



BATTLE CREEK
INSPECTION DIVISION

LICENSING OF DEMOLITION OR MOVING
CONTRACTORS
&
DEMOLITION OR MOVING PERMIT INFORMATION

ALWAYS CONTACT MISS DIG 1-800-482-7171 BEFORE STARTING
DEMOLITION.

1. Name of Company

2. Main office telephone number, fax number and e-mail address for company

3. Name, address and telephone number of person owning the company

4. Name, address and telephone number of the general manager

5. Name, address and telephone number of the resident agent

6. Name, address and telephone number of the applicant

7. Provide a copy of Residential Builders License/Maintenance & Alterations
wrecking or moving license (required for demolition of residential structures).

8. If not previously licensed by the City of Battle Creek, provide a list of buildings
by address that you have demolished in the past.

9. Possible letter of recommendation from previous employers using this company for demolition or moving.

10. Insurance certificate to be furnished to the Inspection Division

A. Name and address of certificate holders:

City of Battle Creek Inspection Division
10 N. Division Street, Suite 111
Battle Creek, MI 49014

B. Insurance in the following amounts (to be approved by Rick Hensley).

Comprehensive General Liability \$300,000. each occurrence.
\$500,000. aggregate (Including explosion*, collapse and underground coverage).
Property Damage \$100,000.
Combined single limit \$500,000. (including XCU coverage (must have)).
Obtained in lieu of separate CGL and Property coverage. Be sure to state on the Insurance certificate "includes blasting" or "blasting excluded".

*A license may be issued, excluding blasting activities, in which case blasting coverage may be excluded.

C. Will you be blasting YES _____ NO _____

Bond \$5,000.00

11. Copy of bond to be filed with the Inspection Division.

\$5,000 to indemnify City of Battle Creek against all violations of any Ordinance, Rule or Regulation and for all damage to public property.

12. When the above requirements have been met, the inspection supervisor will sign the letter of compliance in preparation for issuance of the license.

13. License fee is \$50.00 per year.

14. License expires December 31 each year.

15.

WITH CURRENT LICENSE AND CERTIFICATE OF INSURANCE a demolition permit may be applied for.

a. Demolition Permit fee ~~\$80.00~~ ~~\$120.00~~ are only good 45 days from date of Issuance.

\$130 no basement
\$180 basement

b. Sewer and Water Capping Charge

A \$15.00 sewer and water capping charge is assessed for each sewer and water connected to the structure that is being demolished. Obtain sewer and water numbers from Engineering 269-966-3343.

c. **ALWAYS CONTACT MISS DIG 1-800-482-7171 BEFORE STARTING DEMOLITION.**

16. THE SAME LICENSE AND CERTIFICATE OF INSURANCE IS REQUIRED FOR A MOVING PERMIT

- a. Moving (relocation) permit fee
Administrative fee ~~\$40.00~~ plus \$50
Inspection fee dwellings and accessory buildings over 200 sq ft ~~\$40.00~~ \$50

These fees include one inspection.

Fill out the following:

The undersigned _____ (a Corporation)(an individual) whose address is _____ hereby makes application for a permit to move a _____ building fee in width _____ feet in length _____ feet in height, from (address) _____ to (address) _____ by way of the following streets and parts of streets _____

_____. The owner of said building is _____ of (address) _____. Said building to be moved by means of _____.

The time required for the movement of said building is _____ days. The undersigned persons and companies, having investigated said building and routing, hereby consent to the movement of said building and routing, hereby consent to the movement of said building, as provided in the above application.

1. Public Works (Engineering 150 S. Kendall Street) 269-966-3343
2. Fire Department 195 E. Michigan Avenue 269-966-3519
3. Police Department, 20 N. Division Street, Chief of Police 269-966-3322
4. Treasurers Department, Room 105, City Hall, Treasurer, Stanley Chubinski 269-966-3327.
5. Private utilities affected by the move, such as Telephone Company, Consumers Energy, Semco Gas Co., etc.
6. With the written permission from each of the above a moving permit can be issued from the Inspection Division, 10 N. Division Street, Suite 111.
7. **CONTACT MISS DIG 1-800-482-7171 BEFORE YOUR MOVE**



CITY OF BATTLE CREEK
10 N. Division Street, Room 111
Battle Creek, MI 49014
269.966.3387

COMMERCIAL AND RESIDENTIAL DEMOLITION REQUIREMENTS

1. Submit a completed building permit application
 - a. Complete the building demolition permit application
 - i. Project location – address, owner information contractor information
 - b. Provide description of building – (dimensions of building(s) to be removed)
 - c. Provide a estimated time schedule for the demolition
 - d. Permit fee's due at time of application
2. Must be licensed and bonded with the City of Battle Creek for Demolition work
3. Site Grading Permit from the County Drain Commissioner, if project is located within 500' of any type of waterway –(river, stream, lake, etc. or a county drain)
4. Provide (2) two sets of Site Plans – (to scale)
 - a. Must indicate the square footage of the structure(s) to be removed.
5. Provide a copy of D.E.Q – “**NOTICE OF INTENT**” which is required for ALL commercial projects
 - a. Note: Residential properties being developed for future commercial
 - b. Residential with known asbestos
 - c. Provide (2) two copies of the Asbestos investigation report and the Due Care Plan – (if applicable)
6. If the site is near any public access points – (i.e. roads, side-walks, etc...) provide information showing the placement of site barricades
7. Sanitary Facilities shall be provided during the demolition activities in accordance with the Plumbing Code
8. Required Inspections
 - a. Open hole inspection for structures – building debris may NOT be buried on site
 - b. Final site grading inspection – graded and straw provided to prevent erosion
 - c. DPW sewer inspection – if applicable

Please note that these are the minimum requirements for application and plan review for obtaining a residential or commercial building permit – (Additional information may be requested or needed on a case by case review).

