

# Demolition Process Changes

# Timeline - 2017

- **August:**

Demolition Permit Audit Report issued identifying changes needed to the City's demolition process

- **December:**

City Council adopted Resolution No. 20171214-066 requesting DSD to conduct stakeholder meetings, and develop a proposal to re-design the demolition permitting process

# Timeline - 2018

- **March and April:**  
4 stakeholder engagement meetings were held with 123 attendees
- **February–March and May–July:**  
Online stakeholder engagement was conducted via the “Speakup Austin!” forum
- **October:**  
DSD responded to Council’s resolution with the Demolition Process Recommendation Report

# Pertaining Documents

- Demolition Permit Audit Report
- Council's Resolution
- DSD's Demolition Process Recommendation Report
- Draft Ordinance
- Draft Resolution

# Demolition Permit Audit Report

City of Austin  
Office of the City Auditor

Audit Report

## Demolition Permits

August 2017



The City's demolition permitting process is not designed to efficiently or effectively meet the needs of stakeholders or City departments. Currently, two City departments accept permit applications and other departments are not fully involved in the process. Additionally, property owners are responsible for various parts of the process, but there is limited verification from the City that these tasks are accomplished. Also, safety risks are not fully considered and there is limited notification about upcoming demolitions. Lastly, documents required on the permit application are not always collected. These issues contribute to the inefficiency and ineffectiveness of the process and make it difficult to ensure the City achieves its goals.

### Identified issues:

- Safety risks are not fully considered
- Notification about demolitions is limited

### Recommendations:

The Development Services Department (DSD) should hold stakeholder meetings to identify what the demolition permitting process should accomplish and redesign the process accordingly.

# Council's Resolution

The goals for the redesign of the demolition permitting process are to ensure the following:

- Appropriate reviews take place prior to demolition activities;
- Appropriate safety measures are in place prior to demolition activities; and
- Adequate and appropriate notice is given to interested parties

## **RESOLUTION NO. 20171214-066**

**WHEREAS**, the City Auditor's Office audited the City's demolition permitting process and reported its findings in the 2017 Demolition Permits Audit (Audit); and

**WHEREAS**, the Audit recommends that the demolition permitting process be redesigned to more effectively meet the needs of the City and stakeholders and to more fully account for safety risks presented by demolitions; and

**WHEREAS**, the Audit recommended that stakeholder meetings be held and the demolition permitting process be redesigned based on the outcomes of those meetings; and

**WHEREAS**, staff concurred with the Audit's recommendations and intends to develop a proposal by June of 2018; and

**WHEREAS**, the number of demolitions in Austin is rising; and

**WHEREAS**, since 2010, approved demolition permits increased an average of 13% per year and numbered a little more than 800 in fiscal year 2016; and

**WHEREAS**, in fiscal years 2015 and 2016, the City approved approximately 1,700 demolition permits; and

**WHEREAS**, current City Code does not require residential demolitions to mitigate potential health hazards by limiting public exposure to asbestos, lead, and other potential toxins or dangerous situations; and

**WHEREAS**, State law requires that property owners of certain commercial and multi-family buildings test for asbestos before demolishing the structure; and

# DSD's Demolition Process Recommendation Report

## Recommendation on Changes to the Demolition Process

Development Services Department  
Response to Council Resolution  
No. 20171214-066

October 18, 2018

Recommendations requiring code amendments  
and City Council resolution:

**#8 Notify adjacent properties of demolition activity.**  
Require posted notice between five (5) and 10  
business days before demolition activity starts

Proposed resolution:

Adopt a registration program for building and  
demolition contractors

# The Request: Ordinance and Resolution

- **PART 1.**
  - Demolition Notification Requirement
- **PART 2.**
  - Utility Requirements. Approved September 17, 2020
- **RESOLUTION.**
  - Contractor Registration program



# The Request: Ordinance and Resolution

## PART 1.

City Code Section Chapter 25-11-37 (*Demolition Permit Requirement*) is amended to add a new Subsection (D) to read as follows:


(D) An applicant for a demolition permit must provide notice of the demolition to adjacent one-family structures, two-family structures, and any multi-family component of other adjacent structures. The building official shall adopt rules regarding the requirements of the notice. At a minimum, the required notification must be:

- (1) on a form approved by the director and specify the date or range of dates on which the demolition may occur, which must be between five and ten days after notice is provided;
- (2) mailed or placed on properties adjacent to the property where the demolition is to occur, and
- (3) posted on the property where the demolition is to occur, in a manner visible from the primary street frontage.

