

**REQUIREMENTS FOR DEMOLISHING  
BUILDINGS AND BACKFILLING EXCAVATIONS**

1. PERMIT MUST BE SECURED BY A LICENSED CONTRACTOR AT THE CITY ENGINEER'S OFFICE.
2. ALL DEBRIS MUST BE HAULED TO A LANDFILL AND NONE LEFT ON SITE.
3. THE FOUNDATION MUST BE REMOVED BELOW FINISH GRADE AND HAULED OUT. NONE CAN BE LEFT IN EXCAVATION.
4. THE ENTIRE BASEMENT FLOOR MUST BE COMPLETELY REMOVED.
5. ALL WATER SERVICES LARGER THAN ONE INCH (1") NEED TO BE SHUT OFF AT THE WATER MAIN AND INSPECTED BY BRAINERD PUBLIC UTILITIES PERSONNEL.
6. A. SEWER MUST BE MECHANICALLY CAPPED AT THE PROPERTY LINE AND INSPECTED BY THE BUILDING OFFICIAL.  
B. SEPTIC SYSTEM MUST BE PUMPED AND REMOVED. PUMPING MUST BE DONE BY A LICENSED PUMPING SERVICE, AND A COPY OF THE RECEIPT MUST BE PROVIDED TO THE BUILDING OFFICIAL AT THE TIME OF INSPECTION.
7. EXCAVATION MUST BE FILLED TO ABOVE NORMAL GRADE (TO ALLOW FOR SETTLING) WITH GOOD CLEAN FILL AND COVERED WITH THREE INCHES (3") OF BLACK DIRT.
8. ALL UNDERGROUND TANKS MUST BE REMOVED.
9. CHECK WITH ALL UTILITY COMPANIES.

UPDATED: MARCH 2003



06/29/93

## NOTICE TO DEMOLITION CONTRACTORS:

Mayor  
(218) 828-2308  
Fax (218) 828-2316

City Administrator  
(218) 828-2307  
Fax (218) 828-2316

Civil Attorney  
220 Laurel Street  
P.O. Box 367  
(218) 828-2775  
Fax (218) 829-9768

Criminal Attorney  
P.O. Box 631  
(218) 828-2311  
Fax (218) 829-4730

City Engineer  
(218) 828-2309  
Fax (218) 828-2316

Chief of Police  
Law Enforcement Center  
304 Laurel Street  
(218) 829-2805  
Fax (218) 829-9459

Fire Chief  
Fire Station  
23 Laurel Street  
(218) 828-2312  
Fax (218) 828-2331

City Planner  
(218) 828-2309  
Fax (218) 828-2316

Director of Parks & Recreation  
1619 Washington Street N.E.  
(218) 828-2320  
Fax (218) 828-2791

Public Utilities  
P.O. Box 373  
(218) 829-8726 (Business)  
(218) 829-2193 (Service)  
Fax (218) 829-2308

Equal Opportunity Employer

E.P.A. guidelines established in 1988 require that the St. Paul office of the Pollution Control Agency be notified no fewer than 10 days in advance of the demolition of commercial, industrial, and residential (four or more units) structures. Failure to notify the P.C.A. at least 10 days in advance has resulted in significant fines and penalties.

In addition, P.C.A. regulations require that the landfilling of the demolition debris from the above referenced structures be supervised by a certified class 3 landfill operator.

Effective immediately, demolition permits issued by this office for the demolition of the above referenced structures shall not become valid for 14 days following the issuance of the permit, unless the contractor has evidence of having notified the P.C.A. in the form of a returned receipt.

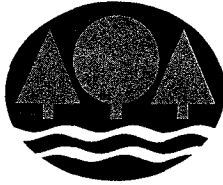
If there are any questions regarding this matter, please contact either myself at 828-2309, of Mike Dindorf, P.C.A., at 828-2492.

