

Residential Demolition Permit Requirements

Demolition Permit Required If

- A building or accessory structure will be razed or removed from a lot.
- An addition/renovation to a building requires a substantial amount of demolition.

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 [TTY 711]) 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 for Issuance

- A completed *Demolition Permit Application*.
- 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 the form *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 they be advised to protect their buildings. The City's Sample Letter may be used; see the back of this handout. (See 2012 Virginia Construction Code Section 3307.1)
- Copies of letters from Dominion Virginia Power and Washington Gas, confirming utility cut-off.
- Either a letter from Fairfax Water, confirming water service cut-off, or a completed and inspected plumbing permit to install a yard hydrant and disconnect water service from the structure.

Requirements for Issuance (*continued*)

- 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. The arborist must inspect required tree-protection measures. You must also post E&S, tree and/or new-landscaping bonds in an amount worked out with the City Arborist.
- 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 \$1,000.00). 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.
- Be sure to either return City-provided refuse and recycling bins or protect them during work. If you damage or destroy these bins you will have to pay for them.

Requirements During Demolition

- You must schedule an inspection to be conducted on the day of demolition, prior to beginning any work.
- Ensure proper dust control measures are in place. Use at least two hoses to thoroughly soak the structure before and during demolition, and during debris loading. Written verification of a water source is required on the application.
- Sweep nearby sidewalks and streets after demolition and debris removal.
- Removal of asbestos, lead and other contaminants shall comply with all State and Federal requirements and guidelines.



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 (2015 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 received by 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 Demolition Permit. The 2012 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.