



## **Needham Public Health Division**

178 Rosemary Street, MA 02494  
www.needhamma.gov/health

781-455-7940 ext. 504  
781-455-7922 (fax)



### **Demo Guidelines for Needham Residents**

**Note: NO CASH** Needham Public Health only accepts checks

Here are the procedures that you will need to follow prior to any demolition/major renovation work –

- 1.) Pick up a form called, 'Notification of Demolition,' at the Health Department office, located on the second floor of the newly renovated Rosemary Recreation Complex located at 178 Rosemary Street; or download online at <http://www.needhamma.gov/Health> and click 'Permits and Applications'. Click on form entitled 'Demolition Guidelines and Notification'. This form needs to be filled out by you (or your contractor) and approved by the Health Department (ensuring that all the required information is submitted including the \$ fee.) We will make 3 copies of this approved form, one is for your records, and the other copies need to be hand-delivered to the Building Department (located at #470 Dedham Avenue) and the Fire Department (located at #88 Chestnut Street). You will then need to meet the additional requirements of the Building Department in order to receive your Demolition Permit.
- 2.) All structures that are going to be demolished need to be inspected by a Licensed Rodent/Pest Control Operator. A list of these can be found in the yellow pages under pest control. This report must be submitted with your notification of demolition form. If evidence of pests are found, and the structure(s) are baited, you will need to wait 10 days before you can take down the structure(s). Please try to have this inspection done as close to the date of the planned demolition as possible. ***Pest Inspection reports must be carbon copies of the original report and submitted that were conducted more than 3 months prior to demolition will not be accepted. You will need to schedule another inspection. → Please allow approximately 1-2 weeks for this process.***
- 3.) You will need to have the structure(s) inspected by a Certified Asbestos Inspector. You can download a current list of Analytical Labs which employ certified asbestos inspectors at the following web link: <http://www.mass.gov/lwd/docs/dos/lead-asbestos/asbestos/web-list-aa.pdf> (Note: You can also hire a private inspector, but you would need to submit a copy of their certified asbestos inspector's license.) Sampling **MUST** be conducted of all Suspect Asbestos Containing Materials - **NO VISUAL INSPECTIONS ARE ALLOWED**. Please submit a copy of the asbestos report (this report must include a letter from a certified asbestos inspector, sampling results and removal reports. Final air test results are also required to be submitted after completion of an asbestos abatement action, except for small scale glove bag, or exterior asbestos removals. A Department of Environmental Protection (DEP) Asbestos Notification Form (ANF-001) must also be submitted. A copy of this form is available to be downloaded at the following web link: <http://www.mass.gov/eea/agencies/massdep/service/approvals/bwp-aq-04-anf-001.htm>. ***NOTE: TRACE asbestos elements must now be removed and disposed of in an approved commercial landfill. → Please allow approximately a month to schedule this process.***
- 4.) If you have a septic system, this will need to be either staked out so no heavy equipment drives over it (if you are demolishing a garage or shed), OR the system will need to be abandoned properly (if you are demolishing a house) and connected to sewer if available. Please pick up a copy of the 'Septic Abandonment' form from the Health Department office or download it from the Health Department website, and have your contractor fill it out and sign/date it and submit it back to the Health Department along with a copy of the septic system pump report. (Please Note: *Failure to provide documentation that the system was properly abandoned to prevent future safety hazard may subject the owner to fines, prevent issuance of occupancy or building permits, or delay the sale of a home.*)
- 5.) Please be aware that the proper disposal of mercury thermostats is required. The Board of Health Regulation, specifically Article 13 – Mercury Disposal, requires the proper disposal of mercury-containing devices. You can bring these thermostats to the Health Department office or to the Department of Public Works (across the hall from the Building Department). ***NOTE: There is a \$100-300 fine per thermostat.***
- 6.) You must contact the Fire Department (781-455-7580) to see if they have any underground fuel storage tanks (USTs) on file for your property. This will also allow them to schedule a water truck with you to be present on site the day of the scheduled demolition (to spray down nuisance dust debris, etc.) A copy of the signed approval form must be hand-delivered to them.

