



This bulletin describes what must be done and what documents are required if a property owner plans to demolish a residential or commercial building and clear the building site in the City of Liberty.

Demolition Permits for Commercial and Residential Structures

Customers may obtain a permit for demolition of a residential or commercial building and for clearing the site from the City of Liberty Building Division located on the third floor of City Hall, 101 E. Kansas St. Liberty, Missouri.

When applying for a demolition permit, property owners will need a copy of the legal description of the actual property and the address of the building or residence. In addition, property owner must provide proof that the property is free of any delinquent taxes and or liens.

Customers will need a plot plan if there is more than one building on the site, but not all the buildings are to be demolished. This plan shall give a description of each structure and show what buildings are to be demolished and what buildings will remain. A ROW damage report shall be filled out describing any pre-existing damage in the right of way, such as cracks in curbs and sidewalks.

If the structure has been designated historic by the City, the owner must obtain a Certificate of Appropriateness from the Historic District Review Commission before an application can be started.

If a contractor is hired to demolish the structure, a current contractor business license must be on file with the City of Liberty.

The demolition permit is valid for thirty (30) days, but may be extended in accordance with the Chief Building Official. If a code violation or hazard to public health exists, the permit may be revoked.

Structures that Contain Asbestos:

Please note that there are additional state and federal regulations that apply to demolition and renovation projects regarding inspection for asbestos containing materials, project notification, and proper handling of asbestos containing materials. Many older buildings contain asbestos in roofing, siding, ceilings, flooring, fireproofing, pipe coverings, and/or other insulation. The Environmental Protection Agency (EPA) has determined that asbestos is a hazardous substance, particularly airborne asbestos. Federal law administered by the Occupational Safety and Health Administration (OSHA) requires building owners to identify asbestos-containing materials (ACMs) in their buildings and to arrange for their proper removal. Building owners are responsible for hiring a professional testing firm to perform a good faith survey to identify ACMs in the building. Owners are also responsible for removing materials in accordance of the Missouri Department of Resources Guidelines. **10 working days prior to the start date of the demolition, you should contact the Missouri Department of Natural Resources' Air Pollution Control Program** at P.O. Box 176, in Jefferson City, MO 65102, or by phone at 573.751.4817 or AsbestosNotifications@dnr.mo.gov to obtain more information about these requirements.

Utilities:

All utilities must be disconnected and abandoned before a Demolition Permit will be issued and prior to any demolition activities. These services include sewer, water, electricity, natural gas, and cable. A letter of verification must be submitted before issuance of a Demolition Permit. The City of Liberty Utilities Department must inspect the disconnection of the sanitary and water services (by means of capping or bulk head enclosure). Please notify the Utilities Department if this is a temporary or complete disconnect by calling 816.439.4778.

Sanitary Systems:

Before demolition of any structure, all sewage must be removed from existing septic systems, cesspools, and any other cavities where sewage is located. After sewage removal, the voids must be filled with sand, gravel, or other approved material. For additional information on abandonment of septic systems and cesspools, contact the Clay County Public Health Services at 816.595.4350.

Site Stabilization and Erosion Control:

Erosion control measures must be in place before disturbing any soil associated with demolition activities. At the completion of the demolition, the site shall be graded and permanent soil stabilization and erosion control measures must be in place.

Additional Requirements for Demolition:

Additional requirements for demolition activities include the following:

- Remove all floors, foundations, footing, basement, and retaining walls down to 18 inches below grade. Basement sections below this level must be broken into pieces that do not exceed eight inches in dimension.
- Demolition debris must be removed from the site and delivered to a licensed landfill or recycling facility.
- During demolition, the project area must be maintained in a safe condition with all open excavations protected.
- A clean hole and final inspection can be scheduled by calling The City of Liberty Building Division at 816.439.4541.



CITY OF LIBERTY
DEMOLITION PERMIT
APPLICATION

ONLINE WALK-IN

MO ONE TICKET # ESTIMATED START DATE ESTIMATED COMPLETION DATE

PERMIT LOCATION / OR STREET ADDRESS

BUILDING STRUCTURE TO BE DEMOLISHED: SINGLE FAMILY MULTI-FAMILY COMMERCIAL OTHER

SQUARE FOOTAGE OF STRUCTURE PROJECT COST

PROPERTY OWNER INFORMATION (PLEASE PRINT)

OWNERS NAME TELEPHONE #

ADDRESS CITY, STATE, ZIP

CONTRACTOR INFORMATION (PLEASE PRINT)

COMPANY NAME CONTACT NAME

ADDRESS EMAIL

CITY, STATE, ZIP PHONE #

Utility Disconnects:
Electric
Gas
Water
Sewer

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DEMOLITION OF A BUILDING STRUCTURE THE
CITY OF LIBERTY, MISSOURI - DEPARTMENT OF DEVELOPMENT BUILDING SERVICES

Application is made under the terms of the Ordinances and Specifications of the City of Liberty, Missouri, governing demolition of buildings within The City Limits. Applicant hereby agrees to perform said work and restoration of lot in strict accordance with the provisions of said City Ordinances and Specifications and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or demolition covered under this application within two years thereafter. Prior to issuance of a demolition permit all utilities must be disconnected and verification submitted to The City of Liberty Building Division. The City of Liberty Utilities Department must inspect temporary or complete disconnections of water and sewer services: 816.439.4778.

All demolition debris must be taken to a Registered Facility.

NAME OF APPLICANT (PLEASE PRINT) DATE

Authorized by:

APPLICANT SIGNATURE (REQUIRED)

CHIEF BUILDING OFFICIAL OR AUTHORIZED AGENT

UTILITY LOCATES
MISSOURI ONE CALL 1-800-344-7583
CITY OF LIBERTY WATER/SANITARY SEWER 816-439-4514

THIS PERMIT EXPIRES IN 30 DAYS