

**TOWN OF
SOUTHBOROUGH**

**BUILDING / ZONING
DEPARTMENT**

9 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772



LAURIE LIVOLI, CBO

BUILDING COMMISSIONER

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DEMOLITION OF BUILDINGS

Procedures

The attached forms must be completed, signed and delivered to the Building Department before obtaining a permit to demolish/remove/raze any private building(s) on a privately owned lot.

1. **Application for Permit** – see attached Building Department form. This step along with the application fee is to be completed and delivered to the Building Department at 9 Cordaville Road, Lower Level, Southborough, MA 01772
2. **Historical Commission** – A copy of the “Application for Permit” will be submitted to the Historical Commission by the Building Department for review. If the structure is in excess of 50 years, the structure will need Historical Commission review. The Historical Commission will advise applicant of procedure.
3. **Utility Sign-off** – This step is only to be completed in the event that the permit to demolition building(s) has been approved and before the demolition can take place. Electric; Gas; Telephone; Southborough DPW – see attached “Requirements for Southborough Department of Public Works Sign-off”.
4. **Safeguards During Demolition** - IBC Chapter 33, attached.

****PLEASE NOTE ****

ANY ITEMS ABOVE ARE SUBMITTED INCOMPLETE,

THEN A SIGNIFICANT DELAY CAN RESULT.

Rev. 06-06-18

1. APPLICATION FOR PERMIT (Demo) Building Department Application Form

In accordance with §110.0, Massachusetts State Building Code, "Application for Permit" the undersigned hereby applies for a permit to: **DEMOLISH/REMOVE/RAZE**

No. and Street: _____ Southborough, MA

_____ Owner Name	_____ Address	_____ Tel/Cell #	_____ Email
_____ Architect/Engineer Name	_____ Address	_____ Tel/Cell #	_____ Email
_____ Builder Name	_____ Address	_____ Tel/Cell #	_____ Email

License # _____ Expiration _____

Certificate of Insurance _____

Use & Occupancy of all Parts of Building: _____ If Dwelling, Number of Families _____

ARE DETACHED BUILDINGS INCLUDED? _____ Describe: _____

Provide a brief description of the type of building and the condition requiring issuance of permit:

Provide a brief description of the proposed reuse, reconstruction or replacement:

Estimated Demolition Cost (subject to Final Cost Affidavit) \$ _____ Permit Fee:
\$ _____

(Fee: \$10.00 per \$1,000 Assessed Value of Bldg. plus 4% for Technology fee)

Your Name (Please Print) _____ Signature _____

Address: _____ City/State/Zip _____

Tel/Cell: _____ E-mail _____ Date: _____

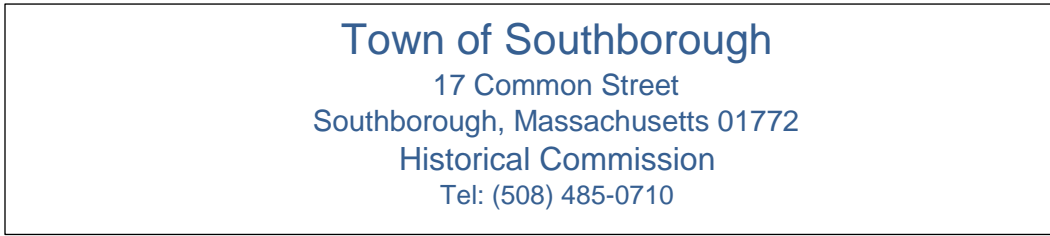
Approved by:

_____ DATE: _____

Laurie Livoli, Building/Zoning Commissioner

Rev. 06-06-18

2. Historical Commission



HISTORICAL COMMISSION DEMOLITION REVIEW

The Southborough Historical Commission will review your application for demolition at a scheduled public hearing before a demolition permit may be issued. Southborough Demolition Delay Ordinance is administered by the Southborough Historical Commission to protect from destruction significant buildings that it is in the public interest to preserve. When the Historical Commission determines that a building is significant and should be preserved, it can delay demolition for up to twelve months. This period allows the Commission, the owner, and the community to explore avenues to preserve the building or mitigate its loss.

Any questions or concerns regarding the process of the Historical Commissions review of a specific property should be directed to them at the above contact information.

2. Utility Sign Off

In accordance with §123.1, Massachusetts State Building Code, “**Service Connections**” with regard to Demolition of Buildings, please note:

“Before a building can be demolished or removed, the owner or agent shall notify all utilities having service connections within the building such as water, electric, gas, sewer and other connections (telephone/cable). A permit to demolish or remove a building shall not be issued until a release is obtained from the utilities stating their respective service connections and appurtenant equipment such as meters and regulators have been removed or sealed and plugged in a safe manner.”



THE FOLLOWING FORM MUST BE COMPLETED AND SUBMITTED TO THE BUILDING DEPARTMENT.
A PERMIT WILL NOT BE ISSUED IF THIS FORM IS NOT COMPLETED.

LOCATION OF PROPERTY _____ Southborough, MA **certify that, as a representative of my company/department, said utility has been disconnected:**

Electric Company –	Print Name	Title	Signature	Date
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Gas Company –	Print Name	Title	Signature	Date
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Telephone/Cable Co –	Print Name	Title	Signature	Date
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*Southborough DPW –	Print Name	Title	Signature	Date
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*All water/sewer and sidewalk work to be coordinated with DPW. All project areas in excess of one acre must meet additional DPW requirements (i.e., storm water, etc.).

5. Department Notification and Sign-Off

Town of Southborough

It is the intent of (your name): _____

to demolish the building located at (address): _____

including (list detached structures): _____

Said work to commence on (date): _____

I have been notified of such work and my signature below indicates my approval:

_____	_____	_____	_____
Fire Dept - Print Name	Title	Signature	Date

_____	_____	_____	_____
Plumbing/Gas- Print Name	Title	Signature	Date

_____	_____	_____	_____
Police Dept -Print Name	Title	Signature	Date

_____	_____	_____	_____
Inspector of Wires - Print Name	Title	Signature	Date

_____	_____	_____	_____
Board of Health - Print Name	Title	Signature	Date

_____	_____	_____	_____
Historical Commission - Print Name	Title	Signature	Date

Note: Contractor responsible to comply with any 'SPECIAL PROVISIONS' as required by a Town Department (Planning, Zoning, Health, DPW).

7. Safeguards That Must be in Place Prior to Commencing Work

- All sites involving Demolition **must be protected** with the use of a six foot high fence of adequate strength to resist wind and impact loads of 250 ft.lbs.
- Also suitable hay bales, silt bags for catch basins, and silt fence around the perimeter must be installed prior to commencing demo.
- **A source of adequate water** must be available to provide acceptable level of 'Dust Control'. Also the contractor is responsible to prevent debris and soil from being brought from the site onto Town Streets.
- Any equipment that passes over a Town Sidewalk, for the purpose of demo process, must obtain a **'Crossing' Permit** from the Department of Public Works.