



Town of Ashford Building Department



Demolition Checklist:

The following list is not all-inclusive, but only intended to be used as a guide for demolition permit applications. The application for a demolition permit shall comply with Chapter 541 of the Connecticut General Statutes. The following shall be submitted with all demolition permit applications:

1. Completed demolition permit application with all information filled in.
2. The demolition permit application shall be signed by both the building owner of record and the Connecticut licensed demolition contractor.
3. A copy of the demolition contractor's demolition license issued by the Office of the Connecticut State Fire Marshal.
4. A certificate of insurance meeting or exceeding the minimum requirements of the state statute for the licensed demolition contractor with the Town of Ashford, Building Department, 5 Town Hall Road, Ashford CT 06278 as the certificate holder. Said certificate shall be emailed from the insurance provider directly to the building official.
5. A signed hold harmless document in accordance with the September 24, 2014 memorandum from the Connecticut Department of Administrative Services.
6. Letters of disconnect from all utility providers.
7. List the Call-Before-You-Dig number with the dig date and time on the permit application.
8. Postal receipts for certified letters to all abutting property owners informing them of when and where the demolition is to occur. Include a sample letter of the document sent.
9. Hazardous materials survey report for the building to be demolished identifying any lead, asbestos, or other hazardous materials.
10. Copy of the letters to/from state agencies to commence with abatement process.
11. A letter of final survey analysis indicating that the building is free from hazardous materials.
12. Describe on the application all safety precautions that will be in place during demolition.
13. Name the final disposal destination for the spoils on the demolition permit application.
14. Provide site drawings identifying the structures to be demolished. Show distances to lot lines, other buildings, and the street.
15. A preliminary site inspection may be required.
16. Call for inspection before removing the footing and foundation.
17. Call for inspection when the building site is backfilled, graded, and seeded.
18. Provide manifests for the spoils disposal.

If you have any questions regarding this information, please call the Ashford Building Department at 860-487-4404.

Building Official: Jim Rupert
Assistant Building Official: Randy Heckman

Town of Ashford
Building Department
5 Town Hall Road, Ashford CT 06278-1530
860-487-4404