### **\*NEW REQUIREMENT -**

- 7.) You must notify all the direct abutting neighbors of your impending demolition. Please drop a letter off to each neighbor giving them the date of the demolition. The Health Department must receive a copy of this draft letter, as part of our demolition approval process. This will enable the neighbors to plan accordingly (i.e. leave their property, shut their windows, etc.) when the demolition is taking place.
- 8.) **NEW:** Review of application may take up to **7 BUSINESS DAYS**.



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**The Board of Health Regulation, specifically Article 13 – Mercury Disposal Regulation, requires the proper disposal of mercury containing devices. (NOTE: There is a \$100-300 fine per incident.)**

**NO CASH** Needham Public Health only accepts checks – Review may take up to **7 BUSINESS DAYS**

## Notification of Demolition Form (Non-transferable)

**DEMO ALLOWED AFTER DATE:** \_\_\_\_\_ **DATE OF PEST CONTROL EXPIRATION:** \_\_\_\_\_  
(You need to wait 10 days from date of pest baiting before you demo.) Pest Control Report expires after 3 months. Reports submitted that were conducted more than 3 months prior to demolition will not be accepted. (You must schedule another inspection.)

► **To:** Building Department  
Fire Department (owner or contractor must hand-deliver to Building & Fire Dept.)

Address of Structure: \_\_\_\_\_

Owner: \_\_\_\_\_ Tel. # \_\_\_\_\_

Demo Contractor: \_\_\_\_\_ Tel. # \_\_\_\_\_

### 1. Structure to be Demolished:

House  Garage  Septic/Cesspool\*(see below)  Other \_\_\_\_\_

2. Is there a septic system on the property?  Yes\*  No

\*If yes, when abandoning your septic/cesspool system, make sure the following procedures have been completed (**Obtain Septic**

**Abandonment form at the Needham Health Department**):  Abandonment Form Submitted

Abandon system as per Title V regulations and Needham Health Department procedures as follows:

- Submit copy of Septic pump report by a licensed hauler sent to Health Department;
- Removal of Septic Tank **OR** Rupture the bottom of the tank or cave in cesspool;
- Fill the tank/cesspool completely with clean sand/gravel;
- Cap the pipe to the former septic/cesspool;
- Make sure all bathrooms, etc. are connected to the sewer line.
- **Contractor must check off the required steps on the form and then sign and date the bottom and return it to the Health Department.** *NOTE: Failure to provide documentation that the system was properly abandoned to prevent future safety hazard may subject the owner to fines, prevent issuance of occupancy or building permits, or delay the sale of a home.*

### 3. Rodent/Pest Control:

**NEW** → Submit **Original Carbon Copy** of the Licensed Pest Control Operator Report (Inspection should be done no more than 3 months prior to demolition, but preferably right before demolition.)

Rodents present and/or baited for rodents?  Yes  No Report Submitted  
If Yes, then need to wait 10 days from date of first baiting. Date of first baiting: \_\_\_\_\_

**4. You MUST notify the direct abutting neighbors of your impending demolition. Please drop a letter off to each neighbor giving them the date of the demolition. (Please submit a draft copy of this letter for review.)**

Will do

### 5. Underground Fuel Storage Tanks (USTs)?

Did you check with the Fire Department for the existence of possible USTs?  Yes  No (OVER)



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**6. Asbestos Present\*?** (Roofing/siding/tiles/insulation, etc.)  **Submitted Summary Report** Sampling MUST be conducted of all Suspect Asbestos Containing Materials - NO VISUAL INSPECTIONS ARE ALLOWED. (This report must include a letter from a certified asbestos inspector, sampling results, removal reports, and final air test results.) *The certified asbestos inspector must also state in the letter that he conducted a final inspection of the structure and found that the asbestos was sufficiently removed.*  
**NEW REQUIREMENT** → A Dept. of Environmental Protection (DEP) Asbestos Notification Form ANF-001 must also be submitted. This form can be downloaded at <http://www.mass.gov/eea/agencies/massdep/service/approvals/bwp-aq-04-anf-001.html>.



