



City of  
**West University  
Place**

**Public Works Department  
Development Services**  
3826 Amherst St.  
West University Place, TX 77005

713.662.5833

713.662.5304 (F)

[inspections@westutx.org](mailto:inspections@westutx.org)

[www.westutx.gov](http://www.westutx.gov)

**DEMOLITION  
INFORMATION PACKET**



Public Works Department  
Development Services

## BUILDING-DEMOLITION PERMIT APPLICATION

FOR OFFICE USE ONLY	
PERMIT NUMBER	FEES
APPROVED BY	TIME/DATE STAMP
PREMATURE WORK - 100% OF PERMIT	

PROJECT INFORMATION	
PROJECT ADDRESS	
ESTIMATED DEMOLITION COST \$	
FULLY DESCRIBE WORK TO BE DONE	
LEGAL DESCRIPTION OF PROPERTY	
PERMIT TYPE <input type="checkbox"/> GAS DISCONNECT <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> ELECTRICAL DISCONNECT <input type="checkbox"/> DEMOLITION <input type="checkbox"/> PLUMBING <input type="checkbox"/> TREE DISPOSITION	
OCCUPANCY TYPE <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL	
CONSTRUCTION TYPE	DECONSTRUCTION? <input type="checkbox"/> YES <input type="checkbox"/> NO
NUMBER OF STRUCTURES	
TOTAL AREA	
WILL ANY STRUCTURE ON THE LOT REMAIN AFTER DEMOLITION? IF SO, LIST:	
APPLICANT SIGNATURE	DATE

PROPERTY OWNER		
OWNER FIRST NAME, LAST NAME	PHONE NUMBER	
PROPERTY OWNER MAILING ADDRESS		
DEMOLITION CONTRACTOR		
COMPANY NAME	PHONE NUMBER	
COMPANY ADDRESS		
CONTRACTOR REGISTRATION NUMBER	REGIST. CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPIRATION DATE
INSURANCE CARRIER	LIABILITY LIMITS	EXPIRATION DATE
INSURANCE ADDRESS		
REQUIRED FOR ALL PROJECTS		
<input type="checkbox"/> Survey/Site Plan <input type="checkbox"/> Commercial Asbestos Certification <input type="checkbox"/> Approved Tree Disposition Plan <input type="checkbox"/> Verification of Underground Utilities Locations <input type="checkbox"/> Electrical <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Natural Gas <input type="checkbox"/> New Construction Plans Submitted <input type="checkbox"/> Contractor Insurance Requirements <input type="checkbox"/> Site Fencing <input type="checkbox"/> Site Conditions Inspection <input type="checkbox"/> Schedule/Scope Of Work		

UNDERGROUND UTILITY LOCATIONS MAY BE VERIFIED BY CALLING 811 OR 1.800.245.4545

INSPECTION REQUEST LINE 713.662.5805 | BEFORE 4:30 PM FOR NEXT DAY

DEMOLITION PERMIT



## BUILDING-DEMOLITION CODE OF ORDINANCE

### CHAPTER 18, ARTICLE II, SECTION 18-65

#### NOTES

- Complete copy of Chapter 18 is available in the Permit Office.

#### (a) Duty to Remove, Restore

It shall be the duty of each permittee on a demolition permit, at the time required by this section:

1. To remove and properly dispose of each demolished structure and all equipment, slab, beams, porches, rubble, steps and other debris resulting from the work; and
2. Grade the surface of all the ground affected by the work so that water will not accumulate and the ground can be mowed with ordinary lawnmowers.

#### (b) Demolition of Principal Building

If a principal building is demolished, the permittee shall also demolish all other structures on or appurtenant to the site (including private driveways, sidewalks, curb cuts, etc., in the adjoining street area) and remove, dispose, grade, etc., as provided above. Exceptions:

1. **This subsection does not apply to existing structures that are proposed to be kept as accessory structures for a new principal building, if:** (i) they comply with applicable regulations; (ii) a building permit for the new building is issued at or before issuance of the demolition permit; and (iii) the building is completed within the time allowed by that permit. If a swimming pool or similar impoundment is proposed to be kept under this subsection, it must be fenced, covered and maintained so that children cannot enter (and water cannot become stagnant or breed insects).
2. **This subsection does not apply to a driveway between the curb and sidewalk in the street area, if the owner of the site:** (i) declares an intent to re-use them to begin construction on a new principal building within one year; and (ii) submits a written request for the city to remove them (if not so re-used), together with a cash deposit to cover the estimated cost of removal, plus 50 percent. The conditions may specify methods of mitigation to be used.

