

---

# DEMOLITION



## City of East Lansing

Planning Building Development  
410 Abbot Road, Second Floor  
East Lansing, MI 48823  
Ph. 517-319-6871 or 517-319-6810  
Website: [cityofeastlansing.com](http://cityofeastlansing.com)

---

This publication provides guidelines for demolition of buildings and structures. The code requirements herein are not all-inclusive and should not be construed to represent all code requirements for your project and are representative of all conditions that you may encounter.

You must obtain permits for demolition and must be the homeowner; a State of Michigan licensed builder or a licensed demolition contractor. Apply for your permits online at <https://www.cityofeastlansing.com/1979/21068/Apply-for-a-Permit-Online>

**HELPFUL HINT:** *As the property owner, you may obtain permits in your own name providing you will be doing the work and not hiring someone to perform the work. If a contractor is to perform the work, it is required that a licensed contractor secures the permit and listed as the responsible party. In this way, the city will be in a better position to assist you in gaining compliance with codes if the work is defective.*

### **HISTORIC PRESERVATION**

A *Certificate of Appropriateness* application may be required for an alteration of a property in an East Lansing Historic District. Questions regarding a *Certificate of Appropriateness* should be directed to the Community Development Analyst at 517-319-6828.

### **PERMIT PROCESS**

- You must submit an application and attach supporting documents online at: <https://www.cityofeastlansing.com/1979/21068/Apply-for-a-Permit-Online>. The application will be converted to permit and will then advance to the plan review process.
- A building permit is issued when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued (email), you must post a copy on the job site until the project has received final inspection.
- A building permit must be issued within 6 months of the application date or the application will be canceled.
- Present letters of disconnect from your respective utility companies.

### **DEMOLITION PERMIT FEES**

- Permit Application (non-refundable): \$50
- Single or two-family dwelling: \$100
- Private Garage: \$68
- Multi-Family Dwelling/Commercial Building \$220
- Fees may be paid by cash/check, debit or credit card (Discover, Visa or MasterCard), or online (Invoice Cloud).

### **RESIDENTIAL BUILDINGS**

The owner, builder or Demolition Contractor must arrange for a WATER SERVICE DISCONNECT, with the fee set by the utility company. The appropriate utility company must be contacted to read the meter, turn the water off at the street, and remove the meter. Allow ten (10) working days. The water disconnect must be completed prior to obtaining a demolition permit.

- A Building Permit Application for the demolition must be filled out completely online.
- Disconnect letters from BOARD OF WATER AND LIGHT and CONSUMERS ENERGY must be attached.
- A standard demolition fee, as noted on the fee schedule, must be paid.

**RESIDENTIAL GARAGES**

- If a garage is being demolished by a homeowner or building contractor, and a new garage is being built immediately, no demolition permit is required. When applying for a building permit for a new garage, note on the application that the old garage is to be demolished and removed.
- If there is existing electrical service to the garage which will not be reused, it must be properly disconnected at the service equipment in the house. An electrical permit will be required if the new garage being built will have electricity.

**COMMERCIAL BUILDINGS**

- The owner, builder or Demolition Contractor must arrange for a WATER SERVICE DISCONNECT, with the fee set by the utility company. The appropriate utility company must be contacted to read the meter, turn the water off at the street, and remove the meter. Allow ten (10) working days. The water disconnect must be done prior to obtaining a demolition permit.
- Disconnect letters from BOARD OF WATER AND LIGHT and CONSUMERS ENERGY must be provided.
- A Building Permit Application for the demolition must be filled out completely online.
- The contractor must pay the standard demolition fee plus a fee based on the area of the building in square feet.

**GENERAL REQUIREMENTS**

- **Public Safety and Convenience** - Protection of life and property is the first concern in the demolition and removal of structures and shall be provided by the contractor in an adequate and satisfactory manner. The contractor shall provide watchmen and flagmen and shall put up all necessary lights and maintain such barriers and detours and take such other precautions as may be necessary. The work shall be conducted with the least possible obstruction or inconvenience to pedestrians, vehicular and other traffic, as well as the utility companies, business enterprises, the general public and others affected by the work being done. The work shall be conducted so as to avoid damage or destruction to private or public property, such as trees, shrubs, poles, pavement, driveways, sidewalks, curbs, or any other surface or underground structures, and their condition shall remain and be restored as safe and permanent as before the contractor commenced the work. Dust abatement measures shall also be implemented.
- **Liability of Contractors** - The contractor shall assume full responsibility for the work, whether performed by the contractor, his employees, or any subcontractor. They shall take all precautions for preventing damage or injury to persons or properties adjacent to the jobsite. All losses resulting from the character of the work, weather, fires or other causes shall be at the contractor's expense.
- **Storage of Materials** - Building materials and debris shall not block the public right of way. Refuse and debris shall be kept in a dumpster or suitable container on private property.
- **Noise** - Construction, excavation, repair, demolition, or alteration of any building or street or operation of any construction machinery or equipment other than Monday through Saturday 7:00 a.m. to 8:00 p.m. is prohibited.
- **Construction material**- All construction materials such as Concrete/steel/wood/ etc shall be removed.
- **Fill Material** - No decomposable material or material that contains debris shall be used as fill on the site.
- **Required Inspections-**
  - Hole Inspection
  - Final Inspection

**SCHEDULING AN INSPECTION**

It is the responsibility of the permit holder or their representative to notify the city when the stages of construction are reached that requires an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be made by calling the inspector directly or requesting online.

|                          |              |
|--------------------------|--------------|
| Administrative Secretary | 517-319-6871 |
| Administrative Secretary | 517-319-6810 |
| Plan Reviewer            | 517-319-6803 |
| Building Inspector       | 517-319-6921 |
| Electrical Inspector     | 517-319-6807 |
| Plumbing Inspector       | 517-319-6816 |
| Mechanical Inspector     | 517-319-6983 |
| Building Official        | 517-319-6878 |