



CITY OF PETERSBURG

FIRE, RESCUE & EMERGENCY SERVICES
CODE COMPLIANCE/BUILDING INSPECTION DIVISION
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STANDARD OPERATING PROCEDURES “DEMOLITION”

To: All Demolition Contractors

The following procedures will be used when a structure is to be demolished.

SCOPE OF SERVICES

The contractor must furnish all equipment, labor, and materials to completely demolish and remove from the site, all improvements at the address stated. The site shall be defined as all the area contained within the boundaries of the lot on which the address for demolition is shown as defined by the City Tax Assessor’s block map. The Tax Assessor’s block maps are available for inspection at the Tax Assessor’s office in City Hall.

The improvements may include but are not limited to, a dwelling or commercial structure, a garage or other out building, a basement, foundation walls and footers, porches and patios, floor slabs, steps, sidewalks, retaining walls, coping walls, landscaping, parking pads or lots, driveways and fences. The work shall include removal and disposal of all buildings debris, including bricks, wood, shingles, glass, concrete, metal, trees, shrubs, underbrush and stumps. Grading shall be done as necessary to establish proper drainage or to conform to existing grades. Clean fill shall be provided by the contractor where necessary. The contractor shall furnish erosion control measures as required by the Zoning Administrator and as necessary to prevent siltation. Any trash and/or debris on the site at the beginning of the work, shall be removed in the course of demolition. Where the retaining walls are removed, the soil behind the wall shall be graded such that a slope no steeper than 1:1 results.

The finished ground surface shall be smooth and completely free of demolition materials. Brick bats, pipes, conduits, wood, asphalt, concrete, electrical wires, shingles, etc..., shall be handpicked if necessary to insure that this criteria is met. All disturbed areas shall be seeded and mulched with straw. The site must be inspected and approved by the Code Official upon completion of demolition and prior to seeding.

All sewer connections shall be plugged three feet inside the property line. If necessary, trenching shall be done at the property line to locate sewer lines. The Plumbing Inspector must inspect and approve the sewer plug. Contact the City's Code Official to arrange inspections. All interior sewer lines shall either be removed in the course of the demolition or plugged with approved cap or plug.

The contractor shall utilize only governmental approved dump sites. The location of the dump site and a copy of the governmental certification shall be submitted to the Code Official prior to starting the work.

The contractor is responsible for all permit applications. The work must not be started until the demolition permit is issued. The contractor is responsible for securing a permit to work in the street if the City so requires. This permit may require barricades, construction of a covered walkway, use of flag men and restricted work hours, none of which shall be cause for an extra allowance of money or time.

The City's contact person is the Housing Code Official located in the inspections office phone (804) 732-2409. The time for completion is fourteen (14) working days after receipt of the demolition permit.

The contractor shall be liable for all damage to public or private property and improvements. The contractor shall ascertain the extent of damage to curbs and sidewalks prior to starting demolition and shall report such damage to the City Engineer. All damage visible at the conclusion of the job shall be assumed to have been caused by the contractor, except for that damage reported to the City Engineer to have been pre-existing. Damaged curb, sidewalk or other property shall be replaced and repaired to the satisfaction of the City Engineer and the property owner. Replacement or repair shall be at the City Engineer's discretion.

Where the building to be demolished has a common wall with an adjacent structure, the demolition shall be done by hand at the point of connection. The adjacent structure shall be properly supported and weathered in a manner and with material that will insure weather tightness (not permitting wind or water) of the remaining structure. Except for removal of common improvements, the contractor shall not damage the adjacent structure and shall be liable if such damage occurs.

The contractor is entitled to salvage any demolition component as long as legal salvage means are employed. Only the contractor's employees or the Hosing Code Official's approved subcontractors, may participate in demolition and salvage operations. Interest by the general public in salvaged material must be dealt with off the demolition site.

DISPOSAL OF DEBRIS

All materials from the demolished structure(s) shall become the property of the contractor upon removal from the work site. Disposal of the demolition materials is the responsibility of the contractor and shall comply with all Federal, State, and Local laws

pertaining to such disposal. The City shall accept no responsibility for such material and may require verification of conformity with existing laws pertaining to proper disposal.

CLEAN-UP

The contractor shall leave the work site free of all debris and accumulations of material that would be unsightly or interfere with normal operations.

UTILITY SERVICES

The contractor shall be responsible for properly terminating and securing electrical, gas, water, sanitary sewer, telephone, and television cable connections as applicable.

PERMITS

All demolition work shall be performed in accordance with the latest City of Petersburg's Codes and Regulations. The contractor shall obtain necessary certificates including that all Public Utility services have been safely disconnected and shall obtain right-of-way use permits if required and shall erect safety fences, sidewalk shelters, and barricades as required by the Building Code prior to issuance of a demolition permit. The contractor shall pay all fees for permits as required by the City Code.