#### (c) Notice, Completion, etc.

Demolition permittees shall notify the building official before work begins, shall prosecute the work diligently to completion and shall complete the removal, disposal and grading on or before the tenth day following the day work begins. It is an affirmative defense in any proceeding to enforce this section that:

1. **Inclement weather** prevented completion and that diligence was used to complete the work at the earliest practicable time;
2. If work occurred **before the start of such ten-day period**, it consisted of salvage operations only, it took place completely inside a building (without any outdoor storage, without any exterior changes on the site and without disturbing any window, outside door or other external part of the building), and it **occurred during the term of the demolition permit; or**
3. If the entire structure(s) are to be "deconstructed", any and all items with any possible re-use value will be salvaged and removed from the site. **The deconstruction shall be prosecuted diligently and be completed 49 days from the issuance date of the demolition permit.** The site shall be completely enclosed with a six-foot-high chain link fence with any access gates locked when actual deconstruction work is not being performed. The demolition permit shall state, at the time of submittal, that deconstruction is being requested.

(ORD. NO. 1848, § 1(APP. A), 7-9-2007; ORD. NO. 1896, § 1, 5-11-2009; ORD. 1963, § 1(EXH. A), 10-22-2012)

## BUILDING–DEMOLITION PERMIT REQUIREMENTS

### 1. Trenching and Excavation

Must meet the minimum requirements of the International Codes.

**Chapter 18, Section 18.57 of the City Code of Ordinances**

### 2. Clean Site and Free of Construction Debris

The site must be kept clean and reasonable free of construction debris during the duration of construction.

**Chapter 18, Section 18.58 of the City Code of Ordinances**

### 3. Permit and Address Numbers

Must be posted on site at all times during the duration of construction.

**Chapter 18, Section 18.60 of The City Code of Ordinances**

### 4. Temporary Construction Fencing

Must enclose the entire work area during the duration of construction. The enclosure must be a minimum of 6' high.

**Chapter 18, Section 18.61 of The City Code of Ordinances**

### 5. Location of Underground Utilities

It is the contractor's responsibility to ascertain the location of all underground utilities and have them plainly marked or flagged.

You must contact **TEXAS ONE CALL (1-800-245-4545)** and show verification of notice through that system.

You must allow sufficient time for all utilities (including the City of West U) to mark the locations of their facilities in the area of the work.

**Chapter 18, Section 18.63 of the City Code of Ordinances**

### 6. Demolition Completion

The demolition must be completed within **10 days** of the commencement of work.

**Chapter 18, Section 18.65 of the City Code of Ordinances**

### 7. Sanitary Facilities

Sanitary facilities must be provided at all times for workers during the course of construction.

### 8. Equipment and Materials

Equipment and materials shall be stored in a safe and workman like manner.

### 9. Scope of Work and Schedule

Scope of work & schedule of demolition must accompany application.

### 10. Onsite Observation

The permit holder is required to be onsite observing all work during the course of the project.

### 11. Dust and Friable

There shall be city water available to control dust or any air borne contaminants (friable) from leaving the site, in compliance with the Texas Department of Health and the Environmental Protection Agency laws and regulations.

#### ACKNOWLEDGMENT

If a loss of property or damage occurs, the Building and Standards Commission may hold a hearing of revocation for the contractor's license.

**By my signature I am acknowledging I have read and understand all local requirements and will comply.**

SIGNATURE OF PERMITTEE

DATE

PRINT NAME

**BUILDING-TIME EXTENSION REQUEST**  
TO REMOVE DRIVEWAY APPROACH AND  
REPLACE STREET CURB PER,  
CHAPTER 18, ARTICLE II, SECTION 18-65 B. 2.

