

Village of Russells Point  
Code Enforcement

Tear Down Application  
Ordinance 670 Section 1309

Fee \_\_\_\_\_ Receipt # \_\_\_\_\_ Control # \_\_\_\_\_

Date Received \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Denied \_\_\_\_\_

Owner or Applicants Name \_\_\_\_\_

Job Site Address \_\_\_\_\_

Parcel # \_\_\_\_\_

Lot # \_\_\_\_\_ Zoning District \_\_\_\_\_

1. A site plan showing the exact dimensions of the lot, the exact dimensions and distances from adjacent lot lines of the structure (s) or part of the structures to be torn down, the exact dimensions of the structure being torn down.
2. Complete application with signatures of the property owner, contractor, and or applicant.
3. Copy of the deed showing the County Recorders stamp or signed sales agreement.
4. Check payable to the Village of Russells Point for the Non Refundable fee of:

\$50.00 For Residential  
\$150.00 For Business and Manufacturing

5. The Code Enforcement Officer must complete an inspection of the property before a permit can be issued.
6. Applicant shall notify the Code Enforcement Officer at least 24 hours prior to the final inspection.
7. Re Inspections may require an additional fee of \$25.00
8. By law, everyone MUST contact the Ohio Utilities Protection Service, 8-1-1 or 1-800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.

OUPS Confirmation #: \_\_\_\_\_

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9. No part of the structure (s), including, but not limited to, the foundation, steps, pipes, and underground electrical connections shall protrude above ground level or be expected to because of ground settlement.
10. The Code Enforcement Officer shall approve all fill material prior to use
11. All debris shall be removed from the site within the period of the permit authorization
12. The land shall be restored to its natural grade and seeded with grass.
13. A tear down permit shall expire in thirty (30) days from the date of issue and final inspection shall be conducted by the Code Enforcement Officer.
14. Any damage to village streets, alleys, or state highways must be repaired and all mud, dirt, gravel, and foreign materials removed.
15. Residential structures are not required to be inspected for asbestos but it is recommended you do so. Commercial structures are required to be inspected for asbestos. If a governmental entity is demolishing a residential or commercial structure, the structure must be inspected for asbestos. You must turn in a copy of the Ohio Environmental Protection Agency (OEPA) Notification of Demolition and Renovation form with the tear down application. You must have the structure inspected for asbestos by an Ohio Department of Health certified Asbestos Hazard Evaluation Specialist. You must provide a copy of the contractor's findings to the Village of Russells Point. Regardless if the structure has asbestos or not you must notify the EPA ten days before you tear down the structure. Below is their contact info.

Terry Sanner  
Ohio EPA/DAPC  
Southwest District Office  
Dayton, Ohio 45402

Phone: (937) 285-6032  
Fax: (937) 285-6249  
Email: [Terry.Sanner@epa.state.oh.us](mailto:Terry.Sanner@epa.state.oh.us)

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Owner's name \_\_\_\_\_

Address and P.O. Box \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

Fax# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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Applicants Name

If different than owner \_\_\_\_\_

Address and P.O. Box \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

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General / Prime

Contractors Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address P. O Box

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

Fax # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Village Registration # \_\_\_\_\_



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The Code Enforcement Officer may require more information as deemed necessary.

No action shall be taken on the application until the above minimum information is supplied and all applicable fees, charges, and required expenses are paid.

Submission of this application does not guarantee the issuance of a permit.

The tear down permit may be revoked for non-compliance of any section of the codified ordinance of the Village of Russells Point.

The applicant shall supply all required information within thirty (30) days of filing the application the application or it will become void and a new application will be required at full fee.

It shall be unlawful to use or occupy or permit the use or occupancy of any structure, premises, or both without a zoning certificate. The zoning certificate shall only be issued after the final inspection is complete and all code requirements are met.

The Code Enforcement Officer will notify the owner or applicant in writing either directly or by mail as to the status of the application.

All appeals of the Code Enforcement Officers decision shall be filed with the Code Enforcement Officer within thirty (30) days of such decision. A two hundred (\$200) dollar fee will apply.

I/we have read, fully understand, and attest to the exactness and truth of all information supplied with or on this application.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

433 S.R. 708, P.O. Box 30, Russells Point, Ohio 43348-0030  
Phone: 937-843-2245 ext. 5, Fax: 937-843-9956  
codeenforcement@russellspoint-oh.gov

**INSTRUCTIONS FOR  
NOTIFICATION OF ASBESTOS DEMOLITION AND RENOVATION  
OHIO ENVIRONMENTAL PROTECTION AGENCY**

**Regulatory Requirements:**

The Ohio Environmental Protection Agency adopted Chapter 3745-20 of the Ohio Administrative Code (OAC) "Asbestos Emission Control from Renovation Demolition and Waste Disposal Operation" May 29, 1990. Chapter 3745-20 implements the National Emission Standard for Hazardous Air Pollutants (NESHAP) Standard for Asbestos. On November 20, 1990 U.S. EPA revised the asbestos NESHAP. Proper completion and submittal of the Ohio EPA form for notification, meets or exceeds all requirements for notification under the NESHAP and the Ohio Administrative Code. Notification requirements are found in OAC 3745-20-03 and in 40 CFR Section 61.145(b).

