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City Planning and Development

CPD-DS Guidelines for Obtaining a Demolition Permit and Required Demolition Inspections
information bulletin no. 107
www.kcmo.gov/planning

REQUIRED DEMOLITION PERMITS, OTHER REQUIRED PERMITS, EXCEPTIONS:

A demolition permit is required from the City Planning & Development – Development Services (CPD-DS) Permits Services Branch to demolish any building or structure, except one-story detached accessory buildings less than 200 square feet in area. The scope of work included in a demolition permit includes removal of all building materials and grading the site to match existing contours of the surrounding land.

Separate permits and plans submittal are required to construct any other improvements including:

- new buildings
- parking lots
- excavation for future new buildings
- other similar projects

Please reference [Information Bulletin No. 110, Checklist for Building Permit Plans Review Submittal](#), for information on obtaining other required permits.

A special nighttime building permit is required for any work conducted within 500 feet of an occupied residential building in a residential zoning district between the hours of 9:00 p.m. and 7:00 a.m. Please reference Section 18-16 of the Kansas City Building and Rehabilitation Code (KCBRC), Chapter 18, Code of Ordinances or contact the Permits Division at (816) 513-1500 for information on obtaining a special nighttime building permit.

NOTE: Detached accessory buildings in residential zoning districts shall be demolished when the principal building on the lot is demolished.

ASBESTOS ASSESSMENT AND REMEDIATION

Asbestos, a known cancer-causing agent, is commonly present in the building materials of structures and disturbing asbestos-containing materials through demolition or renovation activity can result in harmful exposure to workers, occupants and others. Pursuant to Federal Standard 40 CFR 61 Subpart M, Code of State Regulations 10 CSR 10-6.241 and Section 8-9, Chapter 8, Air Quality, Code of Ordinances, any person undertaking the demolition or renovation of any structure shall employ Missouri registered contractors and certified workers in the assessment, abatement and proper disposal of asbestos-containing materials and submit a Notification of Demolition and Renovation to the Kansas City Air Quality Program at least 10 working days in advance. [Such person shall cause the structure to be inspected for asbestos-containing materials by a state certified asbestos inspector prior to demolition; ensure that all asbestos-containing materials have been removed and properly disposed of by a state certified asbestos abatement](#)

contractor prior to demolition in compliance with the requirements of the Air Quality Ordinance. Single-family residences and apartment houses containing four or fewer dwelling units are exempt from this notification requirement when there are no other structures being demolished as part of the same project in the same geographic area.

For more information please contact the Health Department, Air Quality Program at (816) 513-6314.

LICENSE AND INSURANCE REQUIREMENTS FOR DEMOLITION PERMITS:

- A. Demolition Contractor Class I - may demolish any structure without limitation of height or size. Insurance is required as specified in Section 18-327 of the KCBRC.
- B. Demolition Contractor Class II - may demolish any structure not more than three (3) stories in height. Insurance is required as specified in Section 18-327.
- C. Demolition by Property Owner - The property owner of record may demolish any one-story building which is at least ten (10) feet from all property lines or any two-story building which is at least fifteen (15) feet from all property lines. Insurance, as specified in Section 18-16, is required.

DEMOLITION PERMIT APPLICATION:

- A. Address and legal description of the property on which the building is to be demolished.
- B. Location(s) of approved dump site(s) where building materials are to be deposited.
- C. Verification that all utilities have been properly disconnected and proof of rat abatement. Note: Prior to approval of the basement/open hole inspection, as noted below, the building sewer shall be capped or plugged within five (5) feet of the property line with concrete or other approved material as required by Section 722.1 of the 2012 Uniform Plumbing Code.
- D. Proof of current demolition contractor license and insurance or, in the case of a demolition by property owner, proof of ownership and insurance.
- E. Proof of permission from the owner or owners to demolish the building or evidence of a notice to proceed issued by the City for dangerous building demolition.
- F. Schedule and method of demolition.
- G. Proof of all other required street closure, hauling, and blasting permits; when applicable.
- H. Three (3) copies of a plan (see optional pre-demolition permit) including the following:
 - 1. A site plans showing the location of the building to be demolished, distances to property lines and location and width of all public sidewalks, streets, and alleys.
 - 2. Height, number of stories, and total square footage of the building.

3. Details of required public right-of-way protection as required by Chapter 33 of the 2012 International Building Code.

- I. **Pre-Demolition Permits (As an option to the requirement for plans noted above):** A pre-demolition permit inspection report from the CPD-DS Investigations Division describing the demolition site and stating the type of public right-of-way protection required by Chapter 33 of the 2012 International Building Code. Obtain a **pre-demolition permit** and call for this inspection at the same time utility disconnects are requested to avoid delays. Call 513-1500 and request a **pre-demolition inspection**, this inspection will be made on the next working day. This inspection is not required for demolition of one and two family dwellings by licensed demolition contractors. Property owners applying for wrecking permits must obtain a pre-demolition permit and request this inspection. If the demolition is being performed by the homeowner and is closer than 10 feet to the property line a release from 9 Attached) may be required.
- J. Certificate of Appropriateness for demolition, if the property is listed on the Kansas City Register of Historic Places as maintained by the Historic Preservation Management Division of the City Planning and Development Department.
- K. A soils investigation report from a geotechnical engineer when cut slopes greater than 2 horizontal to 1 vertical are to be left in place. The soils report shall substantiate adequate stability of the soils for the intended length of time the cut slope will remain in place and shall be prepared and sealed by an engineer registered to practice in the State of Missouri. Note: foundation walls shall not be used as retaining walls or temporary shoring unless calculations are provided to substantiate adequate structural capacity of the walls when any structural elements supporting or bracing the walls will be removed during demolition.

