



BOH Forms: #54 Pre-Demolition Checklist

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** highlights many of the steps needed to address structure demolitions. The checklist is designed to be used in tandem with the Building Inspector, other Codes and Job Aids. BOXES CAN BE CHECKED WITH the CURSOR.

Demolitions of Structures Process

- Unless there is a local Regulation or Bylaw, Demolition permits are issued by the Building Inspector, though the Board of Health has statutory obligations to ensure that hazardous materials and pests do not cause a public health hazard or nuisance during the process. The Board of Health may charge a fee for this oversight/assessment process and any inspections required.
- Step 1: Contact your local Building Inspector to confirm the local process for Demolitions and how to apply for a Demolition Permit. Signoffs and disconnections will likely be needed for:
 - Board of Health (baiting an hazardous materials)
 - Fire (Oil Tank removal Permit and Inspections)
 - Gas/Propane (Service and tank disconnections and removals)
 - Electric Company (Service Disconnection)
 - Water Department (Service Disconnection)
 - Sewer Department (Service Disconnection)
 - On-Site Wells (Must decommission or use annually; requires BOH Permit)
 - On-Site Septic System tanks (Must decommission or use within 3 years – BOH Permit)
 - Asbestos (Survey done by certified professional and Abatement Letter received)
- Work area, debris and holes should be secured when workers are not active on the site.
- Dust, noise and other public health threats and nuisances need to be controlled to protect the public health and the environment.
- Neighbors should be notified of the work before starting to avoid questions and complaints

Board of Health Tasks

1. **Rodent Baiting:** Report showing there is no rodent activity by having a report showing the property has been baited for rodents for at least 1 week with no activity just before demolition.
2. **Mercury:** Report attesting that all mercury containing materials have been removed and properly disposed up, including many old-style florescent bulbs and ballasts and circular thermostats.
3. **Asbestos:** Report attesting that a licensed asbestos inspector has either found no asbestos materials or the those found have been removed.
4. **Batteries and Solar Equipment:** Report attesting that all toxic materials have been removed.
5. **Hazardous/Toxic Materials:** Report attesting that all hazardous/toxic materials such as paint, cleaning supplies, etc. have been removed from the building.
6. **Freon and other Banned Aerosols:** Report attesting that all freon and other refrigerants have been removed by a licensed contractor.

7. Hydraulic Fluids: Report attesting that all potentially hazardous fluids, such as found in elevators and other lifts, have been removed from the property.

8. Inspections: The Board of Health may inspect anytime with 48 hours' notice and before signing off on the Demolition Permit Application to confirm site conditions.

Details

1. An asbestos survey report from a Massachusetts Licensed Asbestos Inspector is required for all properties. As of June 20, 2014, MassDEP revised the asbestos regulations including a clarification that all renovations and demolitions require an asbestos survey prior to site work. Specifically, owners/operators need to determine all asbestos containing materials that are present at the site and whether those materials will be impacted by the proposed work prior to conducting any renovation or demolition activity. An asbestos survey is required regardless of the age of the building. A letter from the property owner or manager may not be substituted for an asbestos survey.

310 CMR 7.15 “Survey Requirements...owner/operator of a facility...shall, prior to conducting any demolition or renovation,...engage an asbestos inspector to thoroughly inspect the facility...where the demolition or renovation will occur to identify the presence, location and quantity of any ACM...and to prepare a written asbestos survey report.” (Asbestos Inspector means a person certified by the Commonwealth; Asbestos Survey Report means a written report resulting from a thorough inspection using EPA approved procedures...to determine whether materials to be worked on, renovated or demolished...contain asbestos.)

2. If the project consists of the renovation of a home, school, or childcare facility constructed prior to 1978, where lead paint will be disturbed, the contractor conducting the renovation must be a licensed Lead-Safe Renovation Contractor with the Massachusetts Department of Labor Standards (copy of certification must be provided).

3. If the entire structure is to be demolished, a full inspection of the site building and property and exterior baiting for rodents must be conducted. The building must be vacant with no activity. Baiting and trapping must be done for at least one week prior to the demolition. The applicant must submit a plot plan showing the site boundaries, site buildings, and location of bait traps.

4. The Board of Health may request disposal/recycling records. All documentation must be submitted either upon submittal of application or within fourteen (14) days after the initiation of renovation/demolition activities.

NOTE: Failure to properly assess the hazardous building components described in this form and/or provide requested documentation to the Board of Health may cause delays in the issuance of a Demolition Permit. The Board of Health reserves the right to conduct a pre-demolition inspection.

Alliance Pre-Demolition/Renovation Inspection Form

Site Address		City/Town	
Owner		Phone	
Owner Email			
Contractor		Phone	
Contractor Email			
Type of Site	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other, specify		
Year of Construction			
Description of Work			
Referrals Made	<input type="checkbox"/> Electrical <input type="checkbox"/> Fire <input type="checkbox"/> Building <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Gas		
Asbestos	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Common Sources	Pipe & tank insulation, suspended ceiling tiles, floor tiles, caulking, glazing, roofing, siding, boiler insulation, etc.		
Chemicals	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Gasoline and oils, paints and thinners, pesticides and herbicides, cleaners		
Batteries	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Emergency lighting, solar, large equipment, battery powered equipment		
Coolants	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Freon, air conditioning, refrigeration,		
Fuel	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Above and below ground oil tank, generators, heating, chemical storage		
Hydraulics	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Door closers, hydraulic elevator reservoirs and piping		
Dielectric	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Electrical transformers,		
Lead Paint	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Building built prior to 1978, trim, walls, ceilings, floors, interior and exterior		
Mercury	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Round thermostats, florescent bulbs, ballast, thermometers, labs		
Radioactive	<input type="checkbox"/> Present <input type="checkbox"/> Suspected <input type="checkbox"/> Not Inspected <input type="checkbox"/> Will be remediated		
Sources	Self-illuminating signs, some emergency lighting, some smoke detectors		
Note: failure to remove all hazardous materials may mean that all demolition materials will need to be handled as hazardous wastes.			
Person Completing this Form:			Date:
Contact Information:			
Board of Health Comments:			