Village of Crestline
100 N. Seltzer St., Crestline, Ohio 44827
Ph.: 419-683-3800 Fax: 419-683-4205
www.crestlineoh.com

Gloria McDonald
Mayor

Marc R. Milliron
Village Administrator

APPLICATION FOR DEMOLITION PERMIT

Permit #

Applicant: _____ Phone #: _____

Address: _____

Location of structure: _____ 0
No. Street

Between _____ & _____
No. Street

Number of Dwelling Units: _____ Zoning District: _____

Subdivision: _____ Parcel No.: _____ Lot size: _____ x _____

Type of Structure: _____ Foundation Type: _____

Owner: 0 Current Address: 0

All Building Permit Applications must have the following information:

- ☐ 1). Was the *OEPA Notification of Demolition and Renovation Form* Completed?
- ☐ 2). Survey documents or legal description
- ☐ 3). Is area located within the designated flood plain area. If so, initiate a Flood Hazard Development Permit Application.

OEPA Notification of Demolition and Renovation Form:

The Owner or operator means any person who leases, operates, controls, or supervises the facility being demolished or renovated, or any person who owns, leases, operates, controls or supervises the demolition or renovation or both.

Every Demolition of a facility, regardless of whether asbestos is involved is required to file with the OEPA the Notification of Demolition and Renovation Form. This includes that intentionally burned for fire training Purposes.

Every Renovation when the amount of regulated asbestos-containing material (RACM) stripped, removed, dislodged, cut drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet off facility components.

signature required: _____ Date: _____

by signing this form the applicant has met the terms established by this application and has been cleared by the OEPA to move forward with their demolition.

Ohio Environmental Protection Agency

John R. Kasich, Governor
Mary Taylor, Lt. Governor
Craig W. Butler, Director

January 20, 2016

Dear Building Department Manager,

We are requesting your assistance in raising awareness of Ohio EPA's rules that require checking and potentially abating buildings and structures for asbestos prior to demolition or renovation. We find that many contractors are not aware of these requirements.

As an authority that issues local permits and/or permissions for demolition activities, you have a unique ability to assist us in informing your customers of these requirements through your local permit application process.

We ask you to add an advisory somewhere on your demolition permit application, instructions, or Webpage to convey this information to applicants. We know of some local building departments that are already doing this as a value-added service in alerting their customers to other requirements that could apply to their project. Below is an example of suggested language:

Ohio EPA's notification of demolition and renovation form is required for:

- **Every demolition of a facility, regardless of whether asbestos is involved. This includes all structures that will be intentionally burned for fire training purposes.**

- **A renovation when the amount of regulated asbestos-containing material (RACM) stripped, removed, dislodged, cut, drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet off facility components.**

- **Call 800-329-7518 or see epa.ohio.gov/asbestos for more information**

We would be happy to work with you to add this advisory to your permit application information or Webpage. To increase awareness in the industry, we are also distributing the attached flier to licensed contractors and trade organizations.

If you have any questions regarding this letter, please feel free to contact our asbestos coordinator, Frederick Jones, at (614) 644-3591 or via e-mail at frederick.jones@epa.ohio.gov.

I appreciate and thank you for your consideration of our request.

Sincerely,

Craig W. Butler, Director

50 West Town Street • Suite 700 • P.O. Box 1049 • Columbus, OH 43216-1049
epa.ohio.gov • (614) 644-3020 • (614) 644-3184 (fax)

OHIO ENVIRONMENTAL PROTECTION AGENCY
INSTRUCTIONS FOR COMPLETING
NOTIFICATION OF DEMOLITION AND RENOVATION FORM

General Information

Who must submit this notification? *[OAC 3745-20-03 and 40 CFR 61.145(b)]*

- The owner or operator means any person who leases, operates, controls, or supervises the facility being demolished or renovated, or any person who owns, leases, operates, controls or supervises the demolition or renovation (activity), or both.

