

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

Remarks:

1. Owner shall submit deed if property was purchased within last 12 months,
2. Owner shall submit \$500.00 lot clearing deposit & complete Refund Inspection Form,
3. Sewer shall be capped at rear p.l., water meter disconnected & inspection made of both,
4. Property shall be exterminated for rodents 7 days minimum prior to permit,
5. Gas/Elec/Cable/Phone Svcs shall be terminated & inspected prior to issuance of Raze Permit,
6. Submit Erosion Control application & plans to Town Engineer, get approved, and installed,
7. Submit SB.509 form letter acknowledgement (Asbestos Abatement Certification)
8. Contractor shall apply for **\$200.00** Raze Permit.

The attached information is for your review. Please contact us if you have any questions concerning the application for raze of a house/accessory building in the Town of Highland Park. **NO SALVAGING SHALL OCCUR PRIOR TO THE ISSUANCE OF THE RAZE (DEMOLITION) PERMIT!**

*Sincerely,*

***The Building Inspection Department***

**Paul Vermeer**

Building Official

[pvermeer@hptx.org](mailto:pvermeer@hptx.org)

**Kirk Smith**

Development Services Manager

[ksmith@hptx.org](mailto:ksmith@hptx.org)

**Don Young**

Construction Coordinator

[dyoung@hptx.org](mailto:dyoung@hptx.org)

**Mary Kuebler**

Permit Technician

[mkuebler@hptx.org](mailto:mkuebler@hptx.org)

**Atmos Gas**

(Customer Service for disconnect)

1-800-460-3030

**CHARTER**

(Customer Service for disconnect)

1-866-937-2427

**Sue Inurrigarro**, Project Manager

Atmos Energy

2601 Logan St.

Dallas, TX. 75215

214-426-7040 office

214-426-7930 fax

[sue.inurrigarro@atmosenergy.com](mailto:sue.inurrigarro@atmosenergy.com)

**ONCOR Electric**

(Customer Contact Center for disconnect)

1-888-313-6862

**Paula Yeathermon**, Project Designer Sr.

ONCOR Electric Delivery

972-860-6654 office

972-860-6673 fax

[paulay@oncor.com](mailto:paulay@oncor.com)

**AT&T Repair Center**

(Customer Service for disconnect)

1-800-246-8464

**Building Permit Fees:**

A. The building permit fees for the Town of Highland Park, Texas shall be as follows:

\$500.00 - \$4,999.99 .....	\$50.00
\$5,000.00 or more.....	1% of value to nearest \$1,000
Raze a main building .....	\$200.00
Raze an accessory building .....	\$25.00

B. A five hundred (\$500.00) dollar deposit is required prior to issuing a permit to raze or move a main building. All debris including all concrete structural members below grade shall be removed from the lot and the lot shall be completely cleaned and graded to prevent any retention of water. All utilities shall be disconnected and the sewer line shall be effectively plugged with concrete or as may be required by the Building Inspector, at or near the property line prior to the issuance of the raze permit. Public sidewalks shall not be removed, however all public sidewalks damaged during demolition or in need of replacement and/or abandonment shall be repaired and/or replaced in conformance with all applicable Town ordinances. Driveway approaches will be removed and curb and gutter installed within ninety (90) days from issuance of permit, unless extension approved by Building Inspector. When the lot is cleared, all utilities disconnected and/or capped, all repairs made and approaches removed, the deposit will be refunded. Costs incurred by the Town as a result of razing the building or performing any work deemed necessary by the Building Inspector shall be deducted from the deposit.

C. The raze contractor shall have a total of ten (10) working days from the date that work begins to complete the job and request a final inspection, unless an extension has been granted by the Building Inspector. If all requirements of the raze permit are not completed within the allotted time, then the five hundred (\$500.00) dollar deposit will be forfeited to the Town of Highland Park.

D. All but \$50.00 of the permit fee can be refunded if work has not commenced and request for refund is made in writing no less than thirty (30) days from issuance of permit.