**Who Must Notify:**

Every demolition of a facility requires notification regardless of whether asbestos is involved. Renovation of a facility must be submitted when the amount of regulated asbestos-containing material (RACM) stripped, removed, dislodged, cut, drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet off facility components.

**When Must Notification Be Provided:**

Notice must be postmarked, delivered or received by the Ohio EPA district office or local air agency with jurisdiction in the county where the operations will occur. A list of the counties and a map is available for reference. All notifications must be submitted at least 10 working days (Monday-Friday excluding weekends) before operations begin. Phone notification is not acceptable for original notification. Notification must be updated when substantive information changes or the amount of asbestos changes by more than 20%. Updated notification may be provided by phone or fax followed in writing before the operations continue. An emergency demolition or emergency renovation notice must be submitted as early as possible before but not later than the following working day, and must include the information required under notice sections XIV and XV.

**What Information Must Be Supplied:**

Complete all parts of the form except XIV and XV unless the notice is for emergency demolitions or renovations. Demolition

which involves less than 260 linear feet or 160 square feet do not need to complete items XI, XII, and XIII. Before submitting any notice the facility must be thoroughly inspected for asbestos including Category I (nonfriable packing gaskets, floor tile, asphalt roofing) and Category II (all other nonfriable ACM). OAC 3701-34-02(C) prohibits any person not certified as an asbestos hazard evaluation specialist in Ohio from inspecting and identifying asbestos for the purpose of determining the need for an asbestos hazard abatement activity.

Operator Project # -- this is an optional space provided for the person submitting the notice to indicate a project number.

- I. Identify if the notice is an original, revised, or canceled.
- II. A complete facility description must be provided including the specific portion of the facility affected by the operations. Building size must be estimated in square feet, number of floors, and age in years. Also include the present and prior use (i.e., industrial, commercial, institutional, etc.)
- III. Identify the type of operation being notified. If uncertain consult 40 CFR 61.141 and 61.145(a) or OAC 3745-20-01 and 3745-20-02.
- IV. Declare whether or not asbestos is present in any quantity.
- V. All spaces must be completed identifying the Owner, Removal Contractor and other responsible operator (if applicable) such as a demolition contractor or general contractor.
- VI. Include the procedure used to detect and analyze asbestos. All operations should have the records of the inspection and analyses on-site during active operations for inspection. Such records would include a list of materials assessed, locations sampled and the sample results.
- VII. Quantify asbestos in the three columns (RACM, Nonfriable Asbestos Material to be Removed, Nonfriable Asbestos Material NOT to be Removed).
- VIII. The starting and ending date for demolition or renovation must be noted even when asbestos is not being removed.
- IX. Include the scheduled dates for asbestos removal and specify the hours of operation and check off the days of the week operations will be active.
- X. Describe the demolition or renovation which will occur and the methods or operations that will be employed.
- XI. Indicate the names and addresses and phone numbers of any waste transporters. You must also complete a Waste Shipment Record prior to consigning any asbestos waste materials.
- XII. Identify the waste disposal site and its actual location (may be different from mailing address).
- XIII. This space is only for emergency demolitions that meet the definitions and requirements of the regulation. In addition to completing the notification form, four additional items must be completed or attached to the notice. If a facility is not in imminent danger of collapse, it is not an emergency demolition even though it may be ordered due to hazardous conditions.
- XIV. Emergency Renovations must meet criteria described at 40 CFR 61.141 and OAC 3745-20-01. Include an attachment with the three items listed on the notice form.
- XV. Describe the procedures to be followed in the event unexpected asbestos is found or nonfriable asbestos becomes RACM. This will prevent delays or complete re-notification. In the event asbestos quantities change by 20% or more, you must update the notice.
- XVI. After November 20, 1991 you must certify a NESHAP trained person will be available during normal business hours at the demolition or renovation site. Signature must be by an authorized officer of the owner or operator.

