



# TOWN OF COLONIE

**Building Department**  
Public Operations Center  
347 Old Niskayuna Road  
Latham, New York 12110

Mary E. Brizzell  
Town Supervisor

Phone (518) 783-2706 Fax (518) 783-2772  
www.colonie.org/building

Michael M. Rosch  
Director

## PROCEDURE FOR OBTAINING A DEMOLITION PERMIT

1. Application for Zoning Verification.
2. Approval from the Planning and Economic Development Department (518) 783-2741.
3. Application for Building and Zoning Permit must be submitted along with the required fee.
4. The applicant must submit written verification from the following authorities that services have been removed from the structure to be demolished:
  - A. National Grid 1-800-932-0301
  - B. Town of Colonie Pure Waters Dept. 783-2766
  - C. Latham Water District 783-2750
  - D. Town of Colonie Department of Fire Services 783-2712
  - E. Asbestos Survey (see #10 below) 457-2722 (Dept of Labor Asbestos Control)
  - F. Post asbestos survey (required prior to the issuance of a demo permit if asbestos is found).
5. The demolition contractor must submit an Original Certificate of Demolition Insurance showing General Liability with the Town of Colonie Building Department as Certificate Holder and address of demolition. We need not be additional insured. Proof of Workers Compensation is required but cannot be on an Acord form.
6. The applicant must submit written authorization from the property owner for the demolition.
7. The applicant must notify the Town of Colonie Historian at 782-2593 one week before the structure is demolished.
8. In addition, if the structure is to be demolished by burning, a copy of the Burn Permit issued by the Albany County Health Department must be submitted.
9. Upon completion of the demolition, the site must be left in a clean and safe condition. A letter from the applicant stating that site will be cleaned up and left in a safe condition within thirty (30) days of demolition must be received before a permit can be issued.
10. Pre-demolition Asbestos Survey: 12NYCRR Part 56 (56.5)
  - a. Survey required. Prior to advertising for bids...on any demolition work on a building...an owner or his/her agent...shall conduct or cause to be conducted a survey to determine whether or not a the building or portion thereof to be demolished contains asbestos...
  - b. Transmittal of building survey information. Information derived from the building survey shall be immediately transmitted by the building owner or his/her agent to the commission through the Department's Division of Health and Safety, Asbestos Control Bureau, and to the local government entity charged with issuing a permit for such demolition...