



BUILDING PERMIT CHECKLIST FOR DEMOLITION ACTIVITIES

(upload this form as part of the demolition permit application)

Property Address: _____

Applicant: Departments listed below will review your online application and you will need their approval in order to receive a building permit to perform demolition activities. Upload all requested documents. **Incomplete or missing documents will cause delays!**

Call each Department if you need further information or for waivers if applicable

*Items with an asterisk will be reviewed in your online application.

- Natural Gas Utility – Letter required stating when service was terminated at street.
- Electric Utility – Letter required stating when service was terminated at street.
- Quincy Water Department (617-376-1910) – Approval of water meter was removed by City personnel.***
- Quincy Sewer/Drain Department (617-376-1910)- approval that the service was terminated at street.***
(Street work may only be performed by approved Contractors-permit required)
- Dig Safe letter or Number 1-888-DIG SAFE (1-888-344-7233 or 811)
- Fire Department (617-376-1015)***
- Police Department (617-745-5716 or 617-479-1212)***
- Hydrant meter for dust control - Public Works (617-376-1910) or provide invoice for water truck.***
- Health Department Approval: (617-376-1275)***
 1. Pest Control Plan from Licensed pest control company.
 2. Bait Boxes are required every 40' of perimeter of the site and are required to be **inspected bi-weekly**.
 3. Temporary toilets are required-Please visit Health Department Website for registering your temporary toilet by clicking [Temporary Toilet Application](#)
 4. Hazardous material assessment report if applicable.
 5. Provide copy of DEP notification for commercial, industrial and residential buildings over twenty units.
- Approval from Compliance Officer***
 1. Rodent control in place.
 2. Storm Water runoff controls and/or resource area protection in place.
 3. Water supply in place.
 4. Provision or area to wash truck tires on site.
 5. Substantial fencing with screening shall be on site and ready to install.
 6. Streets must be cleaned daily. Protection of City drains is required and shall be strictly enforced.
 7. Porta-Potty in Place and on Site.
 8. If you **DO NOT** have a building permit to construct and ready to be issued then the following requirements apply:
 - (a) Permanent fence with cored posts, screening, and gate shall be installed.
 - (b) Placard with contact information shall be visible.
 - (c) Site shall be graded level with the adjoining grade. Site requirements are subject to change.