TOWN OF WATERTOWN
Department of
Community Development and Planning
FACILITIES INSPECTION DIVISION

Ken Thompson, C.B.O., L.C.S.
Inspector of Buildings
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Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6480
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www.watertown-ma.gov

DEMOLITION OF BUILDINGS

Procedures

The attached forms must be completed, signed and delivered to the Building Department before obtaining a permit to demolish/remove/raze any private building(s) on a privately owned lot.

1. **Application for Permit** – see attached Building Department form.

2. **Historical Commission** – A copy of the "Application for Permit" will be submitted to the Historical Commission by the Building Department for review. If the structure is in excess of 50 years, the structure will need Historical Commission review. The Historical Commission will advise applicant of procedure. **If the structure is 'Condemned' by the Building Inspector, no Historical Commission review is needed.**

3. **Compliance for Pest Control** - see attached Health Department form

4. **Utility Sign-off** – Electric; Gas; Telephone; Watertown DPW – see attached "Requirements for Watertown Department of Public Works Sign-off".

5. **Department Notification Sign-off** – see attached: Watertown Fire; Plumbing; Wires; Historical; Police; Health

6. **Debris Form** – see attached Building Department form

7. **Safeguards During Demolition** - IBC Chapter 33, attached.

8. **Notices to Abutters**

9. **Prohibition of Noise Emissions**

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1. APPLICATION FOR PERMIT (Demo)

Building Department Application Form

In accordance with §110.0, Massachusetts State Building Code, "Application for Permit" the undersigned hereby applies for a permit to: **DEMOLISH/REMOVE/RAZE**

No. and Street: _____Watertown, MA

_____	_____	_____	_____
Owner Name	Address	Tel/Cell #	Email
_____	_____	_____	_____
Architect/Engineer Name	Address	Tel/Cell #	Email
_____	_____	_____	_____
Builder Name	Address	Tel/Cell #	Email

License #_____Expiration_____

Certificate of Insurance_____

Use & Occupancy of all Parts of Building: _____ If Dwelling, Number of Families_____

ARE DETACHED BUILDINGS INCLUDED? _____Describe:_____

Provide a brief description of the type of building and the condition requiring issuance of permit:
_____
_____

Provide a brief description of the proposed reuse, reconstruction or replacement:
_____
_____

Assessed Value: Building Only $_____Permit Fee: $_____
(Fee: $15.00 per 1st $1,000 Assessed Value of Bldg. $7.50 for each $1,000 up to $100,000; $4.50 for each $1,000 over $100,000)

Your Name (Please Print)_____ _____ Signature_____
Address:_____City/State/Zip_____
Tel/Cell:_____E-mail_____ Date:_____

Special Condition will apply to any proposed project when an area is in excess of one acre

Approved by:

_____ _____
Mike Mena, Zoning Enforcement Officer Ken Thompson, Inspector of Buildings

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2. Historical Commission

Town of Watertown

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Historical Commission
Tel: (617) 972-6426 • Fax: (617) 972-6484

Christopher J. Hayward, Preservation Agent

HISTORICAL COMMISSION DEMOLITION REVIEW
REQUIRED SUBMISSIONS

The Watertown Historical Commission will review your application for demolition at a scheduled public hearing before a demolition permit may be issued. Watertown's Demolition Delay Ordinance is administered by the Watertown Historical Commission to protect from destruction significant buildings that it is in the public interest to preserve. When the Historical Commission determines that a building is significant and should be preserved, it can delay demolition for up to twelve months. This period allows the Commission, the owner, and the community to explore avenues to preserve the building or mitigate its loss.

Ten copies of the following materials **must** be submitted to the Watertown Historical Commission office (Town of Watertown Administration Building, 149 Main Street, Watertown, MA 02472) in order for the demolition review to proceed, in copies no larger than 11" x 17", by the *Additional Information Deadline* of the corresponding scheduled public hearing (see attached *Filing Schedule*):

- Dimensioned site plan of existing building and of the proposed replacement project, **signed by the current record owner of the property (and if the current record owner is not the applicant, then the applicant must also sign)**. The site plan should indicate the relationship to the surrounding structures and properties.
- Schematic elevation drawings of the proposed replacement project **signed by the current record owner of the property (and if the current record owner is not the applicant, then the applicant must also sign)**. Dimensions and construction materials should be indicated. Elevations that demonstrate the relationship to neighboring structures are preferred.

