

JACQUELINE M. IZZO  
Mayor



MARK DOMENICO  
Director

**DEPARTMENT OF CODE ENFORCEMENT**

**Demolitions Permit Application**

This Information shall be provided by the applicant in order to process the permit application.

**NOTE: Permits will not be issued and work cannot proceed until all information is received.**

1. Address of the property. \_\_\_\_\_
2. Name, address, phone # of property owner. \_\_\_\_\_
3. Name and # of the applicant (if different). \_\_\_\_\_
4. Please note insurance requirement submitted: Workers Comp \_\_\_\_\_ CE-200 \_\_\_\_\_ BP-1 \_\_\_\_\_
5. Approximate cost of work being performed \$ \_\_\_\_\_

**NOTE: If you are not the property owner, a notarized letter authorizing the project is required from the property owner (Attach).**

**Structure Identification**

1. What is being demolished or removed (shed, house, garage, etc....) \_\_\_\_\_
  2. Dimensions if multiple structures are on the lot (For Assessors Dept.). \_\_\_\_\_
    - a. A scaled plan of the proposed building footprint and the dimensions from the furthest projection (facia) of the structure to the property lines and adjacent structures.
    - b. The height of the building measured from finished grade to the uppermost peak of the building.
- (Information is for possible fencing and pedestrian protection requirements)**
3. Date building was constructed (Contact Assessor's Office: 315-339-7614) \_\_\_\_\_

**Asbestos requirements**

1. Commercial buildings and residential structures **MAY** (SEE NOTE BELOW\*) require Asbestos and Clearance Reports unless condemned by the Code Enforcement Office: **(Provide condemnation Letter)**
2. Code Rule 56 form to be signed by Contractor (In Codes Office).

**\*Note: If construction began on or after January 1, 1974 Code Rule 56 and Asbestos Requirements don't apply**

**Utilities Disconnects and Right of Way Permit**

**Contact:** Water Department Superintendent- Tony Nash 315-339-7773

**Contractor Information**

1. Company name, address, phone #: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Provide Asbestos Certifications and Licenses: Yes \_\_\_\_\_ NO \_\_\_\_\_

**NOTE: The Contractor is responsible for calling Dig Safely New York 811**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Official Use Only:*

Rome Historic District approval required Yes No

**Date Received:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

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**DEPARTMENT OF CODE ENFORCEMENT**  
ROME CITY HALL, 198 N. WASHINGTON STREET  
ROME, NEW YORK 13440-5815  
Telephone: (315) 339-7642 Fax: (315) 339-7638  
www.romenewyork.com

***Understanding of Utility Disconnects - CITY OF ROME***

Project Address \_\_\_\_\_  
Project Contractor \_\_\_\_\_

Rome City Code - Section 14-220 Disconnection of Utilities

*The contractor shall, before starting any removal or demolition work under this division, have all utility services, such as electric, gas or telephone, disconnected at the service main in accordance with the rules and regulations governing the utility involved. Water service pipes and sanitary sewer laterals shall be severed and sealed off at the point of the main in the street in accordance with the rules of the water department. Any openings in the streets shall be repaired as required by the office of the Commissioner of Public Works or the New York State Department of Transportation. A Permit shall be obtained from the office of Public Works and/or the New York State Department of Transportation for excavation in public streets.*

WATER DEPARTMENT REQUIREMENTS- TO BE COMPLETED BY WATER DEPT. SUPERINTENDENT  
Contact- Tony Nash at 339-7772

The waterline will be terminated:

- At the corporation at the main
- At the curb box

If shut off is at the curb box, the following applies

- The waterline will be reconnected as a result of the new construction on the site. The start date for this construction is \_\_\_\_\_. This date is not to exceed one (1) year from the application date.

If construction does not commence on or before the date indicated, the contractor is responsible to disconnect the waterline at the corporation on or before ten (10) business days after the said date.