Jeffrey M. Hulsether, P.E.  
City Engineer

/ss



Jeff



# Minnesota Pollution Control Agency

March 15, 2001

RECEIVED  
MAR 19 2001  
CITY OF BRAINERD  
ADMINISTRATION

Dear Building Official:

The Minnesota Pollution Control Agency (MPCA) is writing to request assistance in informing the general public of federal regulations and state rules regarding demolition projects. The enclosed documents are being sent to you directly to supplement a mailing done to city officials in 1997.

MPCA staff has encountered numerous instances in which a demolition contractor had obtained a permit from the respective city or county office and commenced demolition unaware of the state and federal rules and regulations. Often contractors believe that by obtaining a city demolition permit they have satisfied all requirements. In an effort to address this problem, the MPCA would appreciate it if you would hand out the enclosed documents along with your demolition permits. Demolition permit applicants should contact the MPCA Asbestos/Demolition Team at the telephone numbers below for guidance on demolition regulations. The MPCA is aware that many cities may already supply contractors with this information and we appreciate your efforts.

In addition, if you receive homeowner questions regarding testing, removal, or disposal of asbestos, please direct them to the **MPCA Asbestos Hotline** at (651) 297-8685.

If you have any questions, please contact the MPCA Asbestos/Demolition Team at the telephone numbers below.

**MPCA Asbestos/Demolition Team**

(651) 296-6300

or 1-800-657-3864

Enclosures



Minnesota Pollution Control Agency

# Minnesota Pollution Control Agency Notification of Intent to Perform a Demolition

Type of Notification:  Original  Amended  Project Cancellation

### Demolition Contractor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

### Building Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

### Building Information:

Building Name: \_\_\_\_\_  
Address/Location: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
County: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_  
Age of Bldg. (years): \_\_\_\_\_ Size of Bldg. (sq. ft.): \_\_\_\_\_  
Number of Floors Including Basement Level(s): \_\_\_\_\_  
Present Use of Bldg.: \_\_\_\_\_  
Prior Use of Bldg.: \_\_\_\_\_

### Dates when demolition or intentional burning will Begin \_\_\_\_\_ & End \_\_\_\_\_

Notification must be postmarked or received ten (10) WORKING days before demolition begins. \*See item #5 for emergency demolitions. Both Beginning and Ending dates should be amended in writing as necessary to reflect current project dates.

**If there is >260 linear feet or >160 square feet of Regulated Asbestos-Containing Material (RACM) in the building to be demolished, it must be removed by a licensed asbestos contractor prior to demolition. The State of MN- Notice of Intent to Perform an Asbestos Abatement Project must be used to notify for the asbestos removal.**

**Is nonfriable ACM present in the structure to be demolished ?**  YES  NO  
**Will nonfriable ACM be present in the structure at the time of demolition?**  YES  NO  
If YES to both questions above complete items 1-9. If NO to either question complete items 3-9.

**1. If ACM will be left in place for the demolition indicate the amount of Category I and/or Category II nonfriable ACM left in place.**

Categ. I \_\_\_\_\_ Linear Feet  
\_\_\_\_\_ Square Feet  
\_\_\_\_\_ Cubic Feet

Categ. II \_\_\_\_\_ Linear Feet  
\_\_\_\_\_ Square Feet  
\_\_\_\_\_ Cubic Feet

Category I nonfriable ACM means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.

**\*Category I nonfriable ACM is not allowed to remain in place for demolition if it is in poor condition.**

Category II nonfriable ACM means any material, excluding Category I nonfriable ACM, containing more than one percent Asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.

