

PLAN SUBMITTAL REQUIREMENTS FOR THE DEMOLITION OF ALL STRUCTURES

Required Documentation

1. The Colorado State Demolition Approval documentation from the state for each structure being demolished.
 - a. If the asbestos abatement report that was reviewed by the state is available, please include it.
2. A site plan indicating which structure(s) on the property will be demolished and site protection provisions after the demolition has been completed. For example, if a 6' construction fence is to be installed around the property or the property will be backfilled and leveled after completion of the demolition, please note it on the site plan.
3. An erosion control (Storm Water Management) plan. **(PLEASE NOTE: For specific requirements, please contact the Engineering Division of the Public Works Department directly. See item 8 below.)**
4. A debris hauling map or turn-by-turn writing instructions indicating the shortest route the nearest state highway from the demolition address.

Hardcopy submittals will not be accepted.

Pre-Demolition Requirements

1. The power to all service lines shall be shut off and all such lines shall be disconnected outside the property lines.
2. All gas, steam, sewer, and other service lines shall be disconnected and capped as directed by the company providing the service. Contact the Utilities Department for required water and/or sewer service permit requirements prior to demolition. All work in the public right-of-way will require an excavation permit from Public Works Department.
3. Advance notification shall be given to all utility companies providing service to the site. Utility company approval shall be obtained prior to the disconnection of any service.
4. All costs of utility disconnect shall be paid by the applicant. Please consult with our Utilities department prior to submitting the demolition application.
5. Special traffic, parking, and/or pedestrian provisions required by the city shall be provided at the applicant's expense.
6. The sale of any parts or materials from the structure shall be prohibited on the premises.
7. Do not store equipment or material on the street or sidewalk. Any occupancy permits from the Traffic Division of the Public Works Department is required in order to place a dumpster on the public street.
8. A Storm Water Management Plan, developed per the City of Englewood Storm Drainage Criteria Manual, must be submitted and approved prior to any work beginning. All features of this plan shall be installed and maintained for the duration of the project. The site shall be cleaned, filled, and leveled within forty-eight (48) hours after demolition has been complete. (Ord. 82 Series 1985).

Demolition Guidelines

1. No structure within the City shall be demolished until a permit has been issued by the Division of Building and Safety.
2. A separate demolition permit is required for each structure to be demolished. The permit and other site issued documentation shall be kept on the premises during the demolition and shown on demand to any authorized agent of the City of Englewood.
 - a. The Colorado State Demolition Approval documentation is required for each structure being demolished. Please note, the approval notice must be approved and noted as such.
3. The permit to demolish single-family residential, residential duplex, and residential accessory structures shall be fifty dollars (\$50.00). *No fee shall be required of an owner of a single-family dwelling doing work on his or her own premises or of the owner of a building for which a demolition order has been given by the City of Englewood.
4. The permit to demolish multi-family and all non-residential structures shall be two-hundred dollars (\$200.00). *No fee shall be required of the owner of a building for which a demolition order has been given by the City of Englewood.

5. Demolition permits shall expire sixty (60) days after the date of issuance.
6. A surety bond shall be posted with the City of Englewood by the person or contractor applying for a demolition permit. Such bond shall be in an amount determined by the Chief Building Official based on the estimated cost necessary to complete all demolition work and to clean and level the demolition site. Such bond shall be in an amount not less than one-thousand dollars (\$1,000.00). (Ord. 82 Series 1985). Original Demolition Bond must be submitted to the Building Division prior to issuing the permit.

Insurance Requirements

1. Provide a copy of Certificate of Insurance (COI) with the City of Englewood as the certificate holder. Any demolition contractor shall provide proof that they have obtained the following minimum insurance coverages:
 - a. Death or injury to any one person: \$50,000.00
 - b. Total liability to any one accident: \$300,000.00
 - c. Property Damage: \$50,000.00
2. The insurance shall cover the liability of the licensee with respect to all work performed by him, any vehicles used by him or his agents, subcontractors or employees, and shall hold the City of Englewood harmless from any liability arising out of the work authorized by the permit (Ord. 17 Series 1986).

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ELECTRONIC FILE SUBMITTAL REQUIREMENTS

This guide shall be used as a standard for submitting electronic files such as construction documents to the City of Englewood. Failure to comply with the standards listed below will result in a rejection of your submittal.

Document Formatting

All documents are required to be unlocked, scaled, and full-size.

- Files must be unprotected or unlocked in order for the plans examiner to note corrections or comments. Submittals that are locked will be considered incomplete and rejected.
- Drawings must be submitted in PDF format and in black and white. Image files such as .jpeg, .tiff, .png, or similar will not be accepted. Submitting image files will result in the submission being rejected.
- Scanned documents must be legible and scaled.
- Each plan sheet must be clearly marked notating the content of the page. *Example: Page 1 – Floor Plan.*
- All pages must be rotated so that the orientation is upright.

Drawing Standards

- All text shall be legible with a reasonable font size such as 10 or larger.
- Plans stamped “Preliminary”, “Bid Document”, and/or “Not for Construction” are unacceptable.
- All pages must be rotated so that the orientation is upright.
- Each plan sheet shall include the project name and/or address.
- Drawings shall be scaled to 1/4”=1’-0” or larger.
- Resubmittals shall be complete sets. *Example: If you are resubmitting Civil Documents, the applicant shall resubmit the entire civil document plan pack.*
- When uploading files to IMS, your files will need to be combined in accordance with the upload screen you are working in. Failure to combine the files accordingly will be an incomplete submittal and the project rejected. Please pay close attention to this when uploading files.

File Name Standards

- Files shall be named according to what the file is. Example: Architectural Drawings should be named “Architectural Drawings_(address or permit number of project)_(date of submittal)”. Files that are named with unreasonable names such as default names from scanners, PDF creators, or cameras will be rejected.

Q & A for File Uploading and Formatting

Question: How do I combine multiple PDF’s into a single file?

Answer: There are several PDF programs widely available, many at no cost to you, that can be used to merge, rotate, manipulate, and/or rearrange PDF files. It is the applicants responsibly to adjust his or her files accordingly. City administration will not be available to do that on your behalf.

Question: Why do my files need to be unlocked in order for my project to be accepted for review?

Answer: Locked files are not editable. Therefore, the city cannot note their markups, point out areas of concern, add comments, or place their seal on the construction approved set of documents. If your files are locked, its likely one of two things: (1) the files contain a digital signature or (2) locking the file is a default setting in your PDF creator. It is suggested that your design professional place their seal and signature as an image on their PDF and that you check your default settings prior to creating your PDF.

Question: How do I know which files need to be combined?

Answer: When submitting for a permit or project, IMS will prompt you to upload your documents on various screens. These screens will indicate which files are to be uploaded at that time. Please pay close attention the upload screen you are on.

Question: Why is the city requiring these standards with electronic submittals?

Answer: Setting limitations on what the city will accept will lessen the administrative time needed for your submittal and ensure a timely review of the document. Failure to comply to these standards will, at minimal, delay your review time but most likely result in a rejection of your submittal.

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