- The demolition was performed in the winter and the contractor will return on or before \_\_\_\_\_ to terminate the waterline at the corporation.
- Other \_\_\_\_\_

The sewer line will be terminated:

- At the Main
- 24" beyond the foundation wall and capped as approved by the water department.

Street Cut Permit Information

Street Cut Permit # \_\_\_\_\_  
Right of Way Use Bond # \_\_\_\_\_  
Bond Expiration Date \_\_\_\_\_  
Licensed Plumber\* \_\_\_\_\_

\*The City of Rome Codes department must be contacted 24 hours prior to excavation to schedule a plumbing inspection.

Water Department Superintendent signature required

\_\_\_\_\_ Date

NYSDOT REQUIRMENTS- (TO BE COMPLETED BY NYSDOT OFFICIALS)

Contact- Oneida/Madison Residency, 6515 RT 26, Rome, N.Y., M-F, 8am-4pm; phone (315)-336-0660

Note: As mandated by the NYS Vehicle and Traffic Law, any work performed in the New York State highway right of way will require a Highway Work Permit to be issued and administered by NYSDOT.

- A Highway Work Permit is required
- The work is not in the State highway right of way and no permit is required. (As long as the work can be accomplished without physical occupation of the highway right of way, no Highway Work Permit is required.)
- NYSDOT requests that the work be limited to that which can be performed without physical occupation of the Highway right of way.
- Other \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NYSDOT Authority signature required

\_\_\_\_\_  
Date

**Required Fees and Limitations**

Water and Sewer services *not* disconnected at the main at the time of the project permit will require a cash deposit.

**Fee Schedule**

\$1000.00 per service line- For services located in the City of Rome Right of way.

\$2000.00 per service line- For services located in the New York State Highway right of way.

This fee must be paid to the Commissioner of Public Works and is to be held in an escrow account for a period of one (1) year. If the water and sewer services are re-established or removed at the mains, by the contractor, during the one (1) year period, the fee will be returned in full. After the one (1) year period, the money will transfer to the Department of Public Works General Maintenance Fund.

\_\_\_\_\_  
Applicants signature required

\_\_\_\_\_  
Date

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[www.romenewyork.com](http://www.romenewyork.com)

Date: \_\_\_\_\_

I \_\_\_\_\_, the building permit applicant, acknowledge that the City of Rome Code Enforcement Office has provided me information from the New York State Department of Labor regarding asbestos projects. I have been advised to check with the New York State Department of Labor regarding any precautions, procedures and notification which may be required to comply with Industrial Code Rule 56 and other relevant New York State Labor Laws.

I also understand that a copy of the building and/or demolition permit issued by the City of Rome Code Enforcement Office will be copied to the local New York State Department of Labor.

\_\_\_\_\_  
Signature of Applicant



New York State Department of Labor

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Dear Sir or Madam:

I would like to take this opportunity to offer you some useful information about the asbestos exposure associated with the demolition/renovation of buildings in your locality. A copy and updates to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, [www.labor.ny.gov/workerprotection/safetyhealth/dosh\\_asbestos.shtm](http://www.labor.ny.gov/workerprotection/safetyhealth/dosh_asbestos.shtm).

I wish to request your assistance in our enforcement efforts thereby protecting the health of your community, specifically in the area of building demolition/renovations. Please feel free to incorporate the enclosed: **BUILDING DEMOLITION/RENOVATION and NOTICE TO BUILDING PERMIT APPLICANTS** with the information you provided to contractors when a demolition/renovation permit is issued.

Should you have any questions, please contact the Asbestos Control Bureau District Office nearest to you (listed on the enclosed sheet).



