



# Township of Parsippany- Troy Hills

## Building Department

Physical Address: 1001 Parsippany Blvd. Parsippany, NJ 07054

Business Phone: (973) 263-4366

Business Fax: (973) 263-1488

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### Demolition Permits

1. **Health Department**, located at the Community Center at 1130 Knoll Road **973-263-7160**
  - a. Application for Demolition Permit is provided for your convenience only. This is **required** to be filed with the Health Department for their approval and a copy returned to us when approved by the Health Officer.
2. **Utility Shut Off / Removal Letters:**
  - a. **Electric** \_\_\_\_\_ JCP&L
  - b. **Gas** \_\_\_\_\_ NJ Natural Gas / PSE&G
  - c. **Telephone** \_\_\_\_\_ Verizon
  - d. **Cable** \_\_\_\_\_ Cablevision, Optimum, Altice, Verizon
  - e. **Water/Sewer** (See below) \_\_\_\_\_ Township Water / Sewer
  - f. *Please note, all Utility shut off/removal letters are required to be on the utility company's letterhead and signed by their appointed representative*
3. **Water & Sewer Department**, located in Town Hall **973-263-4252**
  - a. Demolition Permit Application to Water & Sewer. The Water and Sewer Demo Permit is Required to be signed on all lines.
  - b. If the property is or was served by a well, see the instructions on the reverse side.
  - c. If there is a septic system that is being demolished with the structure, you need a separate Plumbing Subcode application to demolish the septic.
4. **Indicate How the Structure Was Heated**
  - a. If heated by oil, a Permit issued by the Construction Department to remove the tank, *or* if a permit was previously issued, all final inspections and paperwork are required to be completed.
  - b. If heated by propane, a letter or receipt from the propane company indicating that they removed their tank(s), *or*
  - c. If heated by electric, indicate that on the application.
5. **Assessing Department**, located in Town Hall **973-263-4272**
  - a. The NJ State Uniform Construction Code (UCC) regulations require Notice to Adjoining Property Owners. We recommend, but don't require you to be a good neighbor and notify the people across the street as well.
    - i. We do not require proof of service (Return Receipt), just a list of property owners you notified.
  - b. A list of property owners can be obtained at the Tax Assessing Department.
  - c. Provide a single copy of your letter to the property owners, be sure to include an approximate start date.
  - d. There is a sample letter on the back that you could use.
6. **Building Department**, located in Town Hall **973-263-4366**
  - a. Permit application folder (F100)
  - b. Building Subcode Technical Sheet
  - c. Also submit items 1 through 5 listed above

**Do Not Submit This Checklist With Your Application!**

## **Example Sample Letter**

Each letter is required to be submitted on company or personal letterhead and have an original signature.

### **Notification of Adjoining Property Owners:**

You are being notified of the demolition of the structure located at **(Insert Address)** as required by the State of New Jersey. Demolition will begin on or after **(Insert Date)**.

### **Asbestos Letter:**

By visual inspection, it does not appear that there is any asbestos in the structure. Should any be found during demolition, it will be properly abated in accordance with USEPA 40 CFR subpart M.

### **Well Documentation:**

If the property is or was served by a well, the well is required to be properly sealed by a licensed well driller, who is then required to submit a certification that the well has been sealed in accordance with N.J.A.C. 7:9-9. The Construction Official cannot issue a demo permit without this paperwork.

### **Things we DO NOT NEED with the demolition application:**

1. Exterminators baiting letters, they are for the **Health Department**
2. Water & Sewer connection letter, this is a demolition, the building is going away
3. Builder's license
4. Insurance certificates
5. Road opening permits **UNLESS** you are opening the road in order to demolish this structure. Typically, the Gas Utility Company needs the road opening permit and that is between them and the Township Engineering Department. Is it **NOT** something we monitor.
6. Any other forms that are not specified on this sheet.