

City of Lancaster ADMINISTRATIVE ORDER # 2017-1

**Subject: Building demolition protocol for permitting**

**Requirement/Procedure:** The following procedures apply to the demolition of any structure in Lancaster City in excess of 200 S.F.

**Bureau Chief: Gary Horning**  
**Code Compliance and Inspections**

**Date: 5/16/17**

Goal: This administrative order has been developed to provide consistency in planning and completion of demolition projects safely.

1. Before a demolition permit is issued, the following must be provided:
  - A. A building permit application.
  - B. An MEP (mechanical/plumbing/electrical) application for all subcontracting trades.
  - C. A plumber licensed by Lancaster City is required to properly terminate and cap sewer and water lines. Water and sewer lines are to be capped at the main unless approved otherwise by public works. Terminations require inspection by Public Works before concealment.
  - D. A site plan of the property showing the structure to be demolished, any buildings in close proximity and utilities – water, gas, electric and sewer lines.
    - a. The site plan must also show pedestrian and traffic safety measures to be in place prior to the start of demolition.
  - E. Submit color photographs of the structure to be demolished from all open sides.
  - F. Submit a detailed safety plan following the OSHA format indicating how the structure is to be safely demolished.
    - a. Methods and equipment to be used in the demolition process.
    - b. Qualifications of equipment operators.
    - c. Responsible person in charge of site safety.
  - G. A certificate of insurance for workers' compensation for all contractors involved in the demolition process. The City of Lancaster is to be named as a certificate holder.
  - H. A copy of the required D.E.P. asbestos evaluation.

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2. Further requirements:

- A. Any condition or stipulation by any historical body for an inventory of historical artifacts to be salvaged must be presented with the application for demolition. Those items must be included in the demolition contractor's scope of work.
- B. Basement slabs must be removed in their entirety or penetrated with a mechanical hydraulic tool to prevent water pooling. Any foundation wall to remain must be engineer approved (and have Public Works approval if within the right of way). Any backfill operations are required to follow the city code requirements for backfill materials and compaction. Clean fill with compaction in 12 inch lifts. Top 12 inches must be clean top soil, seeded, fertilized and covered for stabilization, unless the site is to be re-developed.
- C. Any sewer lateral to be re-used is required to be viewed by camera by a licensed plumber to determine if the line is viable for re-use. A written report is required to be submitted to the code compliance office, permits section.
- D. Any impact on sidewalk and/or parking or traffic lanes must receive approval from Public Works Engineering. The following approvals may be required:
  - i. Street Opening Permit (removal of laterals).
  - ii. Curb and Sidewalk (removal of utilities or sidewalk).
  - iii. Traffic Control (blockage of curb and sidewalk or street/lane).
  - iv. Dumpster permits are placed in the right of way.
  - v. E&SC and storm water plan must be filed with storm water office for approval.
- E. Lancaster Parking Authority needs to approve blocking of paid parking areas or permitted parking areas, and will expect payment for lost revenue.