

Building Demolition Requirements

The following are requirements that must be met **during** the demolition of your property:

- Buildings which exceed one story in height may be required to install a roof over the temporary or permanent sidewalk during demolition. You should call the Building Division of Safety & Permits at (504) 658-7130 to determine whether or not you will need to provide a roof.
- When demolishing a building, story after story shall be removed and the structural parts of each story shall be lowered toward the ground immediately upon displacement.
- The material being removed shall be properly wet-down to prevent dust or other objectionable material from being released into the environment. Immediately following the displacement or demolition of plaster, masonry, concrete or any other dust-raising materials, the debris should again be wet-down.
- All remaining exposed walls of adjoining buildings must be left perfectly safe and all proper safeguards for the public shall be taken.
- Any surface holes or irregularities, wells, septic tanks, basements, cellars, sidewalk vaults, or coal chutes remaining after demolition of any building or structure shall be filled with material and shall be graded in such a manner as to provide effective surface draining.
- All debris from fire or demolition must be promptly removed from the public right-of-way. If the debris remains for longer than 6-days the property owner may face legal action.

Are there any other requirements beyond permitting?

The City Code requires you to contact the Department of Health, Rodent Control prior to beginning demolition. When the Health Department is notified of the proposed demolition, they will inspect the property to determine if the property is infested with rodents.

If the inspection indicates the existence of a rodent infestation, the owner must have the structure and premises treated for the infestation by a licensed pest control company prior to any demolition work. When the property is free of rodents, a certificate of approval will be sent to Safety & Permits by the Health Department.

Utilities must be disconnected from the structure prior to demolition. Electrical and gas service is provided by Entergy in New Orleans. They may be contacted at 1-800-ENTERGY (368-3749). Additionally, all sewerage and water lines must be sealed by a licensed plumber prior to demolition.

This brochure is intended to generally answer questions on Demolition Permit requirements. Other requirements may apply depending on the location and complexity of your project. For more information, please call the Department of Safety & Permits at **(504) 658-7100**.

City of New Orleans
Department of
Safety & Permits
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Guidelines for: Demolition Permits



CITY OF NEW ORLEANS
DEPARTMENT OF
SAFETY & PERMITS

Do I need a permit to demolish a building?

Whenever an owner wishes to demolish a building, a permit specifically for that demolition must be obtained from Safety & Permits. This permit is required even if you plan to rebuild on the property.

If your property is located in the Neighborhood Conservation District, your application must be approved by the Neighborhood Conservation District Committee. There is more on this process later in this brochure.

If the structure is on your property and has been declared to be in “imminent danger of collapse” or a “public health nuisance” and is beyond repair, the owner is responsible for demolishing the property as soon as possible in order to not endanger other persons or property. This will most often occur following a major fire.

If your property is located in a historic district or is a designated historic landmark a Certificate of Appropriateness from either the Vieux Carré Commission (VCC) or the Historic District Landmarks Commission (HDLC). This is required even if the property has been declared as in “imminent danger of collapse.”

It is the policy of Safety & Permits that a building inspector, accompanied by a historic district inspector, conducts a site visit to verify the imminent threat of the property. *Only rarely and in extreme cases will a demolition permit be issued in a historic district without the approval of the VCC or HDLC.*

Where do I get my demolition permit?

Demolition Permits are issued by the Department of Safety & Permits. This office is located in Room 7E05, on the 7th floor of City Hall. The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

What information do I need to get a Demolition Permit?

The following information is necessary to process a Demolition Permit application:

- Municipal address of the property
- Value of work to be done (even if you're doing the work yourself).
- Number of residential units to be demolished.
- Four (4) photographs of the structure to be demolished (front, rear, left and right sides).
 - If the property is located within the Neighborhood Conservation district, pictures of each side of the street are required.
- Recorded Act of Sale, if the property has recently changed ownership.
- Letter of Intent, indicating the proposed use of the property after demolition, if the property is within the Neighborhood Conservation District.
- Certificate of Appropriateness, if the property is within a local historic district or a designated landmark.

What if my building is in a historic district or the Central Business District?

If the property you wish to demolish is located in a historic district or is a historic landmark; you must first obtain a Certificate of Appropriateness from the HDLC or the VCC. Approval should be obtained before applying for your Demolition Permit.

If the property is within the Central Business District but not in a historic district, approval must be obtained from the City Council. You should apply for this approval through the City Planning Commission.

What if my property is in the Neighborhood Conservation District?

If your property is located in the Neighborhood Conservation District, you should apply for your permit by bringing all of the previously mentioned information to complete your application. It is especially important to bring a letter describing how the property will be used once demolition occurs. Your application will be forwarded to the Neighborhood Conservation District Committee, which meets on the first and third Monday of each month.

The Committee is required to approve or deny your request for demolition within 60-days of your completed application. If the Committee fails to act on the application or if your request is denied, you may appeal this denial to the City Council. If your request is approved, you will be notified by mail and instructed to return to Safety & Permits with the approval for the issuance of your permit.

What are the boundaries of the Neighborhood Conservation District?

The Neighborhood Conservation District on the Eastbank is generally bounded by the Orleans/Jefferson Parish line, Metairie Road, Interstate-10, Norfolk-Southern Railroad Track, Orleans Avenue, City Park Avenue, Wisner Boulevard Interstate-610, Florida Avenue, the Orleans/St. Bernard Parish line, and the Mississippi River.

On the Westbank, the Neighborhood Conservation District is generally bounded by Atlantic Avenue, Bodenger Boulevard, the Orleans/Jefferson Parish line, and the Mississippi River.

The Neighborhood Conservation District has also been extended to include those area designated as National Register Historic Districts. A map is located on the Department's website to help you determine if your property is within this area.

Some properties in the Neighborhood Conservation District will not require Committee review because they must be reviewed by other City agencies. The Zoning Division of Safety & Permits can advise you regarding the required review for your proposed demolition.

What are the criteria that the Neighborhood Conservation District Committee will review?

The Neighborhood Conservation District Committee is concerned about the impact of demolitions on the surrounding neighborhood. The Committee will evaluate applications according to the following criteria:

- The condition of the structure.
- The architectural significance of the structure.
- The urban design significance of the structure.
- The neighborhood context of the structure in relation to other structures near the property.
- The proposed redevelopment plan.

The Committee may require that you secure all necessary zoning approval for the proposed redevelopment of the property prior to the issuance of a Demolition Permit by Safety & Permits.

What are the fees for a Demolition Permit?

Fees for a Demolition Permit are based on the value of the work to be done. Fees must be paid by check or money order.

Currently fees are **\$95** plus **\$5 per \$1000** of demolition cost.

- If the demolition requires a Certificate of Appropriateness, a 50% surcharge is added to the permit fee.
- If a property requires NCDL review, the fee is \$250 for residential structures and \$500 for commercial structure.
- If demolition started prior to permitting, there is a 500% penalty surcharge added to the original permit fee.

Demolition without the approval of the Neighborhood Conservation District Committee may also result in a fine as indicated in Section 26-8 of the City Code.