



76 South Orange Avenue  
Suite 302  
South Orange, N.J. 07079

P 973.378.7715  
F 973.378.5830  
[www.southorange.org](http://www.southorange.org)

## **Demolition or Removal of Structures**

(This checklist serves as a guide to the attached forms)

All demolition work must be performed in accordance with section 5:23-2.17 of the Uniform Construction Code of the State of New Jersey. The following information is a checklist of required items which must be submitted on the attached form to the building department for approval prior to the issuance of a demolition permit.

1. **Notice to Adjoining Owners:** Provide written notice to owners of all adjoining properties, to be delivered by certified mail. Submit copies of notice and mailing receipts to the building department.
2. **Soil Conservation District Approval:** Provide copy of Hudson-Essex-Passaic Soil Conservation District permit approval or letter of exemption.- 973-364-0786 - H-E-P Soil Conservation District
3. **Refrigerants:** Effective July 1, 1992, Section 608 of the Act prohibits individuals from knowingly venting ozone-depleting compounds (generally CFC's and HCFC's) used as refrigerants into the atmosphere while maintaining, servicing, repairing or disposing of air-conditioning or refrigeration equipment (appliances). Provide letter from an air-conditioning company stating all refrigerants have been reclaimed.
4. **Asbestos Abatement:** Provide letter from asbestos abatement company with copy of asbestos abatement license stating that all asbestos materials have been removed from the site.
5. **Exterminating Service:** Provide letter to health officer showing proof of extermination no more than ten (10) days prior to demolition. The attached form must have the health officer's signature.
6. **Water:** Provide letter or email from South Orange Water stating that water service doesn't exist or has been properly disconnected. To obtain the letter or email call 973-378-7715 X7760.
7. **DPW/Municipal Engineer:** Following the Sewer Disconnect, the attached form must be approved by the South Orange Department of Public Works (973-378-7741) and the Municipal Engineer.
8. **Electric & Gas Disconnection:** PSE&G 800-817-3366 - Demolition Department
9. **Cable and Phone Disconnection:** Attach letters from Verizon and Cablevision certifying that cable and phone disconnects have been completed.
10. **Police and Fire Departments:** Each application must include a signature from the South Orange Police Department (973-763-3000) and the South Orange Fire Department (973-762-3200).
11. **Return attached forms:** When forms are completed, return to the South Orange Building Department **with a construction permit.**



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**DEMOLITION OF BUILDINGS APPLICATION**  
**(Return completed application, with a permit, to the Building Department)**

BUILDING LOCATION \_\_\_\_\_

TYPE OF BUILDING BEING DEMOLISHED:  DWELLING  DETACHED ACCESSORY STRUCTURE  COMMERCIAL

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

DEMOLITION CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB TO START (DATE SCHEDULED) \_\_\_\_\_

SEWER DISCONNECT APPROVAL DATE \_\_\_\_\_  
SUPERVISOR, DPW DATE

DATE ZONING OFFICIAL DATE

POLICE DEPARTMENT \_\_\_\_\_  
POLICE CHIEF DATE

FIRE DEPARTMENT \_\_\_\_\_  
FIRE CHIEF DATE

RODENT AND PEST OR INFESTATION EXTERMINATION, REMOVAL \_\_\_\_\_  
HEALTH OFFICER APPROVAL DATE

NOTE: ATTACH LETTERS FROM VERIZON, CABLEVISION, & PUBLIC SERVICE ELECTRIC & GAS CO. & South Orange WATER HERETO (CERTIFYING VERIZON, CABLEVISION, GAS, ELECTRICAL AND WATER DISCONNECTS COMPLETED)

\_\_\_\_\_  
AUTHORIZED BY ANTHONY GRENCI  
DIRECTOR OF CODE ENFORCEMENT AND INSPECTIONS

PUBLIC SERVICE ELECTRIC & GAS COMPANY  
PO BOX 1023  
CRANFORD, NJ 07016-1023  
Phone: 800-817-3366 Fax: 908-497-1878  
E-mail: [demolition@pseg.com](mailto:demolition@pseg.com)

**PSE&G SERVICE REMOVAL REQUEST FORM**

**Office Use Only: Project # \_\_\_\_\_ G1# \_\_\_\_\_ E1# \_\_\_\_\_**

**REVIEW APPLICATION INSTRUCTIONS BEFORE COMPLETING**

COMPANY NAME *if applicable*: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S AUTHORIZED AGENT name and title: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ TOWN: South Orange  
*(OF BLDG TO BE DEMOLISHED)*

CROSS STREET: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_  
*(This is where the service removal completion letter will be sent)*