# Demolition Notification Sample

## Yard Sign

Sample from the  
Demolition Process  
Recommendation Report  
October 2018

**CITY OF AUSTIN**  
**Development**  
SERVICES DEPARTMENT

505 Barton Springs Road, Austin, Texas 78704

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A permit application to demolish the structure(s) at:

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Property Address

has been received by the Development Services Department (DSD), City of Austin.

PERMIT NO.: \_\_\_\_\_ Approximate date demolition activity will begin: \_\_\_\_\_  
Note: This date is an estimate only and is subject to change.

Demolition Contractor: \_\_\_\_\_ Permit Applicant: \_\_\_\_\_  
Name/Company Name/Company

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Phone number and/or email address Phone number and/or email address

**HELPFUL CONTACTS:**

Asbestos abatement, handling or disposal information  
(512) 834-6787  
AsbestosHelp@dshs.state.tx.us

Lead-based paint requirements  
(888) 778-9440 ext. 2434  
leadhelp@dshs.texas.gov

Lead in water  
(512) 239-4691  
ac@tceq.texas.gov or any  
Texas Comm on Environmental  
Quality (TCEQ) Regional Office

Lead disposal  
(512) 239-6413  
wasteval@tceq.texas.gov or any  
TCEQ Regional Office

Worker safety issues regarding  
asbestos or lead-based paint  
800-321-6742  
osha.gov

To file a complaint against a regulated business or licensed professional,  
visit [tdlr.texas.gov](http://tdlr.texas.gov)

To file a complaint against other business types, visit  
[texasattorneygeneral.gov/cpd/file-a-consumer-complaint](http://texasattorneygeneral.gov/cpd/file-a-consumer-complaint)

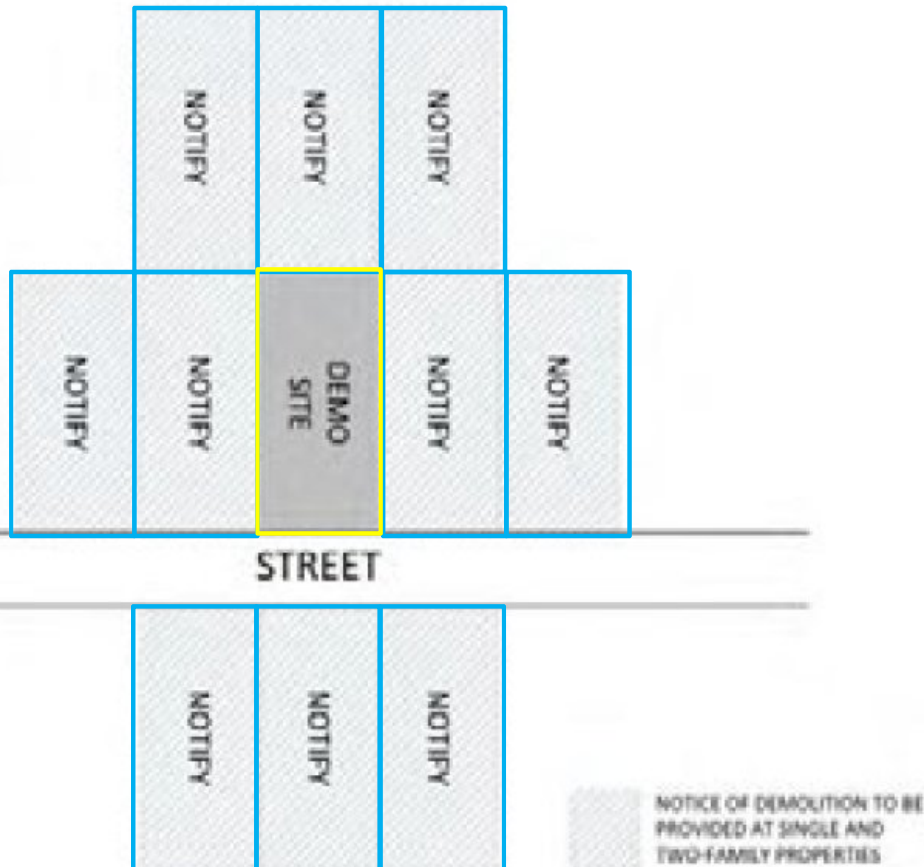
For information about City of Austin demolition permits and governance,  
visit [austintexas.gov/page/demolition-relocation](http://austintexas.gov/page/demolition-relocation)

For any other City-related concerns, call 3-1-1 or visit  
[311.austintexas.gov](http://311.austintexas.gov)