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<b>Sewer-Tap .....</b>	<b>\$750.00</b>	<b>(Req'd for new construction)</b>
<b>Water Meter 5/8" .....</b>	<b>\$750.00</b>	
<b>Water Meter 1" .....</b>	<b>\$850.00</b>	
<b>Water Meter 1½.....</b>	<b>\$1400.00</b>	

*Note: Bonded contractor obtains permits to excavate & restore alley/easement in preparation for the Town to make utility taps.*

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Receipt # \_\_\_\_\_

## ***Demolition Deposit Refund Inspection***

Property Address: \_\_\_\_\_

Demolition Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

The following items are to be checked for ordinance compliance prior to refunding demolition deposits:

- ◇ 7-day rat abatement certification letter received, **Date:** \_\_\_\_\_
- ◇ Sewer has been capped off at the *property line* or *old wye removed*.
- ◇ Sewer location verified and recorded. \_\_\_\_\_
- ◇ Water meters located & removed/disconnected by Water Department, **Date:** \_\_\_\_\_
- ◇ Water meters located and disconnected by Contractor, **Date:** \_\_\_\_\_
- ◇ Lot is clear of all debris, brush, building materials, and trash.
- ◇ Lot is properly graded and leveled so that water will not stand.
- ◇ All concrete/asphalt adjacent to property is in good condition.
- ◇ Abandoned approaches were replaced with curb and gutter.
- ◇ ATMOS Gas has completed gas termination, **Date:** \_\_\_\_\_

Final Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_

***NO SALVAGING WILL BE ALLOWED WITHOUT PRIOR ISSUANCE OF RAZE PERMIT!***

*I have read and understand the above requirements; I also understand that I have thirty days in which to comply, or the demolition deposit may be forfeited. An extension of time must be approved by the Building Official. **\*\*The sewer shall be capped PRIOR to obtaining a Demolition Permit.\*\****

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Property Owner*

Owner's Printed Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

AFFIDAVIT

THE STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me the undersigned authority, a Notary Public in and for the said County and State, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed on this instrument.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County

\_\_\_\_\_  
My Commission Expires



# Memorandum

To: All Residential Demolition Contractors

From: Kirk Smith, Building Inspector

Date: Wednesday, July 27, 2011

Subject: New Policy for Demolition of Residential & Commercial Structures

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As a result of complaints received regarding conditions on and around properties where structures are being demolished, the following procedures for residential demolition projects will go into effect immediately in the order stated below:

1. Owner shall submit deed if property was purchased within last 12 months,
2. Owner shall submit \$500.00 lot clearing deposit & complete Refund Inspection Form,
3. Sewer shall be capped at rear p.l., water meter disconnected & inspection made of both,
- 4. Residential property shall be exterminated\* seven (7) days minimum prior to permit,**
- 5. ATMOS Gas must provide confirmation of gas termination to the Town,**
6. Submit SB.509 acknowledgement (Asbestos Certification),
7. Contractor shall apply for **\$200.00** Raze Permit.

**NO SALVAGING SHALL OCCUR ON PROPERTY UNTIL A RAZE PERMIT HAS BEEN PROPERLY OBTAINED! IF SALVAGING OCCURS PRIOR TO ISSUANCE OF THE RAZE PERMIT, THEN THE PROPERTY OWNER and/or CONTRACTOR IS SUBJECT TO RECEIVE CITATIONS.**

\* The owner or demolition contractor shall be required to submit a plan to exterminate, bait, trap, poison, or fumigate for rats prior to demolition. Such methods may include “rodent stations” around the property. If traps are used, they shall be kept set and freshly baited at frequent intervals and maintained in good working order and shall be inspected daily for seven (7) days prior to the beginning of the demolition. All methods of extermination shall be carried out by a licensed pest control operator. Certification from a licensed pest control operator must be submitted to the Building Inspection Department stating the method of extermination used and the date such extermination was done. If traps are used, certification must show that traps were placed seven (7) days prior to the permit request and that proper inspection of the traps was made as stated above. Certification must be on file in the Building Inspection Department prior to issuance of a demolition permit.

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

To Whom It May Concern:

Texas Senate Bill 509 requires that the Town of Highland Park verify that an asbestos survey has been conducted prior to issuing a renovation or demolition permit for the public and/or commercial building or lease space. Please complete the following information as it pertains to the project in question.

