



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

GREGORY H. REVELS CBO  
Building Official

H. Bolman Bowles, P.E.  
Deputy Building Official

**Demolition Certification**

Section 117.3 of the Virginia Uniform Statewide Building Code requires that the owner or owner's agent provide certification that all service connections of utilities have been removed, sealed or plugged satisfactorily and a release be obtained from the associated utility, prior to issuance of any permit to demolish a building or structure. The certification shall also assure that written notice has been given to the owners of adjoining lots and any other lots that may be affected by the temporary removal of utility wires or the temporary disconnect or termination of other services or facilities related to the demolition. This form shall be signed and submitted with the building permit application. A site plan must also be submitted with the permit application to show the where the building or structure that is to be demolished is located on the property.

Building Address: \_\_\_\_\_ Date: \_\_\_\_\_

- **Electrical Utilities:** The electrical service must be removed from the structure. You are required to call Dominion Power at 1-866-366-4357 to request that the electrical service be removed prior to issuance of the permit application to demolish the structure.  
Dominion Power Work order number: \_\_\_\_\_
- **Gas Utilities:** You are required to call Richmond City Gas Utilities at (804) 646-5250 to request that the gas service be terminated and capped prior to issuance of the permit application to demolish the structure.  
Richmond City Gas Utilities Work order number: \_\_\_\_\_
- **Telephone & Cable Utilities:** All phone and cable or data lines must removed from building prior to issuance of the permit application to demolish the structure. This work can be performed by the building owner or a properly licensed contractor.
- **Water Wells & Septic Systems:** A permit must be obtained from the Henrico County Health Department prior to abandonment of water wells. Contact the Henrico County Health Department at 501-4530 to request an application for well abandonment. Septic tanks that will not be re-used shall be pumped out by a certified pump and haul company, the top of the tank caved in and the tank filled.
- **Residential Water & Sewer Utilities:** The water and sewer services must be disconnected and capped. This work will be performed by the Henrico County Department of Public

Utilities (DPU). You are required to call the Henrico County Department of Public Utilities at (804) 501-4517 to request terminating the water and sewer services.

- Commercial Water & Sewer Utilities (including demolition of residential buildings for future commercial development): The owner must submit a site plan to the Henrico County Department of Public Utilities (DPU) showing the existing services and meters and indicating whether the services will be re-used. Services that will be re-used may be plugged at the property line. Services that will not be re-used shall be abandoned at their connection to the water/sewer main per DPU standards. The sewer service shall be capped at the property line by the building owner or a properly licensed contractor. Services that will not be re-used shall be abandoned at the water/sewer main per DPU standards by the building owner or a properly licensed contractor. All work must be inspected and approved by DPU prior to issuance of the building permit application to demolish the structure. Contact DPU at (804) 501-4517 for additional information.
- Asbestos Affidavit: For Commercial buildings, and for Residential buildings being demolished for a commercial purpose, the building owner or permit applicant must submit a completed affidavit certifying that an asbestos survey inspection has been performed and appropriate response actions were taken to abate any asbestos that was identified. This affidavit shall be submitted with the permit application to demolish the structure. The affidavit form is available from the Henrico County Department of Building Construction and Inspections.
- Erosion control plan: An erosion and sediment control plan is required to be approved by the Henrico County Public Works Department if the demolition project results in greater than 2,500 square feet of land disturbance. Please call the Henrico County Public Works Department at 501-4393 for additional information.

**Statement of Certification:** Pursuant to Section 117.3 of the Virginia Uniform Statewide Building Code, I hereby certify that the removal, sealing or plugging of all service connections of utilities as noted above have been approved by the associated utility company. The attached written notice has also been given to the owners of adjoining lots and any other lots that may be affected by the temporary removal of utility wires or the temporary disconnect or termination of other services or facilities related to the demolition.

---

Owner/ Owners Agent  
(Print)

---

Owner/Owner's Agent  
(Signature)

Date: \_\_\_\_\_