**NOTES**

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SUBJECT	
The undersigned person(s) (referred to collectively as "Owner") certifies that the owner owns the Property described below and signs this designation.	
PROPERTY ADDRESS	
ADDRESS	
REPRESENTATION BY THE OWNER	
I, the owner of the address above request, as provided for above in <b>sec.18-65 (b) (2)</b> , an extension of time not to exceed <b>one (1) year</b> from the date of this request. My intent is to reuse the existing driveway with the proposed new construction or use it to protect the trees in the area during construction.  Should this driveway not be reused or removed and the sidewalk and curb be returned to its city approved condition on or before the one year allowed I am authorizing the city to use the monies here-in submitted to perform these tasks. Should I comply, as required, with-in the allowed time and approved by the city, in writing, I understand I will be refunded the monies submitted here-in with-in <b>60 days</b> from written city approval.	
SIGNATURE OF OWNER	DATE
PRINT NAME	
STATE OF	COUNTY OF
§	§
ACKNOWLEDGMENT OF FILING.	
The building official of the City acknowledges that this instrument was duly filed as required.	
BY	LEGIBLE SEAL
DATE ACKNOWLEDGED	
COMMISSION EXPIRATION	
NOTARY PUBLIC	



Public Works Department  
Development Services

**BUILDING-FEE SCHEDULE FOR  
TIME EXTENSION REQUEST**  
TO REMOVE DRIVEWAY APPROACH AND  
REPLACE STREET CURB PER, CHAPTER  
18, ARTICLE II, SECTION 18-65 B. 2.

DRIVEWAY APPROACH		TOTAL SQUARE FOOTAGE AT \$3.00 PER SQUARE FOOT		
DRIVEWAY LENGTH	DRIVEWAY WIDTH	PER SQUARE FOOT		TOTAL DRIVEWAY FEE
_____ Lin. Ft.	X _____ Lin. Ft.	x	\$ 3.00	= \$ _____

SIDEWALK		TOTAL LINEAR FEET AT \$12.00 PER LINEAR FOOT		
SIDEWALK LENGTH	PER LINEAR FOOT	TOTAL SIDEWALK FEE		
_____ Lin. Ft.	X \$ 12.00	=	\$ _____	

CURB LINEAR		TOTAL LINEAR FEET AT \$1.00 PER LINEAR FOOT		
CURB LENGTH	PER LINEAR FOOT	TOTAL CURB FEE		
_____ Lin. Ft.	X \$ 1.00	=	\$ _____	

SUB-TOTAL			
DRIVEWAY FEE	CURB FEE	SIDEWALK FEE	SUB-TOTAL FEE
\$ _____	+ \$ _____	+ \$ _____	= \$ _____

50% OF SUB-TOTAL			
50% OF SUBTOTAL	50% OF SUBTOTAL FEE		
( 50 X \$ _____ ) / 100	=	\$ _____	

GRAND TOTAL			
SUB-TOTAL FEE	50% OF SUBTOTAL FEE	GRAND-TOTAL FEE	
\$ _____	+ \$ _____	=	\$ _____

INFORMATION PROVIDED BY:		
PRINT FIRST NAME	LAST NAME	DATE



City of  
West University  
Place

Public Works Department  
Development Services

**BUILDING–AUTHORIZATION AND  
DECLARATION OF OWNERSHIP FOR  
DEMOLITION OF STRUCTURE**

SUBJECT		
STATE OF  §	COUNTY OF  §	ON THIS DATE
The undersigned person(s) (referred to collectively as “Owner”) certifies that the owner owns the Property described below and signs this designation.		
PROPERTY INFORMATION		
ADDRESS		
CITY	STATE	ZIP CODE
LEGAL DESCRIPTION OF PROPERTY		
PERMITTEE	PERMIT NUMBER	
REPRESENTATION BY THE OWNER		
The Owner represents to the City of West University Place (“City”) that the property is owned in fee simple and in common by the Owner.		
The Owner also designates an agreement with the undersigned company to perform a demolition of the structure(s), driveway(s), etc. in compliance with Chapter 18, Section 18-65.		
SIGNATURE (OWNER)	DATE	
PRINT NAME		

DEMOLITION COMPANY	
COMPANY NAME	
CONTACT FIRST NAME	LAST NAME
ADDRESS	
PHONE	EMAIL

ACKNOWLEDGMENT OF FILING.	
STATE OF  §	COUNTY OF  §
The building official of the City acknowledges that this instrument was duly filed as required.	
BY	LEGIBLE SEAL
DATE ACKNOWLEDGED	
COMMISSION EXPIRATION	
NOTARY PUBLIC	