Address of Construction Site: \_\_\_\_\_

*An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area being renovated and/or demolished.*

YES     NO \*

*\* If the answer is "NO", then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the Town of Highland Park.*

\_\_\_\_\_  
Owner/Operator's Name

\_\_\_\_\_  
Owner/Operator's Company Address  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Operator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

Sincerely,

***The Building Inspection Department***

**Paul Vermeer**  
Building Official

**Kirk Smith**  
Development Services Manager  
[ksmith@hptx.org](mailto:ksmith@hptx.org)

**Don Young**  
Construction Coordinator  
[dyoung@hptx.org](mailto:dyoung@hptx.org)

**Mary Kuebler**  
Permit Technician  
[mkuebler@hptx.org](mailto:mkuebler@hptx.org)

**Address of Property:** \_\_\_\_\_

**EXHIBIT A.**

**APPLICANT'S ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have on this day received this copy of the Town of Highland Park's ("Town's") prescribed methods for eliminating and/or reducing erosion nuisances. I understand this information, and I further understand that the Town will not tolerate erosion nuisances occurring on properties within the Town. I understand that I share with my fellow workers and others a duty to prevent erosion nuisances. And finally, I understand that the Town, pursuant to **Article 3.16 Erosion and Sedimentation Control** et seq., will promptly and thoroughly investigate all instances of erosion nuisances and will take remedial measures, up to and including issuing citations and a stop work order for that work on a property that necessarily involves land disturbing activities and which is causing, in whole or in part, an erosion nuisance(s).

APPLICANT:

WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

**TOWN OF HIGHLAND PARK'S PRESCRIBED METHODS OF  
ELIMINATING AND/OR REDUCING EROSION NUISANCES**

- A. Limit the size of disturbed areas to the greatest extent possible.
- B. Provide and install silt fence and/or other control measures to intercept silt from disturbed areas.
- C. Keep the velocities of storm water runoff below the erosive level.
- D. Protect inlets, streets, alleys and waterways from surface runoffs.
- E. Minimize the extent of sediment leaving the project site.
- F. Revegetate all disturbed area with a rapid, vigorous growth of long-term vegetation as soon as possible.
- G. Reduce the silt leaving a construction site on the wheels of construction vehicles by providing vehicle washing areas and/or established construction entrances and exits.
- H. Preserve and protect existing vegetation to the greatest extent possible.
- I. All loose and excavated materials shall be removed at the end of each day from areas located within waterways and floodplains.
- J. Replace and/or repair erosion control measures that are in disrepair.

APPLICANT'S INITIALS: \_\_\_\_\_

## **EROSION/SEDIMENTATION CONTROL PLAN SUBMITTAL REQUIREMENTS**

### **Sec. 3.16.011 Submission of Erosion/Sedimentation Control Plan to Town**

(a) In instances where an Owner or an agent in charge of any property seeks to conduct and/or to perform work which will necessarily involve land disturbing activities including, but not limited to, excavation, grading, demolition, drainage work, and/or stock piling of unprotected soil(s) and sand(s) within the Town\* (\*as determined by the Town's Building Inspection Department), prior to the commencement of said work, the Owner or agent shall first submit to the Town Engineer for review an erosion and/or sedimentation control plan. The Town Engineer or his designee will review each proposed plan to determine its conformance with the provisions of the regulation. Within ten (10) business days after receiving a proposed plan, the Town Engineer shall, in writing:

- (1) Approve the proposed plan, and issue a permit for said work;
- (2) Approve the proposed plan subject to and under the reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit for said work subject to those conditions; or
- (3) Disapprove the proposed plan, with the reason(s) for same, and also include the necessary items, procedures and/or conditions for the applicant to cover and/or to satisfy in a revised, proposed plan.

(b) For (2) above, and where the Town Engineer conditions the approval of a proposed plan on the installation of certain sediment control devices, no grading or construction at or on the property shall begin until the approved sediment control devices are installed, inspected, and approved by the Town Engineer or his designee.

(c) The applicant shall conduct all land disturbing activities in strict accordance with the applicant's approved plan.

(d) By approval of the plan, should it in fact occur, neither the Town nor the Town Engineer stipulates or warrants that the proposed controls will be sufficient to prevent adverse impacts onto private or public properties. Accordingly, the Town shall not be deemed to waive, in whole or in part, its rights to pursue its legal remedies in order to prevent or to stop erosion nuisances, both under this ordinance, and all other applicable ordinances and laws.