The Ohio EPA notification of demolition and renovation form is required for:

- Every demolition of a facility, regardless of whether asbestos is involved. This includes all structures that will be intentionally burned for fire training purposes.
- A renovation when the amount of regulated asbestos-containing material (RACM) stripped, removed, dislodged, cut, drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet off facility components.

When must I submit this notification?

ORIGINAL: The original notification must be **postmarked** or **hand delivered** to the Ohio EPA district office or local air agency with jurisdiction in the county where the operations will occur at least 10 working days (Monday-Friday excluding weekends) before operations begin. Please see example table below to help determine when to submit the original notification.
E-mail or FAX notification is not acceptable for original notification.

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 day 1	4 day 2	5 day 3	6
7	8 day 4	9 day 5	10 day 6	11 day 7	12 day 8	13
14	15 day 9	16 day 10	17 *	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Post mark date (and Day 1 of 10-day clock): July 3rd.
Note: Holidays are counted when they fall on a working day.
Completion of 10-day prior notification period: July 16th.
* First day work can commence (day following the 10th working day): July 17th.

REVISIONS: The notification must be updated if the amount of RACM changes by at least 20 percent, any changes in work schedules (dates or hours), any change in owner or operator, or any change in the name or location of selected waste disposal site. A revised notification may be provided by phone, email, or fax, followed in writing.

EMERGENCY DEMOLITION OR RENOVATIONS: The notification must be submitted as early as possible before, but not later than, the following working day from start of renovation or demolition activities. The notification must include the supplemental information required in Sections 14 or 15.

Where do I send my notification?

Send the notification directly to the Ohio EPA district office or local air agency with jurisdiction in the county where the operations will occur. A list of the counties and a jurisdiction map is available online at www.epa.ohio.gov/dapc/atu/asbestos.aspx

How does Ohio EPA assess fees? [*ORC 3745.11(G)*]

An owner or operator who is responsible for an asbestos demolition or renovation project shall pay the fees set forth in the following schedule. This applies when thresholds are greater than or equal to: 260 linear feet; 160 square feet; or 35 cubic feet.

- Each notification $75 plus,
- Asbestos removal $3/unit (1 unit = any combination of linear feet or square feet equal to fifty) and/or
- Asbestos cleanup $4/cubic yard

The Ohio EPA will bill the facility owner or operator on a quarterly basis. Please be aware that some local air agencies may have additional fees.

Who can help answer questions about completing this notification?

Contact the Ohio EPA district office or local air agency with jurisdiction in the county where the operations will occur. A list of these jurisdictions and the appropriate contacts is available at www.epa.ohio.gov/dapc/atu/asbestos.aspx

Line-by-line Instructions

Operator Project # -- this is an optional space provided for the person submitting the notice to indicate their project or job number.

1. Check the type of notification:

- "Original" is the first notification submitted for a project; hard copy is required to be post-marked or hand-delivered 10 working-days prior to start of work.
- "Revision" is any notification submitted after the original due to any change in the information on the form; required if the amount of RACM changes by at least 20 percent, any changes in work schedules (dates or hours), any change in owner or operator, or any change in the name or location of selected waste disposal site. Revisions shall be numbered chronologically with Revision #1 being the first time any items on the notification form were changed. If revision is marked, please include the Revision # and specify the Sections of the form in which items were revised.
- "Cancellation" is submitted to indicate a project has been cancelled and work will not be completed.

2. Describe the building(s) or structure(s) affected by the operations. If the project includes more than one structure, be sure to complete and include the Multi-Structure Attachment Form with your Ohio EPA notification form. Include building size in square feet, specific site location, number of floors, and age in years. Also include the present and prior use (i.e., industrial, commercial, institutional, residential, vacant, etc.) of the building(s).

3. Identify the type of operation. Definitions of these terms can be found in OAC 3745-20-01. Please note emergency demolitions and renovations require additional information, see Sections 14 and 15.