**\*Category II nonfriable ACM is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition, transport, or disposal. (ex Transite, cement, slate roofing)**

**2. Description & Location of ACM remaining in place (including floor # and room #):** \_\_\_\_\_

3. Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM (including analytic method): *\*Prior to demolition all buildings must be inspected by an U. S. Environmental Protection Agency ( EPA ) accredited inspector.*

4. Description of planned demolition and the specific method(s) that will be used: \_\_\_\_\_

5. If the demolition was ordered by a government agency, please identify the agency and attach a copy of the order:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Authority: \_\_\_\_\_

Date of Order (M/D/Y): \_\_\_\_\_ Date Ordered to Begin (M/D/Y): \_\_\_\_\_

\* Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency ONLY when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated ACM or is suspected to contain any regulated ACM, special procedures MUST be followed. If you are unaware of the special procedures, instructions/regulations can be obtained by contacting the MPCA at the address or phone number listed below.

6. Description of procedure to be followed in the event that unexpected RACM is found or Cat. II nonfriable ACM becomes crumbled, pulverized or reduced to powder:

**7. Demolition Waste Transporter(s) Information:**

Transporter Name: \_\_\_\_\_  
Transporter Contact: \_\_\_\_\_  
Transporter Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**8. Demolition Waste Disposal Information:**

Landfill Name: \_\_\_\_\_  
Owner/Operator: \_\_\_\_\_  
Address/Location: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

9. I certify that the above information is correct and I am a bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.

Signature of Contractor/Owner \_\_\_\_\_

Date \_\_\_\_\_

Send to: Minnesota Pollution Control Agency  
Municipal Division  
520 Lafayette Road North  
St. Paul, MN 55155-4194

For questions call:  
651-296-6300 or 1-800-657-3864  
FAX: 651-215-1593 or 651-297-2343

**PCB Removal Information** Polychlorinated biphenyls (PCBs) must be removed from the building prior to demolition. PCBs may be found in light ballasts, small capacitors found in old appliances, and transformer oils. For questions call the MPCA Hazardous Waste (HW) business assistance unit at 1-800-657-3724.

PCB remover name/address/phone number: \_\_\_\_\_

PCB receiver name/address/phone number: \_\_\_\_\_

**Mercury Removal Information** Mercury containing material must be removed from the building prior to demolition.

Mercury containing materials may include fluorescent, metal halide, high pressure sodium, neon, mercury vapor lamps, mercury switches, thermostat probes, manometers, and gages. For questions call the MPCA HW business assistance unit at 1-800-657-3724.

Mercury remover name/address/phone number: \_\_\_\_\_

Mercury receiver name/address/phone number: \_\_\_\_\_

**Refrigerants/CFCs/HCFCs Recovery Information** A certified technician must recover refrigerants from refrigeration equipment and systems in the building prior to demolition. For questions call the CFC program at 1-800-657-3864.

Refrigerant recoverer name/address/phone number: \_\_\_\_\_

Refrigerant receiver name/address/phone number: \_\_\_\_\_



# **Minnesota Pollution Control Agency**

## **Pre-Demolition Environmental Checklist and Guide**

### **Mercury**

This section of the checklist is designed to assist you in determining the likely sources of mercury in a building demolition project.

In general, do not remove the mercury from a device such as a switch. Keep the product intact and remove and store in a covered container in a manner that will prevent breakage, spillage, or release. Label and store the mercury containing devices to ensure proper handling and disposal.

This guidance will list product categories and examples from each.

#### **Specialty Buildings and Concerns:**

Hospitals, Clinics, Laboratories, Dental Offices, and Schools. Mercury can be found in sink traps and many other pieces of equipment and devices. Special care should be given to mercury items in these buildings.

#### **Batteries:**

Smoke Detectors:

Emergency Lighting Systems:

Elevator Control Panels:

Exit Signs:

Security systems and Alarms:

#### **Lighting:**

Fluorescent Lights:

High Intensity Discharge:

    Metal Halide:

    High Pressure Sodium:

    Mercury Vapor:

Neon:

Switches for lighting using mercury relays: look for any control associated with exterior or automated lighting systems:

“Silent” Wall Switches:

**Heating, Ventilating, and Air Conditioning Systems:**

Devices in this category control a variety of functions such as water pressure, air pressure, on/off, and flow control. Check any control associated with air handling units.

