sewer and Water
 - Contact the PCWR when community water and/or sewer systems are connected to the building planned for demolition, as these must be properly disconnected as part of the demolition process.
 - The applicant is required to make formal application to PCWR and receive written approval for the disconnection of these systems and submit this documentation as part of the permit application process.

(continued)



5. Commercial Buildings

- Contact the Ohio EPA / Akron Regional Air Quality Management District located at 146 South High Street Akron, Ohio 44308 (330-375-2480 or 800-589-2480) to obtain information and requirements for determining the presence asbestos and the potential for asbestos abatement; (reference: Ohio EPA Notification of Demolition and Renovation form). Upon completion of the successful application process, the EPA / Akron Regional Air Quality Management District will forward a copy of the completed and accepted form to the Portage County Building Department, and this must be on file before making formal application for the building demolition permit.

Permit . . .

1. Complete the Demolition Permit Application via the Portage County on-line Portal, including paying the required fee and obtain the permit. Note: Contractor registration is not required for demolition permits.
2. The demolition permit is valid for one year from the date of issuance.
3. If work has not commenced within 6 months of the date of issuance, the permit becomes invalid.

Procedure . . .

- Unless specifically required by local Zoning ordinances, it is suggested that neighboring homeowners, or business owners to the location of the demolition be notified prior to commencing work; so that they may be made aware and take any precautions that they deem necessary (e.g. close windows, etc) whereby airborne debris might be carried by the potential for wind.
- All demolition must be complete, including the building footing, foundation, and any appendages.
- SPECIAL NOTE: If items 2, 3, 4 and/or 5 under the "Application" section of this document apply, the applicant shall make certain that the requirements of each agency have been met and fully completed per their directions, prior to the beginning the actual demolition process of the structure. For items 3 and 4, a document indicating completion from the issuing agency must be provided before final inspection can be requested and completed.
- The earth void left by the removal of the building shall not be left unfilled. As part of the demolition permit, is the applicant's responsibility to add clean fill to level the earth void, with a minimum of 2 inches of topsoil and seeded and covered with a layer of straw, or equivalent seed-bearing material.
- All debris shall be transported to an approved reclamation (dump) site. Proof of discharge via a receipt from said reclamation site, shall be submitted to the Portage County Building Department as part of the requirement for completing the project under the issuance of the demolition permit.
- Burning of the building to be demolished and/or burning of the building materials after demolition is strictly prohibited, unless a burning approval has been obtained from the local fire authority having jurisdiction, and a copy of said approval submitted to the Portage County Building Department.

Inspection . . .

- When all of the above procedures have been completed, it is the applicant's responsibility to request a site final inspection via the Portage County Building Department on-line Portal; which when approved, will provide the applicant with formal documentation that the demolition project has been completed and has met all the requirements as set forth by Portage County.

Auditor's Office / Tax Record . . .

- Although a copy of each permit application for demolition is delivered to the Auditor's Office, for their notification of the approved application and pending demolition; it is the Auditor's requirement that the applicant / owner file form "DTE -26 / Application for Valuation Deduction for Destroyed or Damaged Real Property" with the Auditor's office; which will expedite the actual reduction for tax value. This form is available at their office.

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