SCHEDULE

Completion of each job will be within fourteen (14) days.

LICENSE

The bidder must possess the necessary state and city licenses(s) permitting him to engage in business as a contractor. Failure to have such a license shall result in the rejection of his bid.

WORK BY OTHERS

No work is to be done by others in connection with this contract either on or off site, unless the subcontractor has received prior approval.

LECENSE REQUIREMENTS

Contractor is required under Title 54.1, Chapter 11, Code of Virginia, to be licensed as either a "Class A" contractor or a "Class B" contractor.

EROSION CONTROL

Contractor shall prevent siltation of sewers and drainage ways by installing straw bales where needed should erosion occur as a result of demolition. Contractor will secure any

permits, pay all fees for erosion control and shall provide erosion control measures a required by the City.

DUMP SITE

Contractor shall utilize dump sites approved by the City, the State Department of Environmental Quality, and any other regulatory entity as required by applicable Local, State, or Federal law. If the dump site is located outside the City, the contractor must obtain all necessary dump site approvals, including approval of the State Department of Environmental Quality.

- a. Extent - Except as otherwise shown or specified, demolish all structures and foundations totally, including steps, posts, porches, pavement, retaining walls, basement wells, chimney, footings, and similar construction.
- b. Provide adequate protection to persons and property - Execute the work in such a manner so as to avoid interference with the use of or passage to and from adjoining buildings and facilities.
- c. Demolition on Premises - Demolish masonry walls in small sections. Remove structural steel, cast iron and heavy timbers by individual pieces and lower carefully. Remove partitions, stairways, furnace piping, apparatus and debris from within basements. Remove cellar floors and walls, elevators shafts, and any other underground improvements.
- d. Dust Control - Wet down thoroughly masonry walls during demolition to prevent spread of dust; provide water and necessary connections.
- e. Use of Explosives - Do no blasting on the project site except after written permission from the City of Petersburg and in the manner prescribed by local regulations.
- f. Fires - Burn no materials or debris on the premises without specific permission of the Fire Marshall of the City of Petersburg.
- g. Barricades - Provide substantial barricades around all basements and cellars, as soon as openings are uncovered, adequate to block access, and to afford protection to workmen and the public. Materials salvaged from the demolition work may be used for this purpose.
- h. Backfilling - All basements, sub-basements, foundations, or other areas under the structure below finished grade, shall be backfilled with select material and compacted to finished grade. Finished grade shall be smooth and shall conform generally to the grade of the existing ground level or abutting streets, alleys, and sidewalks, with irregularities and protrusions eliminated. Contractor shall be responsible for all grading purposed or otherwise altered except by permission of the City of Petersburg.
- i. Clean-Up - Remove from the site rubbish and debris found thereon, and except as otherwise specified, materials and debris resulting from the work of demolition. Leave the site in safe and clean condition each day. Storage of materials, resulting from demolition and/or of tools and equipment relating thereto, on the site will not be permitted after completing of this demolition and removal work.
- j. Fine Grading and Seeding - Finished ground surface shall be smooth and completely free of demolition materials. Brick bats, pipe, wood, concrete, etc. shall be handpicked, if necessary, to insure this criteria is met. All disturbed areas shall be

fertilized, seeded with a low growing ground cover such as clover, and mulched with straw. Site must be inspected and approved by the Housing Code Official upon completion of demolition and prior to seeding.

- k. Wells - Site work will include the following requirements to abandon in place any wells. Removal of the uppermost eight feet of existing casing. The well shall be filled with a sand gravel mix to this point. The eight foot depth shall be filled and compacted with a clay material and the surface shall have a four inch layer of top soil over the opening to bring to grade level.
- l. Fuel, tanks, tire casing, and other hazardous material - The Code Official will verify the existence of the above and their volume. A receipt from the landfill operator for verification of the quantity is required. Differences shall be determined by the Code Officials Record.
- m. Extra Work - No additions or changes are authorized without the written consent of the Code Official. Payment will not be allowed unless the written consent statement is attached to the contractors invoice.
- n. Payment Restrictions - No payment will be authorized unless or until all permits, dump slips, and clearances are secured as required and a final inspection of the site is made by the Housing Code Official.

RETAING WALLS

Unless otherwise indicated by the City, the contractor must remove all retaining walls and grade the area behind the retaining wall at a slope not steeper than 1:1 to meet elevation in front and behind the retaining wall before the retaining wall is removed.

CURBS AND SIDEWALKS

Curbs and sidewalks are not to be used for demolition purposes. The contractor shall be liable for all damages to curbs and sidewalks.

CURB CUTS AND DRIVEWAYS

Curb cuts shall remain. Asphalt or concrete driveways or parking areas shall be removed.