New York State Department of Labor

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CONTACT INFORMATION  
FOR  
ASBESTOS PROJECTS

The Department of Labor regulates asbestos abatement activities in the State through its Asbestos Control Bureau; all contractors must be licensed and all asbestos handlers certified by the Department's Worker Protection Central Processing Unit. Projects must be conducted in accordance with safety standards promulgated by the Commissioner of Labor to avoid potential public health hazards that can result from the improper handling of asbestos or asbestos containing material, a potential carcinogen. A copy and update to Parte 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, [http://labor.ny.gov/workerprotection/safetyhealth/DOSH\\_ASBESTOS.shtm](http://labor.ny.gov/workerprotection/safetyhealth/DOSH_ASBESTOS.shtm)

For more information, call or write the New York State Department of Labor, Division of Safety and Health at one of the following locations:

**ASBESTOS CONTROL BUREAU  
DISTRICT OFFICES**

ALBANY

State Office Campus  
Building 12, Room 157  
Albany, NY 12240  
Tel: (518) 457-2072

BUFFALO

65 Court Street  
Room 405  
Buffalo, NY 14202  
Tel: (716) 847-7126

Syracuse

450 South Salina St.  
2<sup>nd</sup> Floor – Room 202  
Syracuse, NY 13202  
Tel: (315) 479-3215

New York City

75 Varick St.  
7<sup>th</sup> Floor  
New York, NY 10013-1917  
Tel: (212) 775-3538

**TO SUBMIT:  
ASBESTOS PROJECT NOTIFICATION  
AND/OR EMERGENCY NOTIFICATION**

Asbestos project notifications may be submitted on-line by licensed asbestos contractors by going to: <http://www.labor.state.ny.us/main/businesses.asp> and click on Asbestos Notifications. Emergency notifications must be approved by calling: (518) 485-9263. After the Emergency notification has been approved, the contractor must complete the on-line notification and pay the notification fee. You may also mail in your paperwork to: NYS Department of Labor, Worker Protection Central Processing Unit, State Office Campus, Building 12, Room 161, Albany, NY 12240, Tel: (518) 485-9263.

Questions about obtaining and/or renewing an Asbestos licenses or any type of Asbestos Certification may also be obtained from the Worker Protection Central Processing Unit.



## BUILDING DEMOLITION/RENOVATION

Industrial Code Rule 56 established work practice, asbestos contractor license, and asbestos worker training and certification requirements that protect the public from cancer causing airborne asbestos fiber that can arise from various construction activities, including the demolition/renovation of a building. One very important aspect of the Code covers requirements that specifically address the potential public health hazards associated with the significant amount of airborne asbestos fiber that can be released during the demolition/renovation of a building that contains asbestos or asbestos-containing materials.

New York State Labor Law (Article 10, Section 241section 241.10) and the Code require a survey of the impacted portion of the building to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building. **The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor, Asbestos Control Bureau.** Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed in compliance with the Code. Your assistance, as specified below, would facilitate our enforcement efforts and help avoid the necessity of citing building owners who violate the statute and code:

1. Share this information with the individuals on your staff responsible for issuing demolition/renovation permits. Encourage your staff to contact the appropriate District Office of the Asbestos Control Bureau on the enclosed list should any asbestos issues arise, specifically those related to demolition/renovation.
2. Consider establishing a policy of not issuing a demolition/renovation permit until compliance with Industrial Code Rule 56 is achieved.
3. Call the appropriate District Office of the Asbestos Control Bureau when a demolition/renovation permit is issued to a contractor that has **failed** to provide a survey or has **not removed** the identified asbestos. Any cooperation you can provide will not only assist in our enforcement efforts but protect the health of your community.



New York State Department of Labor

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## NOTICE TO BUILDING PERMIT APPLICANTS

An asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials. As per NYS Industrial Code Rule 56, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, with the exception of owner-occupied single family homes, where the owner may remove the asbestos. However, it is not recommended that the owner remove asbestos. The owner could potentially expose themselves, their family and neighbors to asbestos fibers if correct engineering controls and work methods are not utilized during the abatement.

For further information and updates, please see the NYS website at:  
[www.labor.ny.gov](http://www.labor.ny.gov).