



Town of Reading
16 Lowell Street
Reading, MA 01867

PUBLIC SERVICES DEPARTMENT
Building Division
Mon - Wed - Thu 7:00 AM – 5:30 PM
Tues 7:00 AM – 7:00 PM ~ Fri Closed
Phone 781-942-6613 ~ Fax 781-942-9071
www.readingma.gov

SIGN-OFF TO DEMOLISH A STRUCTURE

To the Inspector of Buildings:

The undersigned hereby applies for a permit to demolish a structure according to the provisions of the State Building Code:

1. Property Address: _____ Estimated Cost: \$ _____
2. Owners Name: _____ Telephone: _____
3. Owners Address: _____ Email: _____
4. Contractor: _____ Telephone: _____
5. Contractors Address: _____ Email: _____
6. Historic Building: _____ Yes _____ No Demolition 6-Month Delay Approval attached: _____
7. Plot Plan/Site Plan submitted: _____ Size of Lot: _____ sf Front: _____ Rear: _____ Deep: _____
8. Material of Structure: _____ Size of Building: _____ Area of Building: _____
9. Distance from Lot Lines: Right: _____ Left: _____ Front: _____ Rear: _____
10. **Required Signatures:** - All utilities must be signed by the respective companies

Conservation: _____ Electrical/RMLD _____ Fire: _____ Gas/National Grid Letter: _____

Health - see attached Board of Health requirements: _____ Sewer: _____ Water: _____

11. *Direct Abutters Notified – proof must be attached: _____

12. **A permit to demolish the structure is required – attach all documents with the building permit application**

Signature of owner or agent: _____ Date: _____

Address: _____ Telephone: _____

***Certified Abutters List issued by the Assessing Department to be used when notifying the direct abutters by Certified Mail. There is a 10-day waiting period after the abutters are notified before a permit to demolish will be issued.**

A 6'-0 chain link fence is required to be installed before a building permit will be issued

The Police Department to be notified before the structure is scheduled to be demolished.



**Town of Reading
16 Lowell Street
Reading, MA 01867-2683**

HEALTH
Phone: (781) 942-9061
Fax: (781) 942-9071
Website: www.readingma.gov

BOARD OF HEALTH REQUIREMENTS FOR DEMOLITION PERMIT

The following information is required to enable the Reading Health Division to sign off on Demolition permits:

Pest control assessment report: confirmation from a **licensed pest control operator** showing that an assessment, and treatment if necessary, has been completed.

An asbestos assessment plan from a **licensed** Asbestos Inspector. If asbestos found provide a removal plan, from a **licensed** Asbestos removal contractor and a copy of the **DEP ANF001 form**

Survey of Septic tanks and cesspools if present , must also file for an abandonment permit

A dust remediation plan identifying how dust is to be controlled during the demolition process to prevent migration across the property line

A survey of wells (irrigation and potable)

A temporary dumpster permit – if demolished materials are to be stored onsite overnight or longer

Please feel free to contact the Reading Health Division should you require assistance or have questions at 781-942-9061