

Demolition Permit Instructions

Submittal Process:

1. Complete the Demolition Permit Application –

Fillable application is located Online at: glenpoolonline.com

Located under: Departments > Building Permits & Inspections > Permits and Applications > Demolition-Permit-Application-PKT

2. Submit Application & Required Supporting Documentation –

Required supporting documentation to include:

- Fully completed Demolition Permit Application.
- Site Plan
- Erosion Control & Off-Site Sedimentation Plan

E-mail completed application with supporting documentation to: permit@cityofglenpool.com

3. Pay Demolition Permit Fee –

Payable by phone call 918-209-4610 to pay by Visa/Mastercard.

Cash "Exact Change Only"

Checks made payable to: City of Glenpool.

Mailed / Hand-delivered Payments:

City of Glenpool
Development Services Department -Second Floor
12205 S Yukon Ave
Glenpool, OK 74033

Hours of Operation

Monday – Thursday

7:30 A.M. – 12:00 P.M.

(Closed 12:00 P.M. – 1:00 P.M.)

1:00 P.M. – 5:30 P.M.

Friday

7:30 A.M. – 11:30 A.M.

Processing:

Properly submitted applications will be entered into the system and sent back for review.

This process may take up to 10 business days.

During the review process if more information is required, we will reach out to the applicant.

Once the application is approved a permit will be e-mailed to the applicant for final signature.

The applicant will sign and return the permit via e-mail to make the permit valid.

Next the applicant will complete the approved project and schedule any required inspection using the Inspection Request Form located online only.

glenpoolonline.com

Once the inspection(s) have been completed the Building Official will issue the results to the E-mail listed on the inspection request form.



Demolition Permit Application

Project Information:

Project Address:

Subdivision: Lot: Block:

Project Start Date: Estimated Completion:

Description of the Proposed Demolition (including type of building(s)):

Asbestos Survey Yes No Total Square Foot:

Number of Floors: Constructed Material:

Property Owner Information: *Legal Landowner of record.*

Company Name:

Contact Name:

Mailing Address: Suite #: City: State: Zip:

Phone #: E-Mail:

Applicant Information:

Company Name:

Contact Name:

Mailing Address: Suite #: City: State: Zip:

Phone #: E-Mail:

Demolition Contractor Information: *Contractor must be registered with the City of Glenpool.*

Company Name:

Contact Name:

Mailing Address: Suite #: City: State: Zip:

Phone #: E-Mail:

Authorization:

I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building demolition, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or construction on work is suspended or abandoned for a period of 180 days at any time after work is commenced.

An asbestos survey and/or dust control measures may be required.

The lot must be cleared of all materials and debris. If foundation is to remain, please note it in the description of work.

I hereby certify that the proposed work is authorized by the owner of record and agree to conform to all applicable laws and ordinances.

Owner of Record Signature: **Date:**

I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws and jurisdiction.

Applicant Signature: **Date:**

General Permit Requirements:

All Federal, State, and Local Guidelines are to be strictly adhered to throughout the demolition process including disposal of debris in proper landfill facilities, adequate erosion and storm water control measures, and final site cleanup and appropriate re-vegetation. Public streets and site access are to remain clean of dust and debris at all times. Existing utility services shall be terminated in a safe and proper manner in accordance with applicable ICC Building Codes. The Building Structure Demolition Permit must be posted on-site at all times.

Required Supporting Documents:

1. A drawing(s) illustrating: the boundary of the project property; the location of the project property related to surrounding vicinity; and the location and limits of the proposed building and any associated site improvement demolition. Such drawing(s) shall also include a street address and legal description of the project property.

[NOTE: A certified boundary and /or topographic survey may be required by the Department of Community Development depending on the scope and complexity of the work being proposed.]

2. Applicant's plan for controlling soil erosion and off-site sedimentation and a certification by the applicant and owner, if different, certifying that the proposed building and any associated site improvement demolition will not cause soil erosion and sedimentation onto off-site properties, and acknowledging liability in the event of such occurrences.
3. The name, address and contact information of any landfill where debris is to be taken.

Name: _____

Address: _____

Phone Number: _____

4. NOTE: The Building Official may determine that an insurance bond is required due to the close proximity to other structures or hazards. Upon such determination, the applicant shall be required to obtain such bond prior to issuance of the permit.
5. Such other information as the Department of Community Development may request the applicant to furnish as the Department of Community Development deems necessary to ensure fulfillment of all requirements prior to issuance of the requested Building Structure Demolition Permit.

CORPORATE RESOLUTION NO. 12-07-03 OF THE CITY OF GLENPOOL

**RESOLUTION ADOPTING AND PROVIDING FOR AN APPLICATION
FEE FOR THE OBTAINING AND ISSUANCE OF BUILDING
STRUCTURE DEMOLITION PERMITS WITHIN THE CITY OF
GLENPOOL IN ACCORDANCE WITH ORDINANCE NO. 661**

WHEREAS, the City of Glenpool, Oklahoma, has enacted Ordinance No. 661, providing for the demolition of building structures within the City of Glenpool and to determine appropriate procedures therefore, to include requiring a Building Structure Demolition Permit for the demolition of any building structure within the City of Glenpool, Oklahoma; and

WHEREAS, it is necessary to determine and assess a fee to accompany the application for such a Building Structure Demolition Permit, as required by the foregoing Ordinance No. 661;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

The fee for any such Building Structure Demolition Permit shall be determined and administered by the Department of Community Development and shall be reviewed and adjusted, from time to time, as may be deemed to be in the best interest of the citizens of Glenpool and upon deliberation and final determination by the City Manager of the City of Glenpool, subject to approval by the City Council of the City of Glenpool.

BE IT FURTHER RESOLVED: The fee for Building Structure Demolition Permits from this date shall be assessed as follows:

- A. **Residential Building Structures:** Fifty Dollars (\$50.00) plus all applicable inspection fees, as required.
- B. **Commercial Building Structures:** One Hundred Dollars (\$100.00) plus all applicable inspection fees, as required.
- C. **Industrial Building Structures:** One Hundred Fifty Dollars (\$150.00) plus all applicable inspection fees, as required.

D. **On-Site Inspection Fee:** Twenty Five Dollars (\$25.00) per inspection required for a particular project as determined by the City Building Official.

PASSED AND APPROVED by the City Council of the City of Glenpool this 6th day of August 2012.

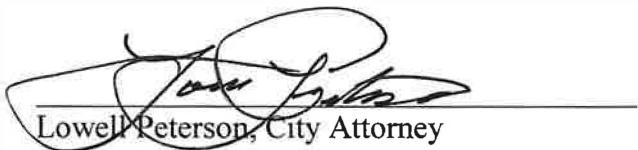

Tommy E. Carter, Mayor

ATTEST:


Susan White, City Clerk



APPROVED AS TO FORM:


Lowell Peterson, City Attorney