



## Demolition Permit Instructions

*To obtain a Demolition Permit please complete the following:*

1. Complete and submit Building Permit Application online at [wheelingwv.gov](http://wheelingwv.gov)
2. Submit public liability policy of insurance.
3. All structures must be tested for asbestos prior to demolition.
  - a. If asbestos materials are NOT found, you must provide written documentation from the asbestos testing company verifying asbestos was not found.
  - b. If asbestos material are found, they must be removed in accordance with the Asbestos Abatement Licensing Rule West Virginia Legislative Rules Division of Health Title 64 Series 63 1998.
  - c. Additional information about asbestos testing and removal can be found by calling WVDHHR Bureau for Public Health Office of Environmental Health Services at (304) 558-2981.
  - d. Written documentation regarding the removal and disposal of the material will need to be submitted to the Building and Planning department.
4. Ten (10) Day notice to WV DEP
  - a. Submittal Instructions for Notification of Abatement, Demolition or Renovation are attached.
5. Verification that all utilities have been disconnected
6. Letters to adjoining property owners. Copies of letters and certified mail receipts to be submitted 48 hours prior to the start of demolition.
7. Cost of demolition permit is \$4.00 per \$1,000 of all materials and labor

# CITY OF WHEELING



CITY COUNTY BUILDING  
1500 CHAPLINE STREET  
WHEELING, WEST VIRGINIA 26003

BUILDING & PLANNING DEPARTMENT  
Phone (304) 234-3601 | WheelingWV.gov

## Demolition Requirements

IBC Code Section	Demolition Requirements
Section 3303 Demolition	
Demolition Requirements: Demolition requirements are set forth by the Building Official. Where such information is required, no work shall be done until such construction documents or schedule, or both are Approved	All footers must be removed.  All building materials must be removed.  Must protect City Right of Way including sidewalks.
Section 3303.2 Pedestrian protection	
The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter	If damaged, City Right of Way must be replaced within 5 days (with the proper permits).  Protect neighbors on all sides.  Utilities need to be disconnected before work can start.
Section 3303.4 Vacant Lot	
Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinance of the jurisdiction having authority	Lot must be filled with rock free dirt and needs to be level and seeded.  Sewer has to be stubbed above ground and capped (24" above ground) and inspected before covered over.
Section 3303.6 Utility Connection	
Utility connection shall be discontinued and capped in accordance and requirements	Lot must be inspected no later than 5 days after completion of the job.  Copy of contract is required.
Demolition Permit, City License and Insurance required	Asbestos report and 10-day notice to DEP are required.

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### Demolition Utility Disconnect Sheet

The ICC International Building Code, Section 3303, Demolition, states that a demolition permit cannot be obtained until the owner or agent received a release from all utility companies stating that their respective service connection and appurtenant equipment have been removed and sealed or plugged in a safe manner.

Therefore, before this office can issue a demolition permit the following form must be filled out and returned to the Building and Planning department.

**Job Site:**

**Date:**

**General Contractor:**

Utility

Date Disconnected

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Water Distribution, 9 Armory Dr. (F) 304-234-3837  
(P) 304- 234-3849

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Water Commercial, Room 112 (F) 304-234-3721  
(P) 304-234-3762

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Water Pollution Control (sewer) 26<sup>th</sup> and Main (F) 304-234-3873  
(P) 304- 234-3874

**ATTENTION: Sanitary sewer must be capped by contractor and inspected by water pollution control.**

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Job Site: \_\_\_\_\_  
Date: \_\_\_\_\_  
General Contractor: \_\_\_\_\_

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Electric, to request a sign off for demolition please contact [wheelingscheduling@aep.com](mailto:wheelingscheduling@aep.com)

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Gas, 19<sup>th</sup> and Wood St (F) 304-234-0145

**Note: Where demolition involves the razing of an accessory structure: the owner and/or agent causing the demolition shall, prior to the start of any demolition, contact the appropriate utility provider (gas company) for temporary disconnection of service (by turn-off at meter or valve) for the duration of the demolition activity or for permanent removal of service as directed by the affected utility provider.**

**Signing off on this will enable the demolition contractor to obtain the necessary permit to start the work. The first requirement of the contractor when he gets on site is to dig-up the gas line at the shut-off valve, call the gas company and disconnect the service line and cap according to the requirements of the gas company. Only after this work is completed will the contractor be allowed to start the demolition. The gas company will then sign off on the Utility Disconnect Sheet.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/08/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
INSURED	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

ABC Company, Inc.  
Main Street  
Wheeling WV 26003

COVERAGES CERTIFICATE NUMBER: CL197802690 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Included <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER. Varies	Y	Y				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Y	Includes WV Broad Form, Employers Liability Section 23-4-2 of WV Code		<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Wheeling, included as Additional Insured with Waiver of Subrogation and primary and non-contributory language on all policies except Workers Compensation. Workers Compensation to include Waiver of Subrogation.

