



City of Port Washington  
Department of Building Inspection

100 West Grand Avenue  
Port Washington, Wisconsin 53074  
262-268-4277 Fax 262-284-7669

Application Packet  
Wrecking and Razing Buildings  
www.ci.port-washington.wi.us

Project Address \_\_\_\_\_

The following items must be completed and submitted as a packet:

\_\_\_\_\_ Razing permit application for sewer and water disconnection (this item is all that is needed for residential accessory buildings; i.e., sheds and garages).

\_\_\_\_\_ Plumbing permit application (signed by a Wisconsin-licensed Plumber/Utility Contractor).

\_\_\_\_\_ Utility signoff sheet.

\_\_\_\_\_ An original performance bond in an amount equal to or greater than the cost of the demolition project. The bond needs to be "job specific" with the address of the project listed.

\_\_\_\_\_ Proof of comprehensive Liability Insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence and per person and Fifty Thousand Dollars (\$50,000.00) property damage.

\_\_\_\_\_ Asbestos documentation (see utility sign-off sheet attached).

\_\_\_\_\_ A copy of the "Notification of Demolition and/or Renovation and Application for Permit Exemption" (see enclosed form). (The DNR does not require this form for one-and two-family razes unless the property is part of a larger project). The original shall be submitted to the following DNR offices in accordance with the attached instructions:

**Department of Natural Resources**  
Asbestos Coordinator, AM/7 Bureau of Air Management  
P.O. Box 7921  
Madison, WI 53707-7921

**DNR -Southeast Region**  
P.O. Box 12436  
Milwaukee, WI 53212  
414.263.8500

**Department of Health & Family Services**  
Division of Public Health -Asbestos/Lead (Pb) Section  
P.O. Box 2659  
Madison, WI 53701-2659  
608.261.6876

\_\_\_\_\_ A permit to replace curb cut/driveway approach

I hereby certify and acknowledge that all of the above required information provided is true and accurate to the best of my knowledge.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Note:** You will notified when your permit is ready; please do not submit payment with application.



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# Building Permit Application Demolition, Wrecking and Razing

Job Location (identify exact address)			Zoning	Permit #
Owner's Name	Phone Number	Contact's Name		Phone Number
Owner's Mailing Address		City	State	Zip Code
Contractor's Name	Phone Number	Contact's Name		Phone Number
Contractor's Address		City	State	Zip Code
Sq. Ftg. of Entire Building	Building Classification (Commercial, single, two family..etc)			Estimated Cost Of Work
Additional Information				
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				
Department Notes				
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			Permit Fee <hr/> <hr/> <hr/> <hr/>	
Permit Issued By	Date		Total Fees	
I attest that the above information accurately describes the property and proposed work to be performed on it. I agree to comply with all City Of Port Washington and State of Wisconsin codes applicable to the work stated above; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality. I understand that any falsification or misinformation may result in penalties prescribed in the City of Port Washington ordinances.				
Applicant's Signature		Print Name	Date	

**DO NOT FAX COMPLETED PERMIT APPLICATION**  
*If returning application by mail, include a stamped addressed envelope.*





*City of Port Washington*

www.ci.port-washington.wi.us

**Wrecking, Razing and Demolition Sign-Off sheet**

100 W Grand Avenue, Port Washington WI 53074  
262-268-4277

**NUMBERS ONE THROUGH FOUR BELOW MUST BE COMPLETED PRIOR TO  
SECURING A RAZING PERMIT**

Address of Property Being Razed : \_\_\_\_\_

1. Dump site location: \_\_\_\_\_

Equipment to be used for hauling debris: \_\_\_\_\_

2. Water meter and service removed:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Water Department 262.284.2172

3. Gas meter(s) and service(s) removed:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Service Department WE Energies

4. Electric meter(s) and services(s) removed:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Meter Department WE Energies

**Note:** After permit approval, the plumbing and building inspector will do their inspections and sign off.

5. Sewer and water lines capped at front property line:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Water Commissioner – Dave Ewig (414-322-7903)

6. Asbestos materials exist upon or within the structure: \_\_\_\_\_ Yes \_\_\_\_\_ No  
**(Documentation from Wisconsin Licensed Inspection firm required)**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Inspector, Gary Peterson

## GUIDELINES FOR RAZING STRUCTURES

### All Raze Permits shall be subject to the following conditions:

- 1 **Permit Term.** The razing of a building shall be completed within thirty (30) days after the date the permit was issued. The code official may at his/her discretion extend the permit term for cause. "Cause" shall mean the inability of the permittee to act due to circumstances beyond permittee's reasonable control upon the exercise of due diligence.
- 2 **Inspection of Work.** Work done under a raze permit is subject to inspection by the code official who shall have the authority to order corrective work. Failure to follow the orders of the code official, or to complete the raze in accordance with this code, shall give the code official authority to seek restitution from the required bond.
- 3 **Foundation of Razed Building.** Whenever a building has been razed, the foundation thereof, if any, shall be leveled to at least two feet (2') below grade unless directed otherwise by the City Building Inspector or Engineer. If an existing basement is left in place, the floor shall be broken into minimum 2' x 2' sections to allow drainage. All fill shall be compactable material.
- 4 **Site Grading.** Whenever a building has been razed, the site shall be graded with a minimum of six inches (6") of topsoil, with seed and mulch or sod applied to cover the entire disturbed area.
- 5 **Driveway Approaches.** All driveway approaches shall be replaced with curb and gutter and any damaged curb or sidewalk shall be replaced.
- 6 **Disposal of Debris.** The permit holder shall dispose of all building debris in a licensed landfill, except for salvaged materials. At any time, the license holder shall provide to the code official receipts and/or an itemized list of debris disposed of by dumping or salvage.
- 7 **Site Safety and Security.** The permit holder shall, during the razing process, maintain the razing site in a safe and secure condition, and the license holder shall promptly report any personal injury and property damage to the code official. The code official may require additional safety and security methods, including fencing and gating, as deemed necessary to protect the site and restrict access to the public.
- 8 **Sewer and Water Disconnection** shall be made at the property line and approved by the City Water Department. Contact David Ewig, Water Commissioner, at 414.322.7903

### Other Information:

Subsurface tanks or pits that are no longer used as a private sewage system shall be abandoned by complying with ALL of the following:

- Disconnecting all piping to tanks or pits
- Sealing all disconnected piping in accordance with Section COMM 82.21 (2) (h)
- Pumping and disposing of contents from all tanks and pits
- Removing all tanks removing covers of tanks or pits, and filling with soil, gravel, or inert solid material
- The site shall be seeded and mulched (or sodded) over the entire area that has been disturbed

### Inspection Approvals Required:

1. Inspection Department - 262.268.4277:

- Sewer and water abandonment (prior to commencement of razing of structure)
- Storm sewer abandonment (prior to commencement of razing of structure) unless otherwise approved by the Department of Public Works
- Foundation (after breaking walls down and prior to backfilling)
- Final inspection (after grading, seeding and mulching, or sodding is completed)

**For the Notification of Demolition and/or Renovation Form and Application for Permit Exemption (forms 4500-113) from the State of Wisconsin, Department of Natural Resources, please see the following website:**

<http://dnr.wi.gov/air/compenf/asbestos/index.htm>