- Exterior photographs of the existing building and abutters as seen from a public way.

- If the structure is 'Condemned' by the Building Inspector, no Historical Commission review is needed.

3. Health Department

TOWN OF WATERTOWN
Board of Health

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6446
Fax: 617-972-6499
www.watertown-ma.gov

GUIDELINES FOR PEST CONTROL

Prior to excavation or demolition of a building, the owner shall comply with the following:

1. Hire a licensed, reputable Pest Control Operator to assess and survey the property to identify pest and rodent activity and develop a Pest Control Plan as needed. Implement pre-demolition plan.
2. Provide the Health and the Building Departments with a copy of the pest control plan that details strategies to eliminate pest activity on site and prevent off-site migration of pests, as follows:
   - Full site assessment and survey detailing areas detailing evidence of general pest activity on site, if any ;
   - Methods for eliminating activity prior to demolition including rodenticides, traps, etc. used as well as dates of service;
   - Plan for preventing pest migration off site during demolition and construction – baiting, trapping, perimeter trapping, and/or other methods as well as proposed frequency of service;
   - Last pest control site visit shall be no later than two weeks prior to demolition.
3. The pest control operator should continue to monitor the demolition site for the duration of the project and take whatever action necessary to control the pest infestation.
4. The pest control operator shall file a report with the Health Dept. every one to two weeks, at Health Dept. discretion, summarizing his or her findings.

ASBESTOS AND LEAD ABATEMENT

Owner/Contractor shall have building(s) assessed for presence of asbestos by a DLS certified asbestos consultant, and may only be abated by a DLS licensed contractor, in accordance with EPA, Mass. DEP and Mass. DOS requirements. The work must be filed with MA DEP prior to any abatement work being conducted, and clearance testing must be provided. **Provide evidence of assessment, abatement and clearance testing.**

Any and all painted masonry units must be removed from the site.

I, _____owner/contractor of_____ hereby attest to compliance with the requirements for pest control, asbestos and lead.

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4. Utility Sign Off

In accordance with §123.1, Massachusetts State Building Code, "**Service Connections**" with regard to Demolition of Buildings, please note:

> "Before a building can be demolished or removed, the owner or agent shall notify all utilities having service connections within the building such as water, electric, gas, sewer and other connections (telephone/cable). A permit to demolish or remove a building shall not be issued until a release is obtained from the utilities stating their respective service connections a appurtenant equipment such as meters and regulators have been removed or sealed and plugged in a safe manner."

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE BUILDING DEPARTMENT. A PERMIT WILL NOT BE ISSUED IF THIS FORM IS NOT COMPLETED.

LOCATION OF PROPERTY_____Watertown, MA

I certify that, as a representative of my company/department, said utility has been disconnected:

_____	_____	_____	_____
Electric Company – Print Name	Title	Signature	Date
_____	_____	_____	_____
Gas Company – Print Name	Title	Signature	Date
_____	_____	_____	_____
Telephone/Cable Co – Print Name	Title	Signature	Date
_____	_____	_____	_____
*Watertown DPW – Print Name	Title	Signature	Date

The following is required for Watertown Department of Public Works Sign-off:

1. A two-year performance bond in the amount of $10,000 made payable to the Town of Watertown
2. Domestic water service shall be disconnected at main and corporation shut off
3. Fire service shall have two foot section removed at property line beyond gate at side walk. Remaining pipe from gate shall be capped
4. Sewer and drain service shall be disconnected at main and plugged
5. Street opening permit required from Public Works prior to digging sidewalk or street
6. All sidewalk and apron shall be left in good repair and replaced if damaged.

*All water/sewer and sidewalk work to be coordinated with DPW. All project areas in excess of one acre must meet additional DPW requirements (i.e., storm water, etc.).