**This complete Article (Erosion/Sedimentation Control) and is available free to download from the Building Inspection Department webpage titled "Forms to Download" at [www.hptx.org](http://www.hptx.org) .**

**Contact: Heath Haseloff, P.E., Project Engineer – [hhaseloff@hptx.org](mailto:hhaseloff@hptx.org) or 214-559-9468**

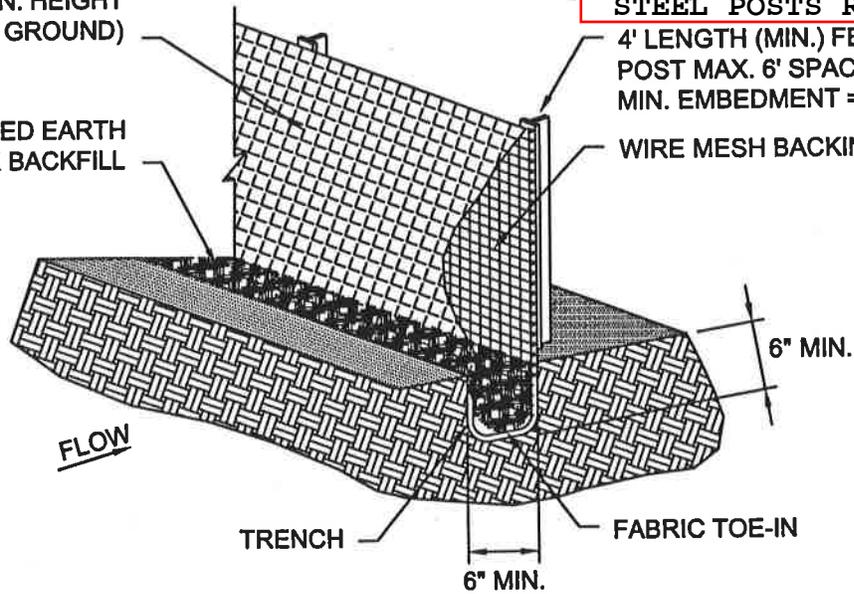
SILT FENCE (MIN. HEIGHT  
24" ABOVE EXIST. GROUND)

COMPACTED EARTH  
OR ROCK BACKFILL

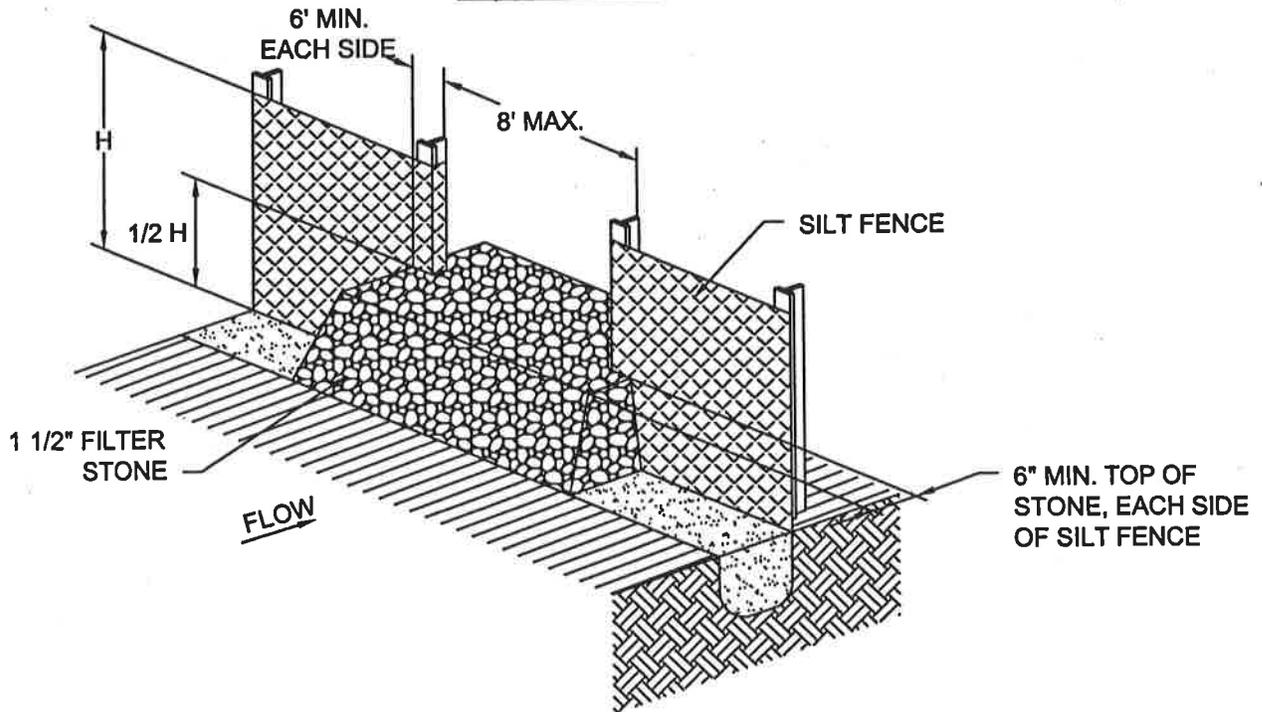
**STEEL POSTS REQUIRED!**

4' LENGTH (MIN.) FENCE  
POST MAX. 6' SPACING,  
MIN. EMBEDMENT = 1'

