



Application for a Demolition Permit

Monroe Development Department
233 S. Main St., Monroe, OH 45050

National Inspection Corporation (NIC) serves as the City of Monroe Building Department. All building questions should be directed to NIC
1-888-433-4642 Email: plans@natinspect.com

For Staff Use Only

Deposit:\$

Received By:

Zoning Approved:

Date:

Building Approved:

Date:

App #:

Applications are submitted via email to planning@monroehio.gov. Paper copies no larger than 11x17 are also accepted.

Applicant Information (Please Print)

Demolition Site Address:

County: ☐ Butler ☐ Warren

County Tax Parcel ID:

Type of Structure: ☐ Residential ☐ Commercial ☐ Other (Describe):

Applicant Information

Name:

Mailing Address:

Phone Number:

Contact Fax Number:

Property Owner Name:

Contractor Information

Contractor Business Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Note: This shall be the name and contact information for the main/lead contractor who is responsible for the demolition work.

Signatures

If the property owner is not submitting this application, the owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to the demolition. If the demolition impacts multiple properties owned by different property owners, each owner is required to sign this form acknowledging consents of this demolition request. Separate signatures or consent letters are acceptable.

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

Demolition Site Address:

Signatures

Submittal Date:

Signatures – The following signatures must be obtained from the appropriate agencies below. Once completed, please return this form to the Building Inspection Department.

An asterisk (*) identifies where the property owner and/or contractor may provide their signature instead of an agency signature to confirm the applicable utility is disconnected. If the owner or contractor provides such signature, they shall take full responsibility for any costs or other penalties related to failure in disconnecting the utility.

Department or Utility	Signature	Date
Development Department (including historical)		
Engineering Department		
Water (Verify shut-off) *		
Sewer (Verify shut-off) *		
Electric (Verify shut-off, meter removed and disconnected from structure) *		
Gas (Verify shut-off, meter removed and disconnected from structure) *		
R.A.P.C.A. (ALL COMMERCIAL STRUCTURES) – Assessment form must be returned with this application *		
FINAL SIGNATURE – Building Department Approval		

Inspection Required

The applicant is responsible for calling 888-433-4642 for an inspection after demolition, before backfilling, and when the site is completed.