



**ZONING PERMIT APPLICATION  
TO RAZE OR RELOCATE A BUILDING**  
(Please print or type)

Date: \_\_\_\_\_ Fee: \$20.00 Bond: \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Zone District:** \_\_\_\_\_  
Parcel Number: 41-01- \_\_\_\_\_ (from Zoning Administrator)

Main building: \_\_\_\_\_ total sq. ft. in area; Accessory building(s): \_\_\_\_\_ sq. ft. in area

**Property owner:** \_\_\_\_\_  
Mail address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Contractor:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**This request is to:** \_\_\_\_\_

**If this is a request to move and/or relocate a building,** indicate the proposed route:

\_\_\_\_\_ Date of proposed move: \_\_\_\_\_  
Property address where the building will be relocated to: \_\_\_\_\_  
Parcel Number of proposed location: 41-01- \_\_\_\_\_

Certification.

I certify that I am the property owner, or an authorized agent / contractor of the owner.  
I agree to comply with all requirements of Kent City ordinances and codes, including all conditions placed by the Zoning Administrator. (see Conditions on reverse)

\_\_\_\_\_  
Applicant Name (print) Applicant Signature Date

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RAZING OR RELOCATION OF BUILDING

Conditions:

1. All utility connections, including but limited to: water, sewer, gas, electric, telephones, and cable must be properly terminated per applicable codes.
2. A separate Permit to demolish or remove a structure must be obtained from the Building Inspector: (616) 678-4779.
3. A Burn Permit (if applicable) must be obtained from the Fire Chief: (616) 474-9532.
4. All demolition debris or fire related debris must be completely removed from the property within fourteen (14) days from the date of the demolition or burn.
5. The building foundation walls must be removed to a minimum of four feet (4 ft.) below grade. Slab or pad foundations must be completely removed.
6. Any resulting excavation or hole must be immediately filled with clean fill of compacted sand, dirt, or other clean fill. (Note: Construction materials or concrete may not be used as fill.)
7. The excavation area must be capped with a minimum of six inches (6") of topsoil, sand, or gravel to a level even with existing grade.
8. The razing or relocation must be completed by:\_\_\_\_\_.
9. Other conditions:\_\_\_\_\_.
10. A Performance Bond of \$\_\_\_\_\_ must accompany the application. The bond amount is based on Zoning Ordinance, Section 4.20(b). The bond shall be conditioned upon the applicant complying with all conditions and regulations prescribed by the Zoning Administrator.

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**FOR VILLAGE USE ONLY**

Application Fee received:\_\_\_\_\_ Date received: \_\_\_\_\_

Performance Bond received:\_\_\_\_\_ Date received:\_\_\_\_\_

\_\_\_\_\_ Application approved & permit issued. Comments:\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator/Village Official Date:\_\_\_\_\_

The BOCA National Building Code/1996

Section 110.0 Demolition of Structures

**110.1 Service connections:** Before a structure is demolished or removed, the *owner* or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.