OWNERS'S PRIMARY RESIDENCE? (CIRCLE ONE) YES NO

**PREMISE VACANT?** (CIRCLE ONE) YES NO

***IMPORTANT: APPLICATION WILL NOT BE ACCEPTED UNTIL APPLICANT HAS TAKEN OWNERSHIP AND PROPERTY IS VACANT.***

PROJECT CONTACT: \_\_\_\_\_ FAX: \_\_\_\_\_  
(OR E-MAIL)

PRIMARY PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

METER NUMBERS: Gas \_\_\_\_\_ Electric \_\_\_\_\_

TYPE AND NUMBER OF STRUCTURES TO BE DEMOLISHED: \_\_\_\_\_

DOES THE STRUCTURE TO BE DEMOLISHED HAVE MORE THAN ONE ADDRESS? **A separate form is required for each address.**

PSE&G LIGHTING TO BE REMOVED? (CIRCLE ONE) YES NO

PSE&G POLES TO BE REMOVED? (CIRCLE ONE) YES NO

POLE#(S) **required**: \_\_\_\_\_

OTHER PSE&G EQUIPMENT? (TRANSFORMER, SWITCHGEAR, ETC.) YES NO

TYPE OF ELECTRICAL SERVICE: (CIRCLE ONE) OVERHEAD UNDERGROUND

ARE YOU AWARE OF ANY ENVIRONMENTAL ISSUES AT THIS SITE? YES NO

PLEASE EXPLAIN \_\_\_\_\_

TYPE OF STRUCTURE TO BE BUILT AFTER DEMOLITION: \_\_\_\_\_

APPROXIMATE DATE OF RECONSTRUCTION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**BY SUBMITTING THIS APPLICATION YOU ARE CERTIFYING THAT YOU ARE AUTHORIZED TO REQUEST REMOVAL OF ELECTRIC AND GAS SERVICES AT THE PROPERTY SPECIFIED AND THAT PREMISE IS VACANT. Proof of ownership required at time of application. Please refer to the instructions sent with this form for list of acceptable forms of proof.**

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF  
SOUTH ORANGE VILLAGE, CHAPTER 95 THEREOF ENTITLED  
"LITTERING" BY ADDING A SECTION TO SUBSECTION 95-7  
ENTITLED "CONSTRUCTION SITES"

#05-23

BE IT ORDAINED, by the Board of Trustees of the Township of South Orange Village,  
a municipal corporation of the State of New Jersey, located in the County of Essex thereof, as  
follows:

Section 1. The Code of the Township of South Orange Village is hereby amended by  
adding the following language to section 95-7:

Any construction site that remains active for a period in excess of 30 days shall be  
required to erect and maintain a construction fence, firmly secured to the ground,  
with a white opaque wooden exterior barrier to prevent litter from entering or  
leaving the site as well as blocking the external view of the construction site. The  
owner, agent or contractor in charge may apply for a waiver from any of these  
requirements by making a formal written request to the Village Administrator whose  
determination shall be deemed final.

Section 2. Severability.

If any section, paragraph, subdivision, clause or provision of this ordinance shall be  
adjudged invalid, such adjudication shall apply only to that section, paragraph, subdivision,  
clause or provision and the remainder of this ordinance shall be deemed valid and effective.

Section 3. Repealer.

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance  
are hereby repealed to the extent of such inconsistency.

Section 4.

This ordinance shall take effect upon final passage and publication as required by law.

The above ordinance was passed on second and final reading  
by the Board of Trustees of the Township of South Orange  
Village, County of Essex, New Jersey at a Regular Meeting  
held on Monday, December 19, 2005 in Village Hall.

MARJORIE O. SMITH  
VILLAGE CLERK

WILLIAM R. CALABRESE  
VILLAGE PRESIDENT

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF SOUTH ORANGE VILLAGE, CHAPTER 172 THEREOF ENTITLED "SANITARY STANDARDS" BY AMENDING ARTICLE VII THEREOF ENTITLED "NUISANCES" BY AMENDING CHAPTER 172-60(L)

BE IT ORDAINED, by the Board of Health of the Township of South Orange Village, a municipal corporation of New Jersey, located in Essex County thereof, as follows:

Section 1.

The Code of the Township of South Orange Village is hereby amended by changing the following language in Section 172-60(L) to read as follows:

172-60(L) Demolishing or permitting to be demolished any building without instituting adequate and proper rodent control measures at least five (5) but not more than ten (10) days prior to commencement of work.

Section 2.

Severability.

If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to that section, paragraph, subdivision, clause or provision and the remainder of this ordinance shall be deemed valid and effective.

Section 3.

Repealer.

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 4.

This ordinance shall take effect after final passage and publication as required by law.

The above ordinance was passed on second and final reading at a regular meeting of the Board of Health of the Township of South Orange Village, County of Essex, State of New Jersey, held June 12, 2003.

NINA PEYSER  
PRESIDENT  
BOARD OF HEALTH