**OHIO ENVIRONMENTAL PROTECTION AGENCY  
NOTIFICATION OF DEMOLITION AND RENOVATION**

Operator Project #	Postmark	Date Received	Notification #																												
<b>I. Type of Notification (check one):</b> <input type="checkbox"/> Original <input type="checkbox"/> Revised <input type="checkbox"/> Canceled																															
<b>II. Facility Description (include building name, number, and floor or room number)</b> Building Name: _____ Address: _____ City: _____ State: OHIO Zip Code: _____ County: _____ Site Location (specific): _____ Building Size (square feet): _____ # of Floors: _____ Age in Years: _____ Present Use: _____ Prior Use: _____																															
<b>III. Type of Operation (check one):</b> <input type="checkbox"/> Demo <input type="checkbox"/> Ordered Demo <input type="checkbox"/> Renovation <input type="checkbox"/> Emergency Renovation <input type="checkbox"/> Fire Training																															
<b>IV. Is Asbestos Present? (check one):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																															
<b>V. Facility Information</b> Owner Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Contact: _____ Telephone: (    )    Fax: (    ) Asbestos Removal Contractor Name: _____ License # _____ Address: _____ City: _____ State: _____ Zip Code: _____ Contact: _____ Telephone: (    )    Fax: (    ) Other Operator/Contractor (demolition/general): _____ License # _____ Address: _____ City: _____ State: _____ Zip Code: _____ Contact: _____ Telephone: (    )    Fax: (    )																															
<b>VI. Procedure, including analytical methods, employed to detect the presence of and to estimate the quantity of RACM and Category I and Category II nonfriable ACM:</b>  Ohio Asbestos Hazard Evaluation Specialist: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Name</span> <span>Certification #</span> </div>																															
<b>VII. Approximate Amount of Asbestos Materials:</b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">RACM to be Removed</th> <th colspan="2">Nonfriable Asbestos Material to be Removed</th> <th colspan="2">Nonfriable Asbestos Material NOT to be Removed</th> </tr> <tr> <th>Category I</th> <th>Category II</th> <th>Category I</th> <th>Category II</th> </tr> </thead> <tbody> <tr> <td>Pipes (linear feet)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Surface Area (square feet)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facility Components (cubic feet)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					RACM to be Removed	Nonfriable Asbestos Material to be Removed		Nonfriable Asbestos Material NOT to be Removed		Category I	Category II	Category I	Category II	Pipes (linear feet)						Surface Area (square feet)						Facility Components (cubic feet)					
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Surface Area (square feet)																															
Facility Components (cubic feet)																															
<b>VIII. Scheduled Dates Demolition or Renovation:</b> Start: _____ Complete: _____																															
<b>IX. Dates for Asbestos Removal (MM/DD/YY)</b> Start: _____ Complete: _____																															
Days of the Week:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday																								
Hours of Operation:																															
Complete all unshaded spaces, except demolitions which involve less than 260 linear feet, 160 square feet, or 35 cubic feet of RACM, need not complete spaces XI, XII, XIII, XIV, and XV. Notifications for Emergency Demolition or Emergency Renovation must supply attachments.																															

OHIO ENVIRONMENTAL PROTECTION AGENCY  
NOTIFICATION OF DEMOLITION AND RENOVATION

X. Description of planned Demolition or Renovation work to be performed and method(s) to be employed, including demolition or renovation techniques to be used and description of affected facility components:

XI. Description of work practices and engineering controls to be used to comply with the requirements, including asbestos removal and waste handling emission control procedures:

XII. Waste Transporter #1

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Waste Transporter #2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

XIII. Waste Disposal

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

XIV. Emergency Demolition (complete Item XIV and all other sections, only if this project is an Emergency Demo.)

1. Attach a copy of the Order to this notice.
2. Name of Authority Issuing Order: \_\_\_\_\_ Title: \_\_\_\_\_
3. Authority of Order (Citation of Code): \_\_\_\_\_
4. Date of Order (MM/DD/YY): \_\_\_\_\_ Date Ordered to Begin: \_\_\_\_\_

XV. Emergency Renovation (Attach separate sheet with the following information if project is Emergency Reno.)

1. Date and Hour of the Emergency
2. Description of the Sudden, Unexpected Event
3. Explanation of how the event caused unsafe conditions or equipment damage or an unreasonable financial burden.

XVI. Description of procedures to be followed in the event that unexpected RACM is found or nonfriable ACM becomes crumbled, pulverized or reduced to powder.

XVII. I certify that an individual trained in the provisions of NESHAPS (40 CFR PART 61, SUBPART M) will be on-site during the Demolition or Renovation and evidence that the required training has been accomplished by this person will be available during normal business hours.

\_\_\_\_\_  
Signature of Owner/Operator      Date      Type or Print Name and Title

XVIII. I acknowledge the existence of laws prohibiting the submission of false or misleading statements and I certify that facts contained in this notification are true, accurate, and complete.

\_\_\_\_\_  
Signature of Owner/Operator      Date      Type or Print Name and Title

Original Notification must be mailed or hand delivered at least ten working days (Monday-Friday excluding weekends) before demolition or renovation begins, except emergency demolitions and emergency renovations (see regulation) which must be submitted as soon as possible before operations begin, but no later than the following work day. (Form Revised 10/3/12)