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5. Department Notification and Sign-Off

Town of Watertown

It is the intent of (your name): _____

to demolish the building located at (address): _____

including (list detached structures): _____

Said work to commence on (date): _____

I have been notified of such work and my signature below indicates my approval:

_____	_____	_____	_____
Fire Dept - Print Name	Title	Signature	Date
_____	_____	_____	_____
Plumbing/Gas- Print Name	Title	Signature	Date
_____	_____	_____	_____
Police Dept/Traffic Div - Print Name	Title	Signature	Date
_____	_____	_____	_____
Inspector of Wires - Print Name	Title	Signature	Date
_____	_____	_____	_____
Board of Health - Print Name	Title	Signature	Date
_____	_____	_____	_____
Historical Commission - Print Name	Title	Signature	Date

Note: Contractor responsible to comply with any 'SPECIAL PROVISIONS' as required by a Town Department (Planning, Zoning, Health, DPW).

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6. DEBRIS FORM

In accordance with the provisions of MGL c. 40, §54, a condition of Building Permit Number _____
Is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c. 111, §150A.

The debris will be disposed of in:

Location of Facility_____

Signature of Permit Applicant_____ Date_____

AFFIDAVIT

As a result of the provisions of MGL c. 40, §54, I acknowledge as a condition of Razing Permit Number_____ all debris resulting from the said construction activity governed by the Building Permit shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c. 111, §150A.

I certify that I will notify the Building Official by_____ (two months maximum) of the location of the solid waste disposal facility where the debris resulting from the said construction activity shall be disposed of and I shall submit the appropriate from for attachment to the building permit.

Signature of Permit Applicant_____ Date_____

Print Name of Permit Applicant_____

Firm Name_____

Address_____

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7. Safeguards During Demolition (Razing)

- All sites involving Demolition **must be protected** with the use of a six foot high fence of adequate strength to resist wind and impact loads of 250 ft.lbs.
- Also suitable hay bales, silt bags for catch basins, and silt fence around the perimeter must be installed prior to commencing demo.
- **A source of adequate water** must be available to provide acceptable level of 'Dust Control'. Also the contractor is responsible to prevent debris and soil from being brought from the site onto Town Streets.
- Any equipment that passes over a Town Sidewalk, for the purpose of demo process, must obtain a **'Crossing' Permit** from the Department of Public Works.

Refer to **IBC c. 33, §3306.10**

8. Notice to Abutters

An 'ABUTTER' is considered any property owner that has property that directly abuts the property where the work is being performed.

In all cases, **a 48 hour Notice-Of-Intent** must be sent to all abutters, by Certified Mail, to alert them of the commencement of the work.

I, _____ certify that I have sent notice to the all of the abutting properties of the

property at _____

that demolition of this site is taking place on_____.

☐ A copy of the notice, copies of the Certified Mail receipts, and a list of the addresses the notice was sent to is enclosed.

Signature_____ Date _____

9. Prohibition of Noise Emissions

In accordance with § 95.01, The City of the Town of Watertown Massachusetts, Code of Ordinances, the applicant will adhere to the "Prohibition of Noise Emissions":

(A) No person owning, leasing or controlling a source of sound shall willfully, negligently, or through failure to provide necessary equipment, service, or maintenance or to take necessary precautions cause, suffer, allow or permit unnecessary emissions from said source of sound that may cause noise.

(B) Division (A) of this section shall pertain to, but shall not be limited to, prolonged unattended sounding of burglar alarms, construction and demolition equipment which characteristically emit sound but which may be fitted and accommodated with equipment such as enclosures to suppress sound or may be operated in a manner so as to suppress sound, suppressible and preventable industrial and commercial sources of sound, and other man-made sounds that cause noise.

(C) All devices employed in construction or demolition shall be prohibited from use during the hours of:

(1) 7:00 p.m. to 7:00 a.m. from Monday through Friday;

(2) 7:00 p.m. on Fridays through 8:00 a.m. on Saturdays; and

(3) 7:00 p.m. on Saturdays through 8:00 a.m. on Sundays.

(Ord. 6, passed 9-13-1983; Am. Ord. 14, passed 3-12-1996)