



## Demolition Guidelines

(not applicable to commercial interior spaces)

SEPTEMBER 2019

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**Utility Billing Office (water meter accounts) 817-503-1019**

BUILDING INSPECTIONS  
100 Main Street, Colleyville, TX 76034  
OFFICE 817-503-1030 – FAX 817-503-1039  
INSPECTION REQUEST LINE 817-350-6321

**\*POLICY\***-The structure shall not be demolished until PW approves capping of water and sewer

## **DEMOLITION PERMIT OVERVIEW**

**Demolition Permit Required:** A demolition permit shall be obtained in advance of the removal of a single-family dwelling, two-family dwelling, residential accessory building greater than 120 square feet. **This document is not applicable to interior demolition of a commercial building space.**

**Activities Allowed Before Permit Issuance:** Water meter removal, tree protection fencing or trunk wrapping, construction entrance with aggregate, surveying, utility line locations without excavation

**Activities Prohibited Before Permit Issuance:** Capping/excavation of sewer line, tree removal, grading or excavation of any type, staging of materials or equipment/vehicles

## **PLAN REVIEW SUBMITTAL REQUIREMENTS**

**Plan Review Required:** Demolition permits are *not* issued over-the-counter and require plan review. The department goal is to process applications within seven (7) business days and the time sequence begins once all required and completed documents are submitted.

**Application:** The application for demolition shall list the demolition contractor who must be registered with the City. A property owner who lists themselves as the contractor shall be required to meet the same requirements as a demolition company, including application and registration.

**Plans Required:** Documents submitted must include a paper copy (max. 11"x17") and electronic copy submitted to the Building Inspection Department for plan review. The following plans shall be submitted for review:

- 1) Site Plan:** A current property survey with the licensed seal affixed that shows all structures on the site, include accessory buildings. The structure(s) proposed to be demolished shall be highlighted and labeled for removal. Any structures to remain shall be labeled accordingly.
- 2) Tree Protection Plan:** A current property survey that identifies the following:
  - Detailed site plan showing the building footprint and flatwork with labeled tree species and trunk diameter;
  - Clear delineation of all protected tree stands where no construction or grading will occur;
  - Placement of all required tree protection fencing and trunk wrapping clearly shown;
  - Reference to wrapping of tree trunks with orange protective fencing or other approved method;
  - Clear delineation of construction-related access, parking, storage, and staging areas;
  - Location of any areas where proposed excavation or trenching will occur;
- 3) Erosion Control Plan:** Where required, erosion control may be necessary where the disturbance of established vegetation has the potential to cause silt to leave the site, as determined by the City official. Erosion control methods shall be identified on the site plan and comply with the adopted standards of the City.

## **PLAN MINIMUM DESIGN STANDARDS:**

Demolition site plans may have the building footprint and trees hand drawn on the property survey provided such drawings are accurate and scaled as practical as possible. Hand-drawn details which are deemed as "unacceptable" by Staff due to incomplete, inaccurate, or illegible shall be rejected.

## **SEQUENTIAL PROCEDURE FOR CONTRACTORS**

- 1) Submit completed application and all required plans
- 2) Install any required tree protection fencing while plans are in review
- 3) Request tree protection inspection before permit issuance
- 4) Request erosion control inspection before permit issuance
- 5) Obtain approvals for tree protection and erosion control before permit issuance
- 6) Contact Public Works Operations at 817-503-1360 to have the water meter removed (if necessary)
- 7) Permit can be issued once plan review, tree protection, and erosion control are approved
- 8) Request PW Demo inspection via phone (IVR) or email (eTrakit) when site utilities are terminated.  
Request Demolition Final via phone (IVR) or email (eTrakit) when demo is complete and site rough graded

## **INSPECTION SCHEDULING**

When scheduling inspections, utilize one of the methods listed below. Do not contact the individual department to schedule the inspection unless otherwise noted.

- By phone using IVR (817-350-6321) and use code number 1010 (Residential) and 2010 (Commercial);
- ETRAKiT online inspections at <https://crw.colleyville.com/etrakit3/>.