- "Demolition" means the wrecking, or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of any facility.
- "Emergency demolition" means any demolition operation conducted under a written order issued by a state or local governmental agency because a facility is structurally unsound and in danger of imminent collapse.
- "Renovation" means altering a facility or one or more facility components in any way, including the stripping or removal of regulated asbestos-containing material from a facility component. Operations in which load-supporting structural members are wrecked or taken out are demolitions.
- "Emergency renovation operation" means a renovation operation that was not planned but results from a sudden, unexpected event that, if not immediately attended to, presents a safety or public health hazard, is necessary to protect equipment from damage, or is necessary to avoid imposing an unreasonable financial burden. This term includes operations necessitated by non-routine failures of equipment.
- "Fire Training" refers to the demolition of a facility by intentional burning. All asbestos containing material, including Category I and Category II nonfriable ACM, must be removed in accordance with OAC 3745-20 before burning. Additional requirements also apply; please contact the DO/LAA with jurisdiction for additional information. **http://epa.ohio.gov/portals/41/sb/publications/BurningHouse.pdf**
- "Courtesy" means you are submitting the notification of a demolition/renovation of a non-facility or abatement project below regulatory thresholds.

- "Annual" refers to planned renovation operations over a calendar year involving a series of non-scheduled operations that are collectively greater than the threshold limits; these notifications must be submitted in the month prior to the beginning of the calendar year.

4. Declare whether or not asbestos is present in any quantity. This includes assumed asbestos containing materials such as roofing and flooring. Also specify if the facility was previously abated and year when previous asbestos abatement occurred (if applicable).

5. Provide all owner/operator contact information.

- Specify if this project is part of a larger project or urban demolition (installation).
  - If Yes, list contact information for Entity Coordinating Larger Project in next line (Owner/Coordinating Entity).
  - If No, list the property owner information in next line (Owner/Entity Coordinator)

- Specify if this notification include more than one structure.
  - If Yes, ensure the Multi-Structure Attachment Form has been completed per Section 2; attach this to your notification form.

- In the "Owner/Coordinating Entity" line, list the property owner [individual(s) who own(s) the property at the time of demolition/renovation (Note, this may be a government or private entity)] if answered No above; or list the Coordinating Entity (i.e., land bank, municipality, etc.) for the larger project if answered Yes above. Include address, contact name, phone, fax, and email for the listed Owner/Coordinating Entity.

- Specify the name, address, contact name, phone, fax, email, and Ohio Department of Health license number (ACXXXX) for the "Asbestos Abatement Contractor" (if regulated asbestos containing material(s) is being abated).

- Specify the name, address, contact name, phone, fax, email, for the "Onsite Demolition Contactor" (if demolition is taking place) or "Fire Department" (if demolition of a facility is by intentional burning).

6. Include the Asbestos Hazard "Evaluation Specialist Name", "License # (ESXXXX)", and "procedure used to detect and analyze asbestos". Analytical methods could include the collection of samples and sample analyses by polarized light microscopy (PLM) with dispersion staining. For samples that test under 10% asbestos content: An owner or operator may (a) elect to assume material to be greater than 1% asbestos, or, (b) require verification by point counting in which the point counting result will supercede the PLM estimation; Both choice and result should be stated on the notification. Explain any other method(s) used. All owners/operators should have the records of the asbestos assessment and analyses (inspection/survey report) on-site during active operations for reference and inspection. Such records would include a list of materials assessed, locations sampled and the sample results; this information can be found within the asbestos inspection report.

7. Specify the amount of regulated asbestos-containing material (RACM) to be removed as follows: linear feet on pipes, square feet (surface area) on facility components, and total cubic feet or cubic yards (volume) on or off all facility components. Asbestos containing demolition debris and related materials shall be quantified in cubic feet/yards (volume). Estimate the approximate amount of Category I and Category II non-friable asbestos-containing material in the affected part of the facility that will be removed before demolition. Estimate the approximate amount of Category I and Category II non-friable asbestos-containing material in good condition in the affected part of the facility that will not be removed before demolition. If multiple addresses per notification, the <u>combined total</u> of all sites shall be listed in this table and individual quantities for each site shall be provided in the Multi-Structure Attachment Form.

