

City of Waverly - Zoning Department

Demolition Permit Requirements

Pre-planning – To obtain a permit for demolition of a structure within the City of Waverly, the following steps must be done prior to commencement, during and after the structural removal. Other permits and costs may also be applicable for disconnection of services from local utilities (water, sewer, electric) and franchise servers (gas, phone, cable, fiber optics). For further information, you may stop in or call the Zoning Department at 352-9208.

General Requirements Check List:

- Make application for a permit for demolition at the Zoning Dept. (352-9208) and submit the appropriate fee at least one week prior to the desired demolition date. (\$20 for house/main structure or \$10 for garage/accessory structure).
- Arrange for the disconnection of all utilities and be sure they have been disconnected in a manner approved by each provider. (Phone numbers and additional information listed at the bottom of this page).
- All *Iowa One Call* (1-800-292-8989) procedures must be followed before digging.
- Any excavation within the City of Waverly's right of way requires a separate excavation application/permit which may be obtained from the Public Works Department.
- The contractor shall secure the demolition area with an approved means during demolition.
- Once started, the demolition shall be completed, lot cleaned up, basement removed (if applicable), and filled in **within one week**. Any additional time must be approved by the Director of Public Works. (352-9065)
- The contractor is responsible for calling the Public Works Dept. to arrange an inspection prior to backfill (352-9065).
- Provide the City with the location of the disposal site and backfill material. (Public Works: 352-9065)
- The owner/contractor is responsible for repair/replacement of damaged sidewalks, damaged curb and gutter and restoration and seeding of any disturbed area. Specific guidance may be obtained by contacting Public Works.

Specific Requirements for Water & Sewer Services

- In a demolition situation where it is determined that the lot is not able to be built upon or will not be built upon, both water and sewer services must be capped at the respective main service lines.
- In a situation where new construction is planned for the lot, the water service is required to be abandoned back to the curb stop and the sewer service must be capped and brought up 2 feet above the finished ground surface so that it can be easily located.

* Note: Prior to covering up work, an assessment of the material and condition of water and sewer service lines must take place – contact Public Works to arrange for said inspections. Examples such as: galvanized water services, orangeburg pipe and sewer services that are outdated must be replaced/abandoned.

Important Phone Numbers

City Departments

Zoning	319-352-9208
Engineering/Public Works	319-352-9065
Water	319-352-6261
Sewer	319-352-6247

Other Local and Franchise Providers

Electric	Waverly Light and Power	319-352-6251
Natural Gas	Mid American Energy	319-291-4634
Cable TV	Mediacom	800-392-6688
Telephone	Qwest	319-291-9435
Fiber Optics	McLeod	319-790-7114
Iowa One Call		800-292-8989

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City of Waverly - Zoning Department

Demolition Permit Application

Job Address:			
Owner:	Address:	Phone #	
	City & State:	Cell #	
Contractor:	Address:	Phone #	
	City & State:	Cell #	
Building(s) to be Demolished (Dwelling, Garage, etc):		Size of Building: (Total S.F.)	
Anticipated Demolition Date:			
Disposal Site(s):			
Plan to rebuild on property? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> • If yes, the water service needs to be abandoned back to the curb stop and the sewer service must be capped and brought up 2 feet above the finished grade surface so that it can be easily located. • If yes, a separate building application is required for new construction • If no, both water and sewer services must be capped at the main unless written permission is granted by the Director of Public Works. 			
Type of Backfill Material(s) (Topsoil, clay, etc.):		Office Use Only	
		Permit Fee: \$	Permit #:
Source(s) of Backfill Material:		Date Paid:	Cash or Check #:
		Application Accepted by:	Plans Checked by: Approved for Issuance by:
<p style="text-align: center;"><u>Notice</u></p> <p>Separate permits are required for excavation in the City of Waverly's right of way and replacement of sidewalk, curb & gutter or driveway.</p> <p>This permit becomes null and void if work authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after the work is commenced.</p> <p>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.</p>		Date Permit given to contractor/owner:	
		Notes/Comments:	
Signature of Contractor or Authorized Agent Date			
Signature of Owner (If owner is the contractor) Date			
Legal Description	Lot No:	Block:	Addition:

Return to: City of Waverly, Zoning Department, 200 1st St. NE, PO Box 616, Waverly, IA 50677 Phone: 319-352-9208

Public Services GIS

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Inspection Reports

	Date	Remarks	Inspector
Structure Demolition			
Water Service			
Sewer Service			
Street Patch			
Sidewalk			
Curb & Gutter			
Restoration & Seeding			

Use space below for notes, follow-up, etc.