The structural calculations shall be prepared and sealed by an engineer registered to practice in the State of Missouri. A soils report and/or calculations are not required when the existing foundation walls or cut slopes steeper than 2 horizontal to 1 vertical are set back from adjoining property lines and other structures on the same property a distance equal to or greater than the depth of the excavation or unbalanced fill, as long as the existing walls and cut slopes are backfilled to existing grade within 30 days after the completion of the demolition.

Foundation walls of single family residences are exempt from the requirement for structural calculations when the walls are set back a minimum of 4' from adjacent property lines, the wall is supporting no surcharge nor more than 7' of unbalanced fill, backfilling will occur immediately upon completion of the demolition, and adequate measures are provided to protect the adjacent property. Adequate safety measures remain the responsibility of the demolition contractor and property owner. Notice to owners of adjacent buildings advising them of the demolition and excavation shall be provided as required by 2012 International Building Code, Section 3307.

REQUIRED DEMOLITION INSPECTIONS:

All demolition inspections will be conducted within one working day of the inspection request. It is the responsibility of the permit holder to call for all required inspections at the appropriate time. Contact the CPD-DS Investigations Office at 513-1500 to request demolition inspections. In order to request an inspection, you will need to know your **permit number** and the **type of inspection** that you are requesting.

- A. **Public Right-Of-Way Inspection**-(When Required) There shall be an inspection of all fencing and canopies, which provide protection for pedestrians and the public right-of-way, prior to beginning any demolition work. **NO DEMOLITION OR SALVAGE WORK MAY BEGIN UNTIL THE PEDESTRIAN PROTECTION STRUCTURES HAVE BEEN INSPECTED AND APPROVED.** Any fencing or canopy structure shall be constructed as prescribed in Chapter 33 of the 2012 International Building Code.
- B. **Basement/Open Hole Inspection**-This inspection shall be conducted on all demolition sites (full basements, crawl spaces, slab-on-grade, etc.), when all building materials have been removed from the foundation hole and the entire wrecking site. **Filling or removal of the slab shall not begin until this inspection is approved.** The building sewer shall be capped or plugged within five (5) feet of the property line with concrete or other approved material as required by Section 722.1 of the 2012 Uniform Plumbing Code and inspected during the basement inspection before being backfilled. On properties with septic tanks and/or cisterns, the tank shall be pumped and left open for inspection. After inspection, the tank must be filled with earth, sand, gravel or poured-in-place concrete before backfilling, wells shall be effectively capped.
- C. **Final Inspection**-This inspection will be conducted after the foundation hole has been completely filled and the entire site has been graded and left clean. **The top one (1) foot of fill shall be clean earth.**
- D. **Periodic Inspection**-These inspections will be made to ensure that safe demolition practices are being followed and that any public right-of-way protection is being properly maintained. These inspections are made as deemed necessary and are not called for by the permit holder.
- E. **Special Inspection**-These inspections will be made when required by the Building Official based on recommendations specified in the geotechnical report and/or the structural calculations in DEMOLITION PERMIT APPLICATION Item K above.

Failure to obtain required inspections is a violation of Section 18-21 of the KCBRC. Contact the Permit Compliance Branch Supervisor, or the, Division Manager of Investigations, at 513-1500 for more information.

City Planning and Development -
Development Services

City Of Fountains
Heart Or Nation



KANSAS CITY
MISSOURI

Investigations Division

414 East 12th Street, 14rd Floor
Kansas City, Missouri 64106

Investigations: (816)513-1500

Fax: (816) 513-1536

"RELEASE" FORM OF ADJACENT PROPERTY OWNER(S)/TENANT(S) for
HOMEOWNER DEMOLITION REQUEST

City Planning and Development –
Development Services
414 East 12th St., 14th Floor
Kansas City, MO. 64106

Regarding: _____

The party (ies) at the below listed address (es) hereby release the "City of Kansas City, Missouri" from any and all liability for damages to their property, both real and personal, in connection with the demolition of: _____ located on the property who's address is given above.

Further, the party (ies) listed below understand that the owner(s) of the above property, who will be doing the demolition, will be personally responsible for any damage to the below listed person's personal or real property, if any such damage should occur, *as a result* of the aforementioned demolition. Further, that if any disputes arise between the parties, over this matter, it will be considered a "Civil" action between the parties that does not involve the City.

I (We) agree to the above and release the City of Kansas City, Missouri by my (our) signature(s) and date below:

(DATE)

(Signatures of Owner or Owners, if more than one, of the adjacent property)
(Address of the adjacent piece of property)

(DATE)

(Tenant(s), fey, of either piece of property)
(Address of the tenant)

(DATE)

(Signatures must be notarized).

Subscribed to and sworn to before me on this day of
20__ .

Notary Public

(SEAL)

CITY DEPARTMENT AND PUBLIC UTILITY TELEPHONE NUMBERS

<u>Department/Utility</u>	<u>Telephone</u>
CPD-DS - Pre- Demolition & Demolition Permits	816-513-1500
CPD-DS Demolition Inspections	816-513-1500
Contractor Licensing Branch (Call for demolition contractor licensing requirements)	816-513-1500
Fire Marshal's Office	816-513-1740
Health Department-Air Quality Section (Asbestos Abatement)	816-513-6314
Historic Preservation Management-Landmarks Commission	816-513-2902
Kansas City Power and Light (KCPL)	816-654-1130 or 816-471-5275
Missouri Gas Energy (MGE)	816-472-3436
Missouri Public Service	816-333-5000
Southwestern Bell Telephone (SWBT)	1-816-571-1400
Public Works Department-Street Closing Permits	816-513-2679
Blasting Permits	816-513-2579
Hauling Permits	816-513-2679
Excavation Permits (In Public Right-Of-Way)	816-513-2552
Water Services Department (Permits & Inspections)	816-513-2174