8. Specify the starting and ending dates for demolition or renovation even when no asbestos containing materials are present. Should the demolition or renovation not begin on the start date listed, a revised notification form shall be submitted prior to the listed start date. Please note, start date must be at least 10 working-days after postmark or hand-deliver date.

9. Specify the scheduled dates for asbestos removal, the hours of operation, and the days of the week that asbestos removal operations will be active onsite. Please note, start date must be at least 10 working-days after postmark or hand-deliver date.

10. Describe the demolition or renovation which will occur and the methods or operations that will be employed. Briefly describe the methods to be used to conduct the demolition or renovation. For renovations, these methods may include glove bag removal, hand stripping or scraping of asbestos containing materials. For demolitions, methods may include a wrecking ball, bulldozer, implosion, or unbolting panels or sections and carefully lowering to the ground. Examples of affected facility components may include pipe wrap, floor tile, sprayed-on insulation, transite, etc.

11. Describe the work practices and engineering controls to be used for abating (removing) each type of material listed in Section 7. Examples of work practices and engineering controls to prevent asbestos emissions at the site could include: the use of water or wetting agents, negative pressure enclosure, glove bag removal; placing into leak-tight containers or wrapping with twelve (12) mil thick polyethylene plastic sheeting which is properly labeled prior to disposal, etc. Examples of removal and waste handling procedures to prevent non-friable material from becoming friable would include: removing by sections or units taking care not to crumble, pulverize, or reduce to power, using water to prevent any emissions, placing into leak-tight containers or wrapping with twelve (12) mil thick plastic which is properly labeled prior to disposal (including name or waste generator and location at which the waste was generated), etc.

Examples:

A. *Wet methods to be used before, during and after removal of 2500 sq. ft. of acoustical plaster. Material will be placed into double 6-mil poly bags, properly labeled, and taken to an approved landfill.*

B. *Full containment, negative air, adequately wet, proper PPE, double bagging when removing 600 sq. ft. of boiler breeching, 4 boiler door gaskets, and 35 flange gaskets. Bagged material will be properly labeled and taken to an EPA-approved landfill.*

12. Provide the names, addresses, and contact information of any asbestos waste transporters. Note you must also complete a Waste Shipment Record prior to consigning any asbestos containing waste materials (ACWM).

13. Provide the name, physical address, and contact information for the asbestos waste disposal site. Note it may be different from the mailing address. Check Ohio EPA website listed below for an updated list of approved asbestos accepting waste disposal sites. **www.epa.ohio.gov/dapc/atu/asbestos.aspx**

14. This section must be completed for emergency demolitions that meet the definitions and requirements of the regulation. **If a facility is not in imminent danger of collapse, it is not an emergency demolition even though it may be ordered to be demolished due to hazardous conditions.** Provide the name, title and agency of the state or local governmental representative who has ordered the demolition. The Authority of Order is the applicable state or local regulation under which the demolition order has been issued. You **MUST ATTACH** a **copy of the demolition order** to the notification.

15. This section shall be completed for emergency renovations that meet criteria described at 40 CFR 61.141 and OAC 3745-20-01. You **MUST ATTACH** a **separate sheet** including the four items listed on the notification form.

16. Describe the procedures to be followed in the event unexpected regulated asbestos containing (RACM) is found or nonfriable asbestos becomes material (RACM).

Examples:

A. *Stop work, evacuate area, and demarcate the area.*

B. *Wetting of ACM with amended water and using wet cleaning methods.*

Should the discovery of unexpected RACM change the original amount of asbestos to be abated by 20 percent or more, you must submit a revised notification pursuant to OAC 3745-20-03. A revised demolition/renovation notification must reflect the change in the amount of affected asbestos-containing material. The revised notification must also reflect the new asbestos removal start date, if applicable.

17. If asbestos is being removed or abated, you must certify a NESHAP trained person will be available during normal business hours at the demolition or renovation site. Signature must be by an authorized representative of the owner or operator.