WIRE MESH BACKING



SILT FENCE



STONE OVERFLOW STRUCTURE

SILT FENCE

North Central Texas Council of Governments



STANDARD SPECIFICATION REFERENCE

201.5

DATE

OCT. '04

STANDARD DRAWING NO.

1020A

SILT FENCE GENERAL NOTES:

1. POSTS WHICH SUPPORT THE SILT FENCE SHALL BE INSTALLED ON A SLIGHT ANGLE TOWARD THE ANTICIPATED RUNOFF SOURCE. POST MUST BE EMBEDDED A MINIMUM OF ONE FOOT. **STEEL POSTS ARE REQUIRED.**
2. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN WITH A SPADE OR MECHANICAL TRENCHER, SO THAT THE DOWNSLOPE FACE OF THE TRENCH IS FLAT AND PERPENDICULAR TO THE LINE OF FLOW. WHERE FENCE CANNOT BE TRENCHED IN (e.g. PAVEMENT), WEIGHT FABRIC FLAP WITH ROCK ON UPHILL SIDE TO PREVENT FLOW FROM SEEPING UNDER FENCE.
3. THE TRENCH MUST BE A MINIMUM OF 6 INCHES DEEP AND 6 INCHES WIDE TO ALLOW FOR THE SILT FENCE FABRIC TO BE LAID IN THE GROUND AND BACKFILLED WITH COMPACTED MATERIAL.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH SUPPORT POST OR TO WIRE BACKING, WHICH IN TURN IS ATTACHED TO THE FENCE POST. THERE SHALL BE A 3 FOOT OVERLAP, SECURELY FASTENED WHERE ENDS OF FABRIC MEET.
5. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP. REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN FINAL STABILIZATION IS ACHIEVED OR ANOTHER EROSION OR SEDIMENT CONTROL DEVICE IS EMPLOYED.
7. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF HALF THE HEIGHT OF THE FENCE. THE SILT SHALL BE DISPOSED OF AT AN APPROVED SITE AND IN SUCH A MANNER AS TO NOT CONTRIBUTE TO ADDITIONAL SILTATION.