## CERTIFICATE HOLDER

## CANCELLATION

City of Wheeling, et al  
1500 Chapline Street

Wheeling

WV 26003

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# West Virginia Department of Environmental Protection

## Division of Air Quality

601 57th Street SE

Charleston, WV 25304

### *Submittal Instructions—Notification of Abatement, Demolition or Renovation*

All notifications must now be submitted through the Electronic Submittal System (ESS); The link to sign up for an account is at <https://apps.dep.wv.gov/eplogin.cfm>. You will see under the “Account” section “Log In” and “Sign Up.” Click on “Sign Up” to go to the “User Login Request” page and follow the directions on obtaining an account. Once that has been completed, you may begin submitting notifications to the DAQ.

#### ***Contact For Asbestos Questions & Emergency Notifications:***

Jesse D. Adkins, PE, Assistant Director, Compliance & Enforcement Section

Phone: 304-926-0499, extension 41241

Email: [jesse.d.adkins@wv.gov](mailto:jesse.d.adkins@wv.gov)

Jeff Hedgecock, Asbestos Program Manager

Phone: 304-926-0499, extension 41264

Email: [jeffrey.w.hedgecock@wv.gov](mailto:jeffrey.w.hedgecock@wv.gov)

Jacob Rhodes, Asbestos Inspector-In-Training

Phone: 304-926-0499, extension 41116

Email: [jacob.k.rhodes@wv.gov](mailto:jacob.k.rhodes@wv.gov)

#### ***Contact For Asbestos Notification Information & General Questions:***

Meg Porter, OA3

Phone: 304-926-0499, extension 41292

E-mail: [margaret.a.porter@wv.gov](mailto:margaret.a.porter@wv.gov)

***This notice must be received at least 10 working days (Monday through Friday) prior to project startup. Failure to do so may result in your Notification being rejected or placed on hold until the deficiencies are corrected.***

All notifications to be submitted to the Division of Air Quality and the Department of Health and Human Resources must now be done via the Electronic Submittal System. You do not need a separate account to submit notifications to the DHHR.

The following two individuals are contacts for their asbestos requirements:

#### **Dawn Jones**

WVDEP-DWWM

601 57th Street, SE

Charleston, WV 25304

Phone: 304-926-0499, ext. 43854

E-mail: [dawn.y.jones@wv.gov](mailto:dawn.y.jones@wv.gov)

#### **Rich Ponak**

Asbestos Program Coordinator

Pesticides/Asbestos Program & Enforcement Branch 3LC62

US EPA Region 3

1650 Arch St

Philadelphia, PA 19103-2029

Phone: 215-814-2044

E-mail: [ponack.rich@epa.gov](mailto:ponack.rich@epa.gov)

If you have any questions about the notification process or the regulations associated with the Asbestos NESHAP, please do not hesitate to contact the Division of Air Quality.

*Revised 08-04-2020*

## **Asbestos Inspection/ Abatement and Demolition Contractors**

Aster Abatement, Inc.  
7 East Cove Avenue  
Wheeling, WV 26003  
304-242-2008  
WV022387

Raze International  
4295 Central Avenue  
Shadyside, OH 43947  
740-671-0077  
WV032049

Edgco, Inc.  
P.O. Box 410  
Lansing, OH 43934  
740-633-5300  
WV010753

Liberty Environmental Services LLC  
25 Skyline Drive  
Moundsville, WV 26041  
304-845-2258  
WV040833

Doty Salvage  
15 Shoestring Lane  
Moundsville, WV 26041  
304-2802632  
WV049207

Craig Templin Excavating  
P.O. Box 281  
Triadelphia, WV 26059  
304-280-1896  
WV024537

Tim Templin Trucking and Excavating  
P.O. Box 414  
Triadelphia, WV 26059  
304-547-5151  
WV 013948

Savage Construction Company  
196 Peters Run Road  
Wheeling, WV 26003  
304-242-3100  
WV001309

Brothers Excavating and Trucking LLC  
70970 Mount Pleasant Pike  
Martins Ferry, OH 43935  
740-325-0220  
WV055972

THIS LIST IS FOR INFORMATIONAL PURPOSES ONLY.

NOTE TO CONTRACTORS: IF YOU WOULD LIKE ADDED OR REMOVED FROM THIS LIST, PLEASE NOTIFY  
BUILDING AND PLANNING DEPARTMENT