

CITY OF CONWAY, ARKANSAS

Department of Planning & Development
1201 Oak Street Conway, Arkansas 72032
J. Lynn Hicks, CBO - Building Official /Assistant Director of
Permits, Inspections & Code Enforcement
Phone 501-450-6107 Fax 501-513-3504



NOTICE

**TO: Builders, Contractors, Architect, Engineers,
Developers other Interested Parties**

FROM: Lynn Hicks

DATE: 9-14-09

**SUBJECT: Demolition Permits Required
Effective October 1, 2009**

Section 101.2 and Section R 101.2 of the 2007 Arkansas Fire Prevention Code - Volumes II & III, as adopted by the City of Conway, include the demolition and removal of buildings and structures within the scope of the adopted building codes.

As such, be advised that effective October 1, 2009, a building permit for demolition and removal of buildings and structures will be required.

The following process is established to insure the safe demolition of structures and the acceptable condition of the site after removal of the building.

- **Building Permit Application for Demolition Work is required to be submitted to the City of Conway Division of Permits, Inspections and Codes Enforcement**
- **Confirmation of Approval of Utility Disconnection is required from the following agencies prior to issuance of the demolition permit.**
 - **Conway Corporation (Electrical, CATV, Water and Sewer)**
Leslie Guffey
Engineering Service Development Technician
501-450-6053 Office
501-328-3070 Fax
Leslie.guffey@conwaycorp.com
 - **Centerpoint Energy (Gas)**
Jeff Turley
501-377-4791
jeffery.turley@centerpointenergy.com

- **Confirmation from Building Inspector of approval of plans for pedestrian protection is required, if pedestrian protection is necessary to protect the public.**
- **Verification of Contractor's License is required on demolition projects other than 1, 2, 3 & 4 family dwellings and on projects less than \$20,000.00.**
- **Verification must be provided by the Owner or Contractor indicating submittal of a Notice of Intent to demolish the structure being submitted to ADEQ at least 10 day prior to demolition. Contact ADEQ Asbestos/Lead-Based Paint Section for information about submitting a Notice of Intent (NOI) @ 501-682-0718.**
- **Issuance of Demolition Permit is to occur after verification of all of the above steps and after payment of a permit fee as follows:**
 - **Demolition permit fees shall be charged as a remodeling fee at \$1.00 per \$1,000 of construction cost with a minimum permit fee of \$30.00**
 - **A Final Inspection of site is required to be conducted after demolition to confirm:**
 - **Removal of all structure and debris**
 - **Proper fill and grading for adequate drainage of the site**
 - **Proper seeding and/or sod to prevent erosion**
 - **Repair of sidewalks if necessary**

If you have any questions, corrections or suggestions for improvement of the process, please advise.

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Demolition Permit Verification of ADEQ Exceptions

Demolition Project Address: _____
Property Owner: _____
Property Owner's Address: _____
Property Owner's Pho. No.: _____
Property Owner's Signature: _____ **Date:** _____

Demolition permits require the approval of the Arkansas Department of Environmental Quality with exception given to residential structures which meet certain criteria. ADEQ has provided the following questions which determine whether the residential demolition project qualifies for an exception to ADEQ approval.

Please circle a yes or no answer to each of the following question:

1. Does the demolition/renovation involve more than one small residential building within a city block or similar small compact area of each other by the same owner or operator (or owner or operator under common control) as part of the same project? Yes No

2. Does the demolition/renovation involve more than four (4) units of each of the following or a combination thereof: Condominiums, Co-operatives, Lofts, or Boarding house rentals?
Yes No

3. Is the residential buildings being demolished part of:
 - a. a commercial project; Yes No
 - b. a public project; Yes No

- c. an urban renewal project (A city-ordered demolition of isolated small residential dwellings for public health, welfare or safety reasons is not considered a public project or urban renewal. In this type of demolition, the debris shall be wetted. If federal urban renewal funds are used on the project, the project will be considered urban renewal.) Yes No
- d. a highway construction project; Yes No
- e. a project to develop a shopping mall; Yes No
- f. a project to develop an industrial facility; Yes No
- g. another private development project or Yes No
- h. a part of a larger project Yes No

4. Does the demolition involve a residential building which was used for commercial purposes or a loft with a storefront (e.g. a business sign is located outside the building indicating the building or loft is used for commercial purposes and invites the public to enter?) Yes No

5. Does the demolition involve a small residential building which is used to store farm supplies? Yes No

A Yes answer to any of the above questions requires ADEQ approval of the demolition project prior to issuance of the demolition permit by the City of Conway.

For questions pertaining to ADEQ requirements and/or procedures, call 501-682-0718.