

Pre-Demolition Inspection Program Procedures

Most cities in Ramsey County require any resident who plans to demolish a structure to first obtain a permit. Ramsey County Environmental Health (EH) staff members keep city staff apprised of the Pre-Demolition Program, including requirements that contractors and residents must follow prior to beginning any demolition activity. When city staff issue a demolition permit, they forward a copy of the permit (or a "Notice to Proceed") to EH. After receiving this information, EH staff assure that any hazardous materials present at the demolition site are identified and properly managed. The vast majority of demolition work is performed by a contractor so the pre-demolition procedures summarized below focus on working with contractors.

1. Environmental Health staff contact the demolition contractor to discuss:
 - Pre-demolition program requirements for inspection and documentation;
 - The demolition project timeline;
 - Scheduling a date and time to perform an on-site inspection with the contractor; and
 - Exchanging EH staff and contractor contact information, including e-mail address, telephone or cell phone number, and/or fax number;
2. Staff verify that the contractor has submitted the "Notification of Intent to Perform a Demolition" (aka "10-Day Notification") form, as required, to the MPCA and Ramsey County;
3. EH staff verify that the contractor has arranged for an asbestos survey of all structures on the property, and explain the requirement to provide the County with copies of survey results, asbestos laboratory tests, and disposal receipts;
4. EH staff enter project information into a project tracking spreadsheet and a paper file is created that will eventually include all required documents (see Required Demolition File Documents, below);
5. EH staff meet demolition contractor on site to inspect the property and all structures. County staff wear appropriate personal protective equipment (e.g., hard hat, safety shoes, safety glasses, etc.), and have a flashlight available. If the contractor is unavailable to accompany EH staff on the inspection, EH staff arrange for a colleague or other trained professional to accompany them. At no time do EH staff conduct a pre-demolition inspection alone.
6. During the inspection, EH staff and the contractor enter each room of a structure to identify hazardous materials, appliances, or other items that must be removed prior to demolition activity. A list of typical items is included below. EH staff note all items, their quantity and their location (e.g., basement) on the inspection form;
7. Following the site inspection, EH staff will:
 - Provide the contractor with a completed inspection form that identifies materials to be removed prior to demolition and properly managed;
 - Secure the contractor's signature on the inspection form, and provide them with a copy of the form;
 - Provide the contractor with a Ramsey County HHW acceptance form (if necessary), and inform the contractor how to use the form to arrange for disposal of any HHW; and
 - Inform the contractor that they must provide all necessary documentation to the County as soon as possible. (For demolition projects within the City of St. Paul, Ramsey County issues a "release of funds" confirmation memo to the City when the contractor has submitted all required documentation to the County);

8. EH staff monitor the project's status and move to close out the file once copies of surveys, abatement/disposal documentation, etc. is received from the contractor. EH staff log documentation as it is submitted. Follow up with contractors is sometimes required to remind contractors of documentation submittal requirements.

Once all required documentation is received, the file is close. (Note: For completed demolition projects in the City of St. Paul, EH staff will email City staff the *Notification to Release Funds* letter.)