Instructions for obtaining a Building Permit

for Demolition of a Residential Structure

City of Elkhart, Indiana
229 S. 2nd Street, Elkhart, IN 46516
(574)294-5474

Required Applications & Documents

Building Permit: *Demolitions - Residential* (see page 2)

Excavation Permit: Please call **Elkhart Public Works & Utilities** at (574)293-2572 to inquire if you need an Excavation Permit. If required, you will need to obtain the Excavation Permit **prior** to the obtaining your demolition permit.

Proof of Water Disconnect: which can be obtained from Elkhart Public Works & Utilities

Proof of Gas Disconnect: which can be obtained from Nipsco

Proof of Electrical Disconnect: which can be obtained from AEP/Indiana Michigan Power

A Notarized **Applicant Liability & Release Form** (see page 3)

Demolition Requirements & Information

A demolition permit is required for the removal of all residential structures larger than 120 Sq Ft.

The entire structure, inlcuding the foundation, must be demolished and removed.

A clean-hole inspection must be done by a City Inspector prior to filling the hole.

A **licensed Demolition Contractor** must obtain the permit OR a **homeowner** can obtain the permit **if they are doing the work themselves**.

Fee Schedule

Building Permit Fee: $40

Building Permit Application

Demolitions, Moving, Temporary Tent - Residential

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Property Owner Information

Owner's Name:

Owner's Email Address: Phone #:

Is Owner the Applicant? ☐ Yes ☐ No

Property Information

Property Address: # of Units:

Parcel #: # of Stories:

Description of Work Information

Scope of Work (select one): ☐ Demolition ☐ Moving ☐ Temporary Tent

Estimated Value of Work: $

Description of Work:

Contractor Information

Contractor Name/Company Name:

Contractor Email Address: Phone #:

NOTICE: Separate permits are required for Electrical, Mechanical, and Plumbing. These permits must be secured by the Licensed Contractor. This permit becomes null and void if work or construction authorized is not commenced within 365 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I HEREBY certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local law regulating construction or the performance of construction.

_____ _____

Signature of Owner or Authorized Agent Date

City of Elkhart
Building & Code

Rod Roberson
Mayor

Building & Code
229 S. Second St.
Elkhart, IN 46516
574.294.5474

Consent to Liability & Release Form for Demolition Permit Applicants

1) I am applying to demolish the following structure(s) (check all that apply):
   - o A detached home
   - o A detached garage
   - o An attached home and garage
   - o Another structure (describe): _____

2) The structure to be demolished is located at the following address _____

3) I am (check one):
   - o The owner of the property
   - o The contractor contracted to demolish the property
   - o Other (describe): _____

4) I am verifying that I have personal knowledge that all utility companies were contacted and informed that a demolition at this address listed above was planned.

5) I am verifying that I have personal knowledge that all utilities, including natural gas, water, LP gas (propane), and electrical are now shut off at the street level (property line) at the pole or service pedestal and all equipment has been removed (including any standing meters).

6) I agree that the City is not liable for any explosion or other occurrence resulting from utilities that were not properly shut off and/or equipment that was not properly removed.

7) I agree to defend and hold harmless the City for any damages or claims or consequences resulting from any utility equipment that was not properly removed or shut off.

8) I have not in any way relied upon the representations of any City of Elkhart, Indiana employee in making this affidavit and can personally verify that utilities have been shut off at the street level (property line) and all meters and equipment have been removed.

I swear under the penalty of perjury that the above is true and correct to the best of my knowledge.

_____	_____	_____
Signature of Applicant	Printed Name of Applicant	Date

***A copy of identification used for purposes of notarization must be attached**

STATE OF INDIANA, COUNTY OF ELKHART, SS:

_____	_____	_____
Signature of Notary	Printed Name of Notary	Date