SILT FENCE

North Central Texas Council of Governments



STANDARD SPECIFICATION REFERENCE

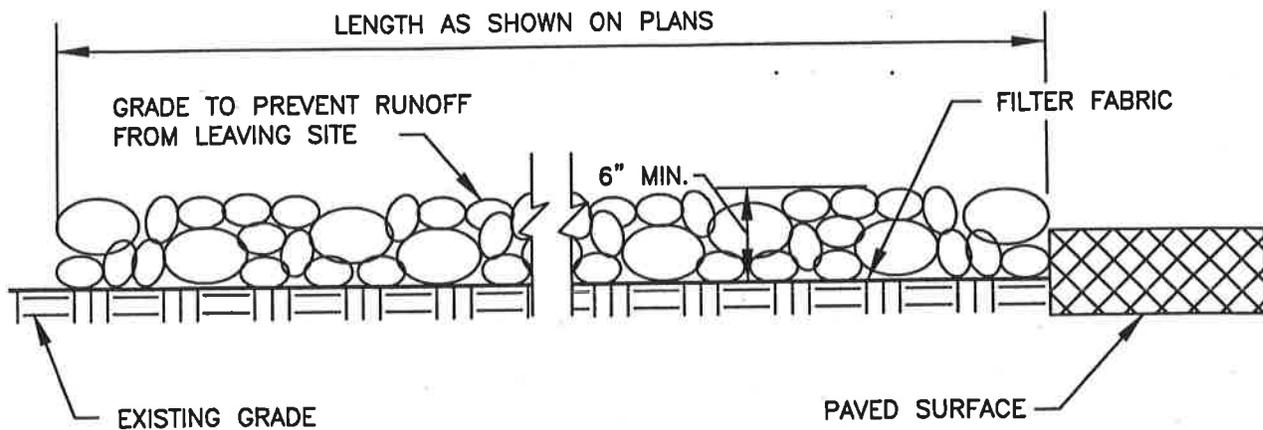
201.5

DATE

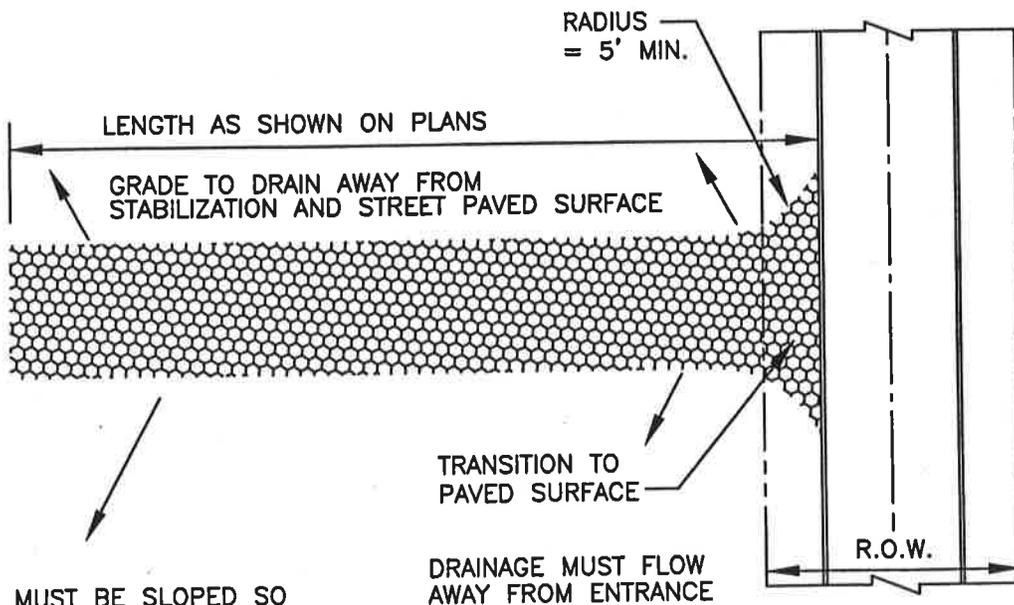
OCT. '04

STANDARD DRAWING NO.

1020B



PROFILE VIEW  
N.T.S.

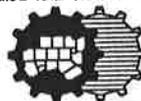


ENTRANCE MUST BE SLOPED SO THAT STORM WATER IS NOT ALLOWED TO LEAVE THE SITE AND ENTER ROADWAYS.

PLAN VIEW  
N.T.S.

STABILIZED CONSTRUCTION  
ENTRANCE

North Central Texas Council of Governments



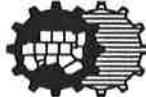
STANDARD SPECIFICATION REFERENCE  
201.10

DATE  
OCT. '04

STANDARD DRAWING NO.  
1070A

STABILIZED CONSTRUCTION ENTRANCE GENERAL NOTES:

1. STONE SHALL BE 3 TO 5 INCH DIAMETER COARSE AGGREGATE.
2. LENGTH SHALL BE AS SPECIFIED IN THE SWPPP.
3. THE THICKNESS SHALL NOT BE LESS THAN 12 INCHES.
4. THE WIDTH SHALL BE NO LESS THAN THE FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS.
5. WHEN NECESSARY, VEHICLES SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE WITH DRAINAGE FLOWING AWAY FROM BOTH THE STREET AND THE STABILIZED ENTRANCE. ALL SEDIMENT SHALL BE PREVENTED FROM ENTERING ANY STORM DRAIN, DITCH OR WATERCOURSE USING APPROVED METHODS.
6. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PAVED SURFACES. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PAVED SURFACES MUST BE REMOVED IMMEDIATELY.
7. THE ENTRANCE MUST BE PROPERLY GRADED OR INCORPORATE A DRAINAGE SWALE TO PREVENT RUNOFF FROM LEAVING THE CONSTRUCTION SITE.
8. PREVENT SHORTCUTTING OF THE FULL LENGTH OF THE CONSTRUCTION ENTRANCE BY INSTALLING BARRIERS AS NECESSARY.
9. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP.

STABILIZED CONSTRUCTION ENTRANCE	North Central Texas Council of Governments 	STANDARD SPECIFICATION REFERENCE 201.11	
		DATE OCT. '04	STANDARD DRAWING NO. 1070B