



# Borough of Longport

## Building and Zoning Department

2305 Atlantic Avenue · Longport, New Jersey 08403-1103  
Office: 609.823.2731 ext. 107, 109, 120 · Fax: 609.823.9480  
Email: [building@longport-nj.us](mailto:building@longport-nj.us) · [www.longportnj.gov](http://www.longportnj.gov)

Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Owner: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

### **Demolition Permit Application Checklist**

**As per Chapter 66 of the Borough of Longport Code Book the following conditions must be met before the issuance of a demolition permit:**

1. Properties that are 5,000 square feet or larger must notify the Cape Atlantic Conservation District. A completed Soil Erosion and Sediment Control Plan Certification must be provided to the building department. The Cape Atlantic Conservation District can be reached by telephone at 609.625.3144 or online at [www.capeatlantic.org](http://www.capeatlantic.org).
2. No demolition or house-moving permits will be issued between June 15<sup>th</sup> and September 15<sup>th</sup>, except for emergencies by **special permit** only. No demolition after 4:30 pm Saturday through Monday 8 am. Construction hours are Monday through Friday 8 am to 6 pm. Saturdays 8:30 am to 4:30 pm.
3. Releases must be provided from all utility companies including: gas, electric, telephone, cable, and the Borough of Longport Public Works Department for the water and sewer disconnect. \*If you are raising a house, certification is required from Atlantic City Electric that there are no wires in the way.
4. The demolition contractor must supply a copy of its Certificate of Insurance and a Contractor's License from the State of New Jersey.
5. Applicant must provide proof of ownership by copy of the property's deed. If the applicant is not the owner of the property, please provide proof of authority to make application by a notarized affidavit from the owner(s).
6. Exterminate three days prior to demolition and then provide a copy of the Certificate of Extermination.

- 7. Any asbestos or asbestos-mixed material in or on the property must be removed. All asbestos must be removed by a New Jersey State licensed asbestos removal company, or the property owner. The Asbestos Abatement Statement must be filed with the permit package.
- 8. Neighbors who adjoin the property on all sides must be notified seven days prior to demolition and a copy of the letter and proof of certified mail provided to this office.
- 9. A notarized statement from the homeowner as to the type of heat the property has and that to their knowledge there are **NO underground heating oil tanks.** Any underground oil tanks require an additional permit to be removed.
- 10. All topsoil is to be pushed back, respired topsoil to finish grade. No areas to be left that will retain water.
- 11. **All buildings on the property must be removed unless prior approvals have been obtained.**
- 12. Must remove all footings, bricks, masonry and debris, including any small pieces of fiber, siding, metal parts, or remains from the structure.
- 13. All sidewalks are to remain in place and not be removed with the demolition. Any damage to the sidewalk must be repaired or replaced with a new sidewalk within one week of demolition.
- 14. If demolition does not occur within one month of the permit date, the permit is void.
- 15. Keep the building wet to hold down dust. ALL demolitions require that a water truck be onsite or the use of a fire hydrant. A hydrant permit is available from the Borough of Longport Public Works Department.
- 16. A demolition permit will be issued when all documents are presented and complete to this office.
- 17. Additional rules and regulations regarding demolition can be found in Chapter 66 of the Borough of Longport's Code Book available online by visiting its website at [www.longportnj.gov](http://www.longportnj.gov) and clicking on the Code Book icon in the lower left corner.