

**TOWN OF LONGBOAT KEY  
PLANNING, ZONING AND BUILDING DEPARTMENT**

501 Bay Isles Road  
Longboat Key, FL 34228  
Phone: 941-316-1966 FAX: 941-316-1970

**REQUIREMENTS FOR  
DEMOLITION OF STRUCTURE**

**SUBMIT BUILDING PERMIT APPLICATION**, complete with notarized contractor signature. Under DESCRIPTION OF WORK mark DEMOLITION.

**DEMOLITION PERMIT FEE (paid at time of submission) \$400.00**

**PRIOR TO PERMIT ISSUANCE: The following must be submitted and approved by the Planning, Zoning and Building Department.**

- 1) **OWNERS' AUTHORIZATION:** Notarized letter(s) from ALL owners of record specifying structures to be demolished and contractor hired to perform the demolition; OR an original contract signed by owner(s) and contractor specifying work to be performed (original will be returned upon permit issuance).
  - ◆ Proof of ownership may be required by the department.
  - ◆ Proof will be required that agents/officers signing as owners on behalf of a corporation or similar entity have proper authority to act on behalf of the corporation/entity.
- 2) **SURVEY AND/OR SITE PLAN OF ENTIRE PROPERTY**
  - ◆ Must be a current and accurate survey showing all existing structures above and below ground including, but not limited to, buildings, septic tanks, fuel tanks, seawalls, rip-rap, mangrove areas, walks, and parking/driveways.
  - ◆ Show on the survey all structures/features to be demolished.
  - ◆ Indicate locations of silt-screening to be installed prior to demolition. Required along all waterways—recommended where subject property is adjacent to other developed property. Screening must remain in place until all required soil stabilization is installed. Please provide a statement stating Best Management Practices will be used in the management of storm water run off, in compliance NPDES requirements.
- 3) **SEWER CAP OFF** by licensed plumbing contractor (*see verification section on reverse*)
  - ◆ Plumbing verification section must be submitted to building department prior to conducting cap off.
  - ◆ Must be capped off within five feet of the curb. Capping must be done with metal or plastic cap or filled with concrete.
  - ◆ Must be inspected and approved by Town Plumbing Inspector and inspection recorded must be on file.
- 4) **ELECTRIC POWER DISCONNECT:** (*see verification section on reverse*) The contractor is responsible for arranging for power shut off. Once complete, call for courtesy inspection by Electrical Inspector – a permit cannot be issued without Town Electrical Inspector's verification of power shutoff.
- 5) **GAS LINE DISCONNECT:** (*see verification section on reverse*) Written notice on gas company letterhead is required. The contractor must call for Town inspection to verify shut off.
- 6) **TELEPHONE/FAX/CABLE SERVICE DISCONNECTS:** Provide company documentation of shut off (shut off billing notice acceptable).
- 7) **TOWN WATER/SEWER BILLING APPROVAL (FINANCE DEPARTMENT):** Accounts must be paid up-to-date.
- 8) **FUEL TANKS AND WELLS:** Existing tanks to remain must be approved by the department. The removal of such tanks shall be subject to all codes and laws and may require permitting. Capping off of wells must meet county and/or state codes under appropriate permits.
- 9) **ASBESTOS REMOVAL PLAN:** All required documentation/licenses/permits to be in place prior to the issuance of demolition permit. (Chapter 469, Florida Statutes)
- 10) **GRADING AND SOIL STABILIZATION PLAN:** Indicate finished grading schedule and means of soil stabilization to be installed (e.g. sod). Elevation of grade at property lines CANNOT BE CHANGED without Town approval.
  - ◆ If a permit for new construction has been applied for concurrent with the Demolition permit, indicate on the plan that grading/stabilization will be covered under that permit application number. No demolition will be issued without soil stabilization being covered under a demo or building permit.
  - ◆ Grading shall not exceed 4:1 slope, and all holes and excavations shall be filled.
- 11) **DEBRIS REMOVAL:** All debris shall be removed from the island of Longboat Key.
- 12) **OTHER AUTHORIZATIONS:** County health department, Florida Department of Transportation, etc. – as require by department for the specific job.
- 13) **INSPECTIONS:** Required prior to demolition.

**COMPLETION OF DEMOLITION PERMIT**

**IMMEDIATELY FOLLOWING DEMOLITION:** The Planning, Zoning and Building Department, including building and code enforcement staff, may inspect the site for safe conditions at any time. Appropriate legal action will be taken for unsafe conditions on site.

- ◆ Septic tanks must be filled, per Town Code. Appropriate documentation and inspection by the Plumbing Inspector are required.
- ◆ Asbestos information sheet completed/permitting completed.
- ◆ Soil stabilization in place (unless a permit has been issued or an application is under review for new construction).

**FINAL INSPECTION REQUIRED WITHIN 90 DAYS OF COMMENCEMENT OF DEMOLITION.**

Once the demolition permit is issued, contact the Finance Department to have your water/sewer account billing adjusted accordingly.

# VERIFICATION FORM

**ADDRESS OF STRUCTURE TO BE DEMOLISHED:** \_\_\_\_\_

**SEWER CAP-OFF: LICENSED PLUMBING CONTRACTOR VERIFICATION (must be completed)**

License #: \_\_\_\_\_ STATE [ ] MANATEE [ ] SARASOTA [ ]

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

LICENSEE'S NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**GAS CAP-OFF: LICENSED PLUMBING CONTRACTOR VERIFICATION (must be completed)**

License #: \_\_\_\_\_ STATE [ ] MANATEE [ ] SARASOTA [ ]

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

LICENSEE'S NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**ELECTRICAL DISCONNECT: PROVIDE NOTICE FROM FPL STATING ELECTRIC IS DISCONNECTED (must be completed)**

FPL Contact (please print): \_\_\_\_\_

Date of Phone Call : \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_