18. In accordance with OAC 3745-20-03(E), all notifications (original and revised) shall identify the name, title, and organization of the person submitting the notification, and shall be signed and dated by the person submitting the notification.

The asbestos regulations, notification forms, guidance, local contacts, and other information can be found on Ohio EPA's asbestos program web site at www.epa.ohio.gov/dapc/atu/asbestos.aspx

Ohio Environmental Protection Agency

Notification of Demolition and Renovation Form

Single & Multi-Structure

Division of Air Pollution Control

Operator Project # :	*For Official Use Only*			
	☐ Hand-Delivered	Postmark : / /	Received by Office : / /	Notification # :

1	**Notification Type (check one)**			
☐ Original	☐ Revision # :	Section #s Revised:	Offsite/Hold : ☐ Yes ☐ No	☐ Cancellation

2	**Facility Description (include building name, number and floor or room number). If more than one structure, use Multi-Structure Attachment form**		
Building Name (if applicable) :		Site Location :	
Address :		County :	
City :		State : OH	Zip :
Building Size (ft^2) :		No. of Floors :	Age (years) :
Present Use :		Prior Use :	

3	**Type of Operation (check one)**
☐ Demolition ☐ Emergency Demolition ☐ Renovation ☐ Emergency Renovation ☐ Fire Training ☐ Annual ☐ Courtesy	

4	**Is Asbestos Present? (check one)**
☐ Yes ☐ No ☐ No, previously abated	Year Abated (if applicable) :

5	**Owner/Coordinating Entity, Asbestos Abatement Contractor and Onsite Demolition Contractor Information**		
Is this project part of a larger project or urban demolition (installation)? ☐ Yes (list contact information for coordinating entity below) ☐ No (list contact information for property owner below)		Does this notification include more than one structure? ☐ Yes (complete the Multi-Structure Attachment Form) ☐ No	
Owner/Coordinating Entity :			
Address :		Email :	
City :		State :	Zip :
Contact :		Phone : ( ) -	Fax : ( ) -

Asbestos Abatement Contractor (if applicable)			**On-site Demolition Contractor or Fire Department (if applicable)**		
Name :			Name :		
Address :			Address :		
City :	State :	Zip :	City :	State :	Zip :
Contact :	License # : AC		Contact :		
Phone : ( ) -	Fax : ( ) -		Phone : ( ) -	Fax : ( ) -	
Email :			Email :		

6	**Ohio Asbestos Hazard Evaluation Specialist and Evaluation Procedure**		
Evaluation Specialist :		License # : ES	Expiration Date : / /
Procedure, including analytical methods, employed to detect the presence of and to estimate the quantity of regulated asbestos-containing material (RACM) and Category I and Category II nonfriable asbestos-containing material: ☐ PLM ☐ Point Count ☐ TEM ☐ Other Method (Explain Below) :			

7	**Approximate Amount of Asbestos-Containing Materials (complete table below and Section 11 if asbestos is present)**				
	Material to be Removed			Material NOT to be Removed	
	RACM	Nonfriable Asbestos-Containing Material		Nonfriable Asbestos-Containing Material	
		Category I	Category II	Category I	Category II
Pipes (linear feet)					
Surface Area (ft^2)					
Facility Components ☐ ft^3 ☐ yd^3					

8	**Scheduled Dates of Demolition or Renovation (original notification is required 10 working days prior to the start of work)**	
Start : / /	Complete : / /	

9	**Asbestos Removal Dates and Work Hours (if applicable, for asbestos removal only)**	
Start : / /	Complete : / /	

Hours Onsite	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	—	—	—	—	—	—	—

10	Planned Demolition or Renovation Work (check all that apply)

Description of planned demolition or renovation work to be performed and method(s) to be employed, including demolition or renovation techniques to be used :

☐ Implosion ☐ Fire Training ☐ Wet Methods ☐ Manual Demolition ☐ Mechanical Demolition ☐ Other (Explain Below) :

Description of affected facility components (include attachment if necessary) :