→ Submit a Certified Asbestos Report (which states whether asbestos was present or not.)

**A list of Analytical Labs that employ certified asbestos inspectors is available in our office. You can also download a list online at** –<http://www.mass.gov/lwd/docs/dos/lead-asbestos/asbestos/web-list-aa.pdf>

If asbestos is present, applicant/owner must comply with Department of Environmental Protection (DEP) regulations (310 CMR 7.15) for proper notification and disposal (noted below). They must prevent site and neighborhood contamination with this hazardous material. **NOTE: TRACE asbestos elements must now be removed and disposed of in an approved commercial landfill.**

**NEW 7. Central AC?** Does the facility/home have central air conditioning?  Yes  No

If yes, ensure you have proper disposal receipt for **Building Department.**

\*If present, follow these DEP asbestos removal procedures:

- 1.) A notification must be sent to the Department of Environmental Protection (DEP) on the Department-approved form 10 working days prior to the commencement of the asbestos removal. Contact DEP at (617) 338-2255 or contact the State Department of Labor and Workforce Development Division of Occupational Safety (DOS) at (617) 626-6975 for a copy of the Asbestos Abatement Notification Package, which contains form ANF-001 (this form can be downloaded from the following website: <http://www.mass.gov/eea/agencies/massdep/service/approvals/bwp-aq-04-anf-001.html>.) A notification fee is required for non-owner residences.
- 2.) A drop cloth must be used under the work area and periodically cleaned up during the asbestos removal. Doors and windows must be closed and covered with 6 mil polyethylene in proximity to where the removal is taking place.
- 3.) The asbestos material (i.e. siding) must be wetted prior to and during removal to minimize the possibility of asbestos fiber release to the ambient air. In addition, the siding must be removed in such a manner as to avoid breakage. Sanding, sawing and drilling of asbestos-containing cementitious siding is not allowed. Siding must be carefully lowered to the ground.
- 4.) After removal, the siding must be placed wet in leak-tight containers. These containers must be properly sealed to prevent fiber release and must be appropriately labeled. The Department recommends that siding be packaged in fiber drums or sturdy boxes lined with 6 mil polyethylene. Bagging of siding is not recommended because the sharp edges may tear the bags. Siding may not be bulk loaded into a truck dumpster or trailer for transport or disposal.
- 5.) Properly sealed, leak-tight containers of asbestos siding may be disposed of at either an approved commercial landfill, or if certain conditions are met (contact the DEP), a municipal landfill.
- 6.) The Department recommends that respiratory protection and protective clothing be worn as the minimum personal protection for any personnel involved in asbestos siding removal.

Should you have any questions regarding these procedures or the asbestos regulation (310 CMR 7.15), please contact the DEP Bureau of Waste Prevention office # (617) 292-5500 or check out their website at:

<http://www.mass.gov/eea/agencies/massdep/air/programs/asbestos.html> or contact Brian Wong, DOS Asbestos Program, at (617) 969-7177.

More information on asbestos can be located at:

<http://www.mass.gov/eea/agencies/massdep/air/programs/answers-to-common-asbestos-questions.html>

**Signing below states that you have read through and understand each requirement and have followed the proper steps necessary requested by the Needham Health Department prior to the demolition of any structure.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Print name:

For Health Department use:

APPROVED: YES

NO

Signature of Health Agent: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Forward to: Building  \_\_\_\_\_ Fire  \_\_\_\_\_ DPW  \_\_\_\_\_ Other \_\_\_\_\_