## **INSPECTIONS REQUIRED**

### **Public Works Demolition (Utility Terminations)**

*Inspection performed by Public Works Engineering Division*

#### **Sanitary Sewer**

- Sewer line is required to be capped at the property line using solvent-welded PVC fitting;
- Installation in the right-of-way of a double cleanout with risers and cap towards the property is also required;
- Sewer line and cap shall be exposed sufficiently so that the Public Works Construction Inspector can view the work performed. Work that is obstructed from full view, as determined by the inspector, shall require the removal of any soil, mud, water, or debris to expose all piping in its entirety
- Orange protection fencing shall be placed around the perimeter of the excavation for protection;
- INFORMATIONAL NOTE: An existing 3" sewer tap **CANNOT** be reused. The line must be abandoned and capped. The City minimum requirement is a 4-inch line.

#### **Water Meter**

The removal of the water meter shall be performed by the City. Contractor must request removal by contacting Public Works at 817-503-1090

#### **Electric & Gas**

Utilities shall be properly terminated by the franchise utility provider and such terminations are not inspected by the City. Electric and Gas must be removed in advance of inspection request.

#### **Tree Protection** (*Inspection performed by Urban Forestry*)

Where required, the tree protection fencing shall be installed and where not practical, the trunks shall be wrapped using lumber. See the attached tree protection guidelines in the next page.

#### **Erosion Control** (*Inspection performed by Public Works or Building Inspections or Urban Forestry*)

Where required, erosion control shall be installed only after tree protection plan is approved so that trenching does not occur within the critical root zone of protected trees.

#### **Demolition Final** (*Inspection performed by Building Inspections*)

This inspection may be requested only upon approval of any required tree protection, approval of the PW Demolition inspection, and the demolition is complete. Site shall be rough graded, all debris removed, tree protection fencing in place (when required), and erosion control installed (when required). All tracking onto the street shall be cleaned and any alterations impacting lot drainage shall be addressed, including ditches, culverts, or the natural flow across the site.

## **TREE PROTECTION GUIDELINES**

1. **Protective Fencing** – All trees shall have protective fencing located at the tree's drip line. The protective fencing may be comprised of snow fencing, orange vinyl construction fencing, chain link fence or other similar fencing with a four-foot (4') approximate height. The protective fencing may be located within the drip line of the specimen tree for approved construction only. The fencing shall follow the delineation of the approved construction.
2. **Bark Protection** – In situations where a tree remains in the immediate area of intended construction, the tree shall be protected by enclosing the entire circumference of the tree's trunk with lumber encircled with wire or other means that does not damage the tree.
3. **Construction Pruning** – In a case where a low hanging limb may be broken during the course of construction, the obtrusive limb may be cut. The limb shall be cut either flush to the trunk on or at the next joint of the limb. The wound shall then be sealed with pruning paint. In no instance shall pruning involve a portion of the trunk or thirty percent (30%) of the entire canopy without the prior approval of the building inspector.
4. **Improvements within the Critical Root Zone of a Tree** – Design constraints often dictate that trees slated for preservation have some encroachment on their critical root zone. The following is the minimum design criteria that are allowed within the critical root zone of a tree. Development exceeding the criteria would put the tree at risk and therefore no longer be considered a preserved tree. In such a case replacement trees shall also be required.
  - a. ***Grade Changes*** – In the event that grade changes must be made around a tree or group of trees, the following should be implemented in order to maintain oxygen and water exchange within the tree's critical root zone.
    - i. A minimum of seventy-five percent (75%) of the critical root zone must be preserved at natural grade with natural ground cover or landscaping for the tree to be considered a preserved tree.
    - ii. No cut or fill greater than two inches (2") shall be located closer to the tree trunk than one half (1/2) of the radius of the critical root zone radius distance.
    - iii. Increase Grade: Provide an aeration system just outside the tree's drip line. A dry well located a minimum of one-half (1/2) of the radius of the critical root zone.
    - iv. Decrease Grade: Provide retaining walls outside the drip line to mitigate cuts.
5. **Prohibited Activities** – The following activities shall be prohibited within the limits of the drip line of any tree that is subject to the requirements of this Chapter.
  - a. **Material Storage** – No materials intended for use in construction or waste materials accumulated due to excavation or demolition shall be placed within the limits of the drip line of any tree.
  - b. **Equipment Cleaning / Liquid Disposal** – No equipment may be cleaned or other liquids deposited within the limits of the drip line of a tree. This would include but not be limited to, paint, oil, solvents, asphalt, concrete, mortar or other materials.
  - c. **Tree Attachments** – No signs, wires or other attachments, other than those of a protective nature shall be attached to any tree.
  - d. **Vehicular Traffic** – No vehicular and construction equipment traffic or parking is allowed within the limits of the drip line of the tree

