



## **BUILDING INSPECTION DIVISION**

Neighborhood Resource Center  
Unified Government of Wyandotte County/ Kansas City, Kansas  
4953 State Avenue, Kansas City, Kansas 66102  
p. (913) 573-8620 | f. (913) 573-8622 | [www.wycokck.org/building](http://www.wycokck.org/building)

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## **TO: DEMOLITION CONTRACTORS / PROPERTY OWNERS**

## **RE: REQUIREMENTS FOR ISSUANCE OF PERMITS FOR PRIVATE DEMOLITIONS**

### **HAULING PERMIT**

1. A hauling permit must be obtained and paid for from the Engineering Department, City Building, 701 N. 7<sup>TH</sup> St., 7<sup>TH</sup> floor, 573-5700.
2. A copy of this permit must be submitted at the time of the demolition permit request.
3. If a dumpster is being used, no hauling permit is needed. If the dumpster will be located on the street or in the right-of-way, a permit must be obtained and paid for from the Engineering Dept. and submitted at the time of the demolition permit request.

### **WATER SERVICE DISCONNECTS**

1. A plumber, licensed and bonded with the Unified Government of Wyandotte County/Kansas City, Kansas, must be used to physically disconnect the water service from the service connection.
2. The plumber must obtain a maintenance permit from the Board of Public Utilities, 540 Minnesota Ave, to abandon the water service. A copy of this must be submitted with the permit request.
3. Once the service has been disconnected, the plumber will notify the Board of Public Utilities (573-9843) to request an inspection. A copy of the inspection permit will be given to the plumber and must be submitted with the permit request.
4. If water service is not connected to the structure to be razed, a memorandum from the Board of Public Utilities confirming such fact must be submitted with the permit request.

### **ELECTRICAL SERVICE DISCONNECT**

1. Written request must be made to Kansas City Board of Public Utilities (913-573-9190) for the electrical service to be disconnected. A copy of the letter with BPU cut-off date notated and initialed must be submitted to Building Inspection with the permit request.



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### **SEWER SERVICE DISCONNECTS**

1. A plumber, licensed and bonded with the Unified Government of Wyandotte County/Kansas City, Kansas must be obtained to physically disconnect the sewer from the service connection.
2. The plumber must obtain a sewer abandonment permit from Water Pollution Control, 701 N. 7<sup>th</sup> St., 7<sup>th</sup> Floor, 573-5400).
3. Once the sewer has been disconnected, the plumber must notify Water Pollution Control at 573-5535 to request an inspection, at which time a copy of the inspection ticket will be given to the plumber. This must be submitted with the permit request.
4. If sewers are not servicing the structure to be razed, a memorandum from Water Pollution Control confirming that fact must be submitted with the permit request. If the property contains a septic tank, it must be crushed.

### **NATURAL GAS SERVICE DISCONNECT – KANSAS GAS SERVICE**

1. The owner of the property or the demolition contractor must contact the gas supplier and request termination of the service.
2. If Kansas Gas Service services the property, documentation from Kansas Gas Service indicating the gas service has been terminated must be submitted with the permit request.

**If any of the above utilities have never been in service at the structure to be demolished, a letter stating that fact on the specific utility company's letterhead must be submitted with the permit request.**

**The demolition contractor must contact Building Inspections, 573-8620, for the two required inspections:**

1. **Open Basement/Foundation Inspection:** This is requested when the structure and foundation/basement is removed or foundation/basement is broken into piece no larger than 12 inches to use for fill.
2. **Final Inspection:** This is requested when the foundation/basement has been filled in and graded, seed or sod in place, and silt fence installed. (NOTE: Only brick, stone, rock or similar material may be buried: no organic material such as wood, sheetrock, shingles, etc. may be buried.)

