

APPLICATION TO DEMOLISH or MOVE A BUILDING

Activities Requiring a Permit:

1. Demolish a building or portion thereof; or
2. Move a building from one location to another across private or public property; or
3. For storing or using materials, machinery or equipment in relation thereto; or for engaging in building construction, demolition or related operations on adjacent streets or public property, within the city.

Requirement Checklist: To apply for and obtain a permit, the following must be provided to the Building Services Department:

- ✓ **Completed Application.** All signatures must be obtained by the applicant to issue a permit to demolish or move a building. Copies of emails from the designated agency and official can be a substitute for a signature.
- ✓ **Certificate of Insurance:**
 - **Demolition:** A certificate of comprehensive public liability insurance shall be provided with coverage limits of not less than one million dollars (\$1,000,000.00).
 - **Moving a Building:** A certificate of comprehensive public liability insurance with coverage limits of not less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) general aggregate must be included with the application.
- **Environmental Asbestos Report:** Commercial Properties Only.
- **Site Plan:** If more than one building or structure is proposed for demolition on a shared site, a site plan or aerial image depicting the building(s) subject to demolition is required. Aerial images of property can be obtained and printed from the following website: <https://beacon.schneidercorp.com>. Once you navigate to the correct property, select "view map" for an image.
- **Permit Fee:**

One and Two-Family Dwellings:	\$35.20 + \$10 Issuance Fee = \$45.20
Commercial Buildings < 1000 sf:	\$35.20 + \$10 Issuance Fee = \$45.20
Each Story 1,000 to 3,000 sf:	\$41.25 + \$10 Issuance Fee = \$51.25
Each Story Over 3,000 sf.	\$46.75 + \$10 Issuance Fee = \$56.75

Additional Information:

- Applications may be submitted by email, mail or in-person only. Applications may be emailed to building@cityofdubuque.org. Applications will not be processed until payment is received. Payment may be made by phone by calling (563) 589-4150. Work commenced without an **issued** permit will result in additional fines and penalties.
- **Incomplete applications will not be accepted. Permits are valid for 30 days.**



Property Address: _____

BUILDING DEMOLITION/MOVE PERMIT UTILITY APPROVALS
(Approval is Required 48 Business Hours Prior to Demolition/Move)

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

CONTRACTOR: _____

CONTRACTOR'S PHONE: _____ IA CONTR REG #: _____

INSURANCE CARRIER: _____ POLICY #: _____

-
1. **BLACK HILLS ENERGY** CONTACT: JUSTIN LEHMAN (563) 585-4011
Email: justin.lehman@blackhillscorp.com

COMMENTS & SIGNATURE:
or Email Confirmation: (Must be attached) _____

2. **ALLIANT ENERGY** CONTACT: PAULA BAKER (563) 587-4539
Email: dubuqueinspect@alliantenergy.com

COMMENTS & SIGNATURE:
or Email Confirmation: (Must be attached) _____

3. **IOWA ONE LOCATE** CONTACT: (800) 292-8989 or 811

LOCATE IDENTIFICATION #. _____

4. **DEPARTMENT OF NATURAL RESOURCES**

- SINGLE FAMILY HOME: **NOT REQUIRED**
- COMMERCIAL PROPERTY ONLY: **A COPY OF THE ENVIRONMENTAL ASBESTOS REPORT IS REQUIRED TO BE PROVIDED WITH THIS APPLICATION.** Contact a licensed Environmental Management Agency. An additional copy must also be provided to the Iowa Department of Natural Resources (IDNR). Any business or individual compensated to remove asbestos containing materials is also required by the Iowa Division of Labor to obtain a certified asbestos contractor permit. For questions or forwarding information, please contact Tom Wuehr, IDNR Unit Leader: Compliance, Asbestos Abatement, and Demolition Projects at (515) 725-9576 or tom.wuehr@dnr.iowa.gov.