UNDERGROUND UTILITY LOCATIONS MAY BE VERIFIED BY CALLING 811 OR 1.800.245.4545

INSPECTION REQUEST LINE 713.662.5805 | BEFORE 4:30 PM FOR NEXT DAY

DEMOLITION OWNERSHIP AUTHORIZATION



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Public Works Department  
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## **NEW DEMOLITION UTILITY DISCONNECT INSPECTION PROCEDURE EFFECTIVE OCTOBER 14, 2013**

1. When a plumber performs the utility disconnects, he shall enclose the ground opening with an orange safety fence; using a minimum of four posts.
2. Schedule an inspection by phone or email:  
  
713.662.5805  
inspections@westutx.gov  
**NOTE: SCHEDULE BY 4:30AM FOR NEXT DAY INSPECTION.**
3. The plumber shall be on site for the inspection. If **not**, it will be disapproved and a **\$100.00 re-inspection fee** will be assessed.
4. When approved by the inspector, the plumber shall backfill the hole to ground level immediately, tamping as you go.



**SAMPLE LETTER ONLY**  
CONTRACTOR'S COMPANY LETTERHEAD

DATE

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(To immediately adjacent houses)

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Address

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City, State, Zip

Dear Resident:

Soon (construction of a new residence), (major remodeling of residence), will begin at the above address. We realize that the construction may cause temporary inconveniences to those living nearby; however we intend to minimize this disruption by taking necessary precautions to protect your property as well as property in the surrounding neighborhood. The purpose of this letter is to inform you of certain ordinances that deal directly with situations that commonly occur in construction:

1. **LOUD AND EXCESSIVE CONSTRUCTION NOISE:** Occurring before 7:00 a.m. and after 7:00 p.m. Monday - Friday, before 8:00 a.m. and after 5:00 p.m. on Saturday, and before 12:00 noon and after 5:00 p.m. on Sunday, **New Year's Day, Thanksgiving Day, Christmas Day, Independence Day, and any City Holiday on which there is no curbside trash collection.**
2. **PORTABLE SANTARY FACILTIES:** Should not be placed on the easement or sidewalk, but positioned within boundaries of the property lines.
3. **LOCATION OF CONSTRUCTION MATERIAL (lumber, bricks, etc.):** Stacked and stored on the sidewalk or in the street is prohibited.
4. **LITTER TRASH CONTAINERS FOR LOOSE TRASH:** Required; making it unlawful to deposit trash and debris within the city in such a manner that it may be carried or deposited by the elements upon the street, easement, street of right-of-way, vacant lot, or any occupied/unoccupied premises.
5. **TRESPASSING:** Any person found on a homeowner's property are in violation of Criminal Trespass Statue, and may anticipate arrest.

6. **FENCE DAMAGE** Civil matter between the contractor and homeowner's.
7. **CURB, GUTTER, & SIDEWALK:** Unlawful to injure, deface, or destroy any real or personal property belonging to the city. The contractor is responsible for repairing any damages.
8. **WATER:** No person shall take water from public or private hydrant unless permission has been granted.
9. **PARKING:** No person shall stop or park any vehicle upon a street clearly marked prohibiting parking, nor leave available less than ten feet of the width of either lane or roadway.
10. **SERVICE TRUCKS:** All service oriented trucks and vehicles shall display the name, address, and phone number of their business on the side of the vehicle.
11. **TREES:** All ``Protected Trees, as defined in Chapter 22, must be fenced or otherwise protected prior to demolition of the existing residence to prevent damage to tree roots. Storage of materials, trash containers or portable sanitary facilities within protective fencing is prohibited. Existing sidewalks and driveways shall remain in place as long as possible to minimize damage to tree roots from vehicles.

The city requires us to notify you of existing city ordinances and state laws, which will be enforced. Should you however experience any type of inconvenience, annoyance, or problems, please contact (the name of the person with the company and telephone number), and he/she will certainly do everything within his/her power to correct the matter.

---

(Signature of contractor or builder)

Type name and title:

Type name of company:

**SAMPLE LETTER ONLY**