



Residential Demolition Permit Requirements

A Demolition Permit is required if:

- A building or accessory structure will be razed or removed from a lot.
- An addition to a building requires a substantial amount of demolition.
- The site needs to be prepared for work to be performed under a building permit for the location.

Important Caveats:

- Any change or demolition of exterior walls to a historic structure requires written approval from the Historic Architectural Review Board (HARB) (contact the Planning Division at 703-248-5040) *prior* to filing an application for a demolition permit.
- Demolition of a structure that is non-conforming per the Zoning Code (for instance, one that has a zoning variance) may result in the new structure being required to fully comply with the current Code.

Requirements before a Demolition Permit is issued:

- A completed **Building Permit application** (check "Demolition" under "Type of Work"); this application form is in addition to a Building Permit application for the new construction.
- For Demolition permits disturbing **more than 2,500 ft²**, a **grading plan** must be submitted and approved. *See separate handout for Grading Plan Requirements.*
- For Demolition permits that disturb **less than 2,500ft²**, submit An Addendum to Building Permit Application / Permit for Exterior Work.
- A copy of the **Notification Letter** sent to adjacent property owners at least 10 days prior to demolition; include a list addresses to which it was sent. Code requires that adjoining owners be notified of the intent to demolish/excavate and that they be advised to protect their buildings. The City's Sample Letter may be used, see the back of this handout. *(See 2006 Virginia Construction Code Section 3307.1)*
- Copies of letters from **Dominion Virginia Power and Washington Gas**, stating that utilities have been cut off. The Falls Church Customer Service Department provides the water disconnection letter (contact 703-248-5071 for information).
- A successfully completed and inspected Plumbing Permit for **Sewer Cap-off** (this is a separate permit application process).
- For projects with Grading Plans, an **E&S inspection** must be performed after all protective measures are in place; call the assigned E&S inspector to schedule.
- Payment of a **Cash Demolition Escrow Bond** of \$1.00 per square foot of the footprint of the building to be demolished is required (minimum of \$500.00). The bond will be refunded when the demolition is complete and the City certifies the site as safe and sanitary. Bond refunds must be requested in writing from the City's Building Safety Division, Department of Development Services.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5080, (TTY 711).

SAMPLE DEMO NOTIFICATION LETTER

[Insert Property Owner Name & Address]

[Insert Date]

RE: Notification of Demolition at **[Insert property address]**

Dear Neighbor:

We are sending this notification letter to you and other adjacent property owners as required by Virginia law (2006 Virginia Construction Code Section 3307.1). We intend to demolish the structure(s) located at the above address and excavate the site: please take whatever steps you believe are necessary to protect your property. The work will take place **[insert approximate date(s)]** and will be performed by **[insert name of contractor/company]**.

[Insert any additional information desired.]

If you have any questions, please contact **[insert name and number]**.

Sincerely,

[Signature(s)]

[Name(s)]

NOTE: Notification Letters must be sent to adjacent property owners **at least 10 days prior to the scheduled start of demolition**; remember to provide the Building Safety Division with a copy of the letter and a list addresses to which it was sent. This is one of the requirements prior to issuance of a Demo Permit. The 2006 Virginia Construction Code states:

Section 3307.1 Protection required. Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.