Thermostats:

Aquastats:

Pressurestats:

Firestats:

Manometers:

Thermometers:

**Boilers, Furnaces, Heaters & Tanks:**

Mercury Flame Sensors by pilot lights:

Manometers, Thermometers, Gauges:

Pressure-trol:

Float or Level Controls:

Space Heater Controls:

**Electrical Systems:**

Load Meters and Supply Relays:

Phase Splitters:

Microwave Relays:

Mercury Displacement Relays:

**Other Industrial Equipment and Areas of Mercury Concern:**

Any control used for measurement of vacuum, pressure, fluid level, temperature, or flowrate could contain mercury. Included are thermostats, thermometers, manometers, pressurestats, etc. Other switches may have been used in old clocks, water cleaning systems, pneumatic control switches, and other areas.

It is the expectation of the MPCA that all equipment control boxes and panels be examined for mercury containing devices prior to demolition.

## **Poly-Chlorinated BiPhenyls (PCBs)**

PCBs are a family of chlorinated compounds that were dielectric or especially non-conductive. PCBs are oily liquids that are usually pale yellow to clear. The following is a list of areas in buildings where PCBs may be found.

Transformers:

Transistors:

Capacitors (old appliances, electronic equipment):

Heat Transfer Equipment:

Light Ballasts:

## **Lead**

Lead and lead based paint (LPB) are common items in many older buildings. The use of LPB was discontinued in 1978, however, many buildings have multiple layers of paint and should be examined carefully. Lead can be found in the following areas:

Lead Based Paint: (woodwork, metal equipment, interior/exterior uses)

Lead-Acid Batteries: (lighting, exit signs security systems)

Lead flashing molds and roof vents:

Lead Pipes and solder:

## **ChloroFluoroCarbons**

CFCs (chlorofluorocarbons) and HCFCs (hydrochlorofluorocarbons) are man-made refrigerants that destroy the ozone layer.

Fire Extinguishers (both portable and installed halon suppression systems)

Air Conditioners (rooftop, room, and central)

Walk in Coolers (refrigeration or cold storage areas)

Water Fountains and Dehumidifiers:

Refrigerators/Freezers/Chillers:

Heat Pumps:

Vending Machines/Food Display Cases:

## **Asbestos**

Asbestos is a naturally occurring mineral that separates into strong, very fine fibers. These fibers float in the air and are easily breathed into the lungs, causing serious health problems.

Asbestos is not combustible, has high tensile strength, has good thermal and electrical insulating properties, is moderately resistant to chemicals, and has good frictional properties. It is durable, flexible, strong and resistant to wear. Thus, asbestos has been used for thousands of commercial and public applications including:

Asbestos can be found in many types of building materials, products and insulation. You can't tell whether a material contains asbestos simply by looking at it, unless it is labeled. Asbestos presence or absence must be confirmed by professional sampling and laboratory analysis.

Asbestos type materials can be found on, or in:



**Boiler rooms:**

Boilers, Furnaces, Fireplaces, and their components:

Cement sheets near heating equipment:

Boiler insulation:

HVAC Duct insulation:

Ductwork flexible fabric connections:

Fireproofing materials:

Firedoors:

**Flooring:**

Vinyl floor tile:

Vinyl sheet flooring:

Asphalt tile:

Linoleum paper backing:

Mastic (floor tile, carpet, etc.)

**Electrical:**

Electrical panels:

Electrical wiring insulation:

Heating and electrical ducts/conduit:

**Pipe and other insulation:**

Aircell (corrugated cardboard):

Millboard:

Preform:

Joint compound:

Spray applied insulation:

Blown-in insulation:

**Surfacing materials:**

Acoustical plaster:

Decorative plaster:

Textured paints coatings:

Spray applied materials (acoustical, decorative, or insulative):

**Roofing:**

Roofing shingles:

Roofing felt:

Base Flashing:

**Cement materials (Transite):**

Cement pipes (flues & vent pipes)

Cement Wallboard:

Cement siding:

Pegboard:

**Ceiling materials:**

Ceiling tiles:

Ceiling tile adhesives (pucks):

Lay in ceiling panels:

Acoustical tiles:

**Miscellaneous:**

Taping, joint, and spackling compound:

Caulking/putties:

Fire curtains and blankets:

Laboratory hoods, table tops, gloves, etc.:

Gaskets:

## OTHER

The following is a list of other environmental and regulatory issues that should be addressed prior to demolition:

Solid Waste (all non-building components such as files, books, trash, desks, chairs, etc.) must be removed prior to demolition.