11	Asbestos Description and Engineering Controls (if asbestos is being abated)

For the amount of each material listed in Section 7, describe the type(s) of ACM to be abated as well as engineering controls and work practices to be used to minimize emissions and ensure proper waste handling :

12	Asbestos Waste Transporters (if applicable)

Asbestos Waste Transporter #1			Asbestos Waste Transporter #2		
Name :			Name :		
Address :			Address :		
City :	State :	Zip :	City :	State :	Zip :
Contact :			Contact :		
Phone : ( ) -	Fax : ( ) -		Phone : ( ) -	Fax : ( ) -	
Email :			Email :		

13	Asbestos Waste Disposal (if applicable)

Asbestos Waste Disposal Site :			Contact :	
Address :			Email :	
City :	State :	Zip :	Phone : ( ) -	Fax : ( ) -

14	Emergency Demolition (complete this section if you checked Emergency Demolition in Section 3)

A copy of the issued order, including the following information, **must be attached** to this notification

Government Official Issuing Order :	Title :
Agency :	Authority of Order (Citation of Code) :
Date of Order : / /	Demolition Date : / /

15	Emergency Renovation (complete this section if you checked Emergency Renovation in Section 3)

A separate sheet with the following information **must be attached** to this notification

Date of Emergency : / /	Time of Emergency :

Description of Sudden, Unexpected Event :

Explanation of how the event caused unsafe conditions or equipment damage :

16	Procedures to be followed should unexpected RACM be discovered (check all that apply)

☐ Stop work and keep wet	☐ Evacuate area	☐ Contact licensed abatement contractor
☐ Contact district office/local air authority	☐ Demarcate area	☐ Other (Explain Below) :

17	Asbestos Abatement Signature (only sign below if asbestos is being removed)

In accordance with Ohio Administrative Code rule 3745-20-03(A)(4)(p), I certify that at least one person trained as required by paragraph (B) of rule 3745-20-04 of the Administrative Code will supervise the stripping and removal described by this notification.

Signature :		Date : / /

Name, Title and Organization (please print)

18	Demolition and Renovation Signature (required for all original and revised notifications)

I acknowledge the existence of laws prohibiting the submission of false or misleading statements and I certify that facts contained in this notification are true, accurate, and complete.

Signature :		Date : / /

Name, Title and Organization (please print)

Original notification must be mailed or hand-delivered at least 10 working days (Monday – Friday excluding weekends) before demolition or renovation begins, except emergency demolitions and emergency renovations which must be submitted as soon as possible before operations begin, but no later than the following work day.

Ohio Environmental Protection Agency

Notification of Demolition and Renovation
Multi-Structure Attachment Form

Division of Air Pollution Control

Note: This form to be completed and attached to Notification Form when project involves more than one structure

Project Name: **Date Submitted:** **Revision #:**

	Project Details	Structure 1	Structure 2	Structure 3	Structure 4	Structure 5
Structure Details	Site Address (include street, city, and zip)					
	Building Name					
	Present Use					
	Past Use					
Asbestos Quantities	RACM	Sf	Sf	Sf	Sf	Sf
		Lf	Lf	Lf	Lf	Lf
		Cf	Cf	Cf	Cf	Cf
	Cat. I NF to be Removed	Sf	Sf	Sf	Sf	Sf
	Cat. II NF to be Removed	Sf	Sf	Sf	Sf	Sf
	Cat. I NF to Remain	Sf	Sf	Sf	Sf	Sf
	Cat. II NF to Remain	Sf	Sf	Sf	Sf	Sf
Work Schedule	Asbestos Removal Start Date	/ /	/ /	/ /	/ /	/ /
	Asbestos Removal Complete Date	/ /	/ /	/ /	/ /	/ /
	Demolition/Renovation Start Date	/ /	/ /	/ /	/ /	/ /
	Demolition/Renovation Complete Date	/ /	/ /	/ /	/ /	/ /
Revised	Check box if details were revised	☐	☐	☐	☐	☐