5. **DUBUQUE METROPOLITAN AREA SOLID WASTE AGENCY (DMASWA)**

CONTACT: KEN MILLER
Email: kmiller@cityofdubuque.org

COMMENTS & SIGNATURE:
or Email Confirmation: (Must be attached) _____



Property Address: _____

6. CITY OF DUBUQUE WATER DEPT. (WATER SERVICE)

WATER LATERAL MUST BE PROPERLY DISCONNECTED AND INSPECTED PRIOR TO DEMO PERMIT BEING ISSUED:

CONTACT: BRANT SCHUELLER (563) 589-4303 or DARRIN HOMB (563) 589-2076
Email: bschuell@cityofdubuque.org dhomb@cityofdubuque.org

COMMENTS & SIGNATURE:
or Email Confirmation: (Must be attached) _____

7. CITY OF DUBUQUE WATER DEPT. (WATER METER - MIU)

WATER METER (MIU – outside reading device) AND UFR (if applicable) MUST BE PROPERLY DISCONNECTED BY THE CITY OF DUBUQUE STAFF PRIOR TO DEMO PERMIT BEING ISSUED

CONTACT: CARL PLUMLEY (563) 589-4304 or BRANT SCHUELLER (563) 589-4303
Email: cplumley@cityofdubuque.org bschuell@cityofdubuque.org

COMMENTS & SIGNATURE:
or Email Confirmation: (Must be attached) _____

8. ENGINEERING DEPT.

SEWER MUST BE PROPERLY DISCONNECTED AND INSPECTED PRIOR TO DEMO PERMIT BEING ISSUED:

- A. SANITARY SEWER: Contractor must notify the Engineering Department prior to making changes related to the connection to the sanitary sewer system so the work can be inspected at the time the change occurs.
- B. STORM SEWER: Contractor must notify the Engineering Department prior to making changes related to the connection to the storm sewer system so the work can be inspected at the time the change occurs.
- C. EROSION & SEDIMENT CONTROL PERMIT (ESP): – Prior to demolition permit being issued, a city ESC permit must be obtained if State/Federal law requires an NPDES General Permit No. 2 form the IDNR for the demolition project. The City ESAC permit can only be issued if the demolition is authorized to proceed with a State NPDES Permit.

CONTACT: ENGINEERING DEPARTMENT (563) 589-4270
Email: engineer@cityofdubuque.org

COMMENTS & SIGNATURE:
or Email Confirmation: (Must be attached) _____

9. PLANNING SERVICES (CONSERVATION OR HISTORIC DISTRICT)

CONTACT: CHRIS HAPP OLSON (563) 589-4210
Email: colson@cityofdubuque.org Federal Funding:
Yes No

COMMENTS & SIGNATURES:
or Email Confirmation: (Must be attached) _____

10. FIRE DEPARTMENT

CONTACT: DEREK PAULSON (563) 589-4160
Email: dpaulson@cityofdubuque.org

COMMENTS & SIGNATURE:
or Email Confirmation: (Must be attached) _____

Property Address: _____

**MOVING A BUILDING
PERMIT UTILITY APPROVALS**

For each contact, the following information is necessary only if moving a building:

Move date.

Anticipated start and end time of move.

Proposed routing based on vehicular length, height, width, and weight. (A map of the routing should accompany the Building Demolition/Move Permit Utility Approval form.)

Required City Contacts

First Contact:

Police Department

770 Iowa Street

Telephone Number: (563) 589-4410

Second Contact:

Building Services

50 W. 13th Street, First Floor

Name: Jeff Zasada

Telephone Number: (563) 589-4150

Third Contact:

Engineering Department

50 W. 13th Street, Second Floor

(Traffic Engineering)

Telephone Number: (563) 589-4270

Name: Troy Kress

Telephone Number: (563) 589-4270

FINAL SIGN OFF BY BUILDING DEPARTMENT WHEN PROJECT IS COMPLETE:

SIGNATURE: _____

Important Notes

If the demolition or building move involves the usage of streets/road under County or State jurisdiction (such as Central Avenue, Dodge Street, or the Northwest Arterial), it is the responsibility of the applicant to obtain the appropriate governmental approvals. **State of Iowa Contact: Motor Carrier Services, 515.237.3264; County of Dubuque Contact: County Engineer Office, 563.557.7283.**

Once each utility or department has approved the demolition/move, return the completed form to Building Services. A permit fee is charged for each scheduled move. A \$50 administrative fee is charged by the Engineering Department for each scheduled move date due to traffic detour/closure/signalization coordination.

If the demolition/move date is changed, the requestor needs to provide a 48-hour notice of the revised date and the requestor may be subject to additional fee charges by Building Services and/or the Engineering Department.