Hazardous Waste: (all HW including household HW) must be properly handled and disposed of prior to demolition.

Oil: (used oil, hydraulic oils in door closers, elevator shafts, etc) must be collected and properly disposed of prior to demolition.

Tanks: no evidence of former heating tanks or storage tanks exists

This guidance document is not intended as a substitute for reading the rules and statutes and making your own independent determination of their applicability to your demolition project.

**Examples in this guidance document do not represent an exhaustive listing of types of materials that may be required to be removed from a building prior to demolition.**

If you have any question or comments about this checklist, identify any additional items not found in this list, or would like to discuss an individual project, please do not hesitate to contact the MPCA demolition team at (800) 657-3864 or (651) 296-6300.

# Demolition Recycling and Reuse Plan

Brainerd is encouraging anyone that is seeking to demolish or remodel a building to consider a recycling and reuse plan.

Your plan may include:

- 1) **Reuse Plan;** Contact Scott Hall at the Habitat for Humanity ReStore at 218-454-8517. Since 2004 the ReStore has diverted over 1500 tons of materials from the landfill. All proceeds help build more Habitat homes in Cass, Crow Wing and Hubbard Counties. Discuss your property with the ReStore staff and see if there are items such as cabinets, appliances, flooring or other materials that are appropriate for the ReStore. LAHFH will send receipts that may qualify for tax benefits.

The ReStore staff should be able to supply you with a contract and verbal notification of what items they are able to use during a scheduled walk-through with the Executive Director and/or ReStore Manager.

- 2) **Appliance Recycling;** Appliances are banned from the landfill by state law and local ordinance. You should have a plan to recycle any appliances in the facility to be demolished. This includes all HVAC equipment and water heaters. The Habitat for Humanity ReStore accepts appliances that are in good working condition (218-454-8517). For all other appliances contact Crow Wing Recycling (218-828-0048) Crow Wing County Landfill (218-824-1290) or Cass County Transfer Station and Recycling Center (218-587-3500)

Appliances containing CFC's can be recycled once a licensed contractor has removed the CFC's. Additional information on CFC removal is available from the City's recycling office.

- 3) **Mercury Recovery/Recycling;** Your recycling plan should include a plan for handling any mercury thermostats and fluorescent light bulbs and/or tubes. These items are banned from the landfill by federal regulations.

Check with your local hardware stores to recycle mercury thermostats and fluorescent lamps.

- 4) **Concrete/Asphalt Recycling;** If you are removing a parking lot, driveway or concrete foundation, or if the facility to be demolished has a significant amount of concrete in its construction, you can recycle these items through Anderson Brothers Construction Company (218-829-1768) or Hengel Ready Mix and Construction (218-746-3355)
  
- 5) **Metal Recycling;** Consider recycling and diverting as much metal as possible from the landfill. Metal that can be recycled from residential projects includes ductwork, rain gutters and downspouts, siding, storm windows and doors. Contact Cass County Transfer Station and Recycling Center (218-587-3500) or Crow Wing Recycling (218-828-0048)
  
- 6) **Shingle Recycling;** Contact Pam at Bauerly Brothers Company (320-529-2701)
  
- 7) **Drywall Recycling;** Contact MN Pollution Control (651-296-8745)

**\*\*Recycling materials helps protect our environment.  
Please consider donating and  
recycling your unwanted materials\*\***