9/1/2018

# Demolition Notification Sample

## Area of Distribution



## Hang Tag

The hang tag form is a vertical document with a blue border. At the top, there is a red circle with a line extending from it. Below this is the City of Austin Development Services Department logo and address: 505 Barton Springs Road, Austin, Texas 78704. The form contains the following sections:

- Property Address:** A permit application to demolish the structure(s) at: \_\_\_\_\_ has been received by the Development Services Department (DSD), City of Austin.
- City of Austin, Building Criteria Manual 1.2.6:** requires notice to properties adjacent to the site of the demolition activity via door hangers or U.S. mail. Notification shall be received no more than 10 business days nor less than 5 business days of demolition activity. The applicants must use templates provided by DSD.
- PERMIT NO.:** \_\_\_\_\_
- Approximate date demolition activity will begin:** \_\_\_\_\_
- Note:** This date is an estimate only and is subject to change.
- Demolition Contractor:** \_\_\_\_\_
- Phone number and/or email address:** \_\_\_\_\_
- Permit Applicant:** \_\_\_\_\_
- Phone number and/or email address:** \_\_\_\_\_
- Helpful Contacts:**
  - Asbestos abatement, handling or disposal information:** (512) 834-6787 or [AsbestosHelp@dshs.state.tx.us](mailto:AsbestosHelp@dshs.state.tx.us)
  - Lead-based paint requirements:** (888) 778-9440 ext 2434, or [leadhelp@dshs.texas.gov](mailto:leadhelp@dshs.texas.gov)
  - Lead in water:** (512) 239-4991, [ac@tceq.texas.gov](mailto:ac@tceq.texas.gov) or any Texas Commission on Environmental Quality (TCEQ) Regional Office
  - Lead disposal:** (512) 239-6413, [wasteval@tceq.texas.gov](mailto:wasteval@tceq.texas.gov) or any TCEQ Regional Office
  - Worker safety issues regarding asbestos or lead-based paint:** 800-321-6742 or visit [osha.gov](http://osha.gov)
  - To file a complaint against a regulated business or licensed professional, visit:** [tdlr.texas.gov](http://tdlr.texas.gov)
  - To file a complaint against other business types, visit:** [texasattorneygeneral.gov/cpd/file-a-consumer-complaint](http://texasattorneygeneral.gov/cpd/file-a-consumer-complaint)
  - For information about City of Austin demolition permits and governance, visit:** [austintexas.gov/page/demolition-relocation](http://austintexas.gov/page/demolition-relocation)
  - For any other City-related concerns, call 3-1-1 or visit:** [311.austintexas.gov](http://311.austintexas.gov)

9/1/2018

Sample from the  
Demolition Process  
Recommendation Report  
October 2018

# Completed Notification Tool

## Demolition Notification Tool – Available Now

[www.austintexas.gov/page/demolition-relocation](http://www.austintexas.gov/page/demolition-relocation)


### Demolition Notification

If you want to track demolition applications, you need an **AB+C** account and then sign up for notifications following application and approval. See the [User Manual](#) for information on how to use the tool.

### How to Receive Demolition Notifications

1. Start at [Austin Build + Connect](#).
2. If you have an account, sign in; if not, create one (you will need to make a payment).
3. Select “My Notifications” on left navigation.
4. Select “Sign up for Demolition Notifications”.
5. Follow the prompts to “Name this alert” and select a geographic area (neighborhood association or council district).
6. Select “Save.”
7. You may set up more than one alert.

For more detailed instructions on setting up notifications, see the [User Manual](#).



**Austin Build + Connect**

By signing up for demolition notifications, you can:

- Select the geographic area about which you are interested
- Receive an email when an application is submitted
- Receive an email when the application is approved
- Demolition Notifications will remain active for one year

Please review [Demolition & Relocation](#) page for instructions.

[Sign up for demolition notifications](#)

[View your demolition notifications](#)

**NOTIFICATION TYPE**

Please select one notification type

☒ by Address [Property Search](#)

OR

☐ by Community Registry

OR

☐ by Council District

OR

☐ by Zipcode

[Save](#)



# The Request: Amendment and Resolution

## **RESOLUTION.**

### **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

City Council initiates code amendments to establish a contractor registration program for building and demolition permitting consistent with the following direction.

### **BE IT FURTHER RESOLVED:**

In developing proposed amendments, the City Manager is directed to consider incorporating:

- a. requirements from Chapter 25-6, Article 5, Division 1 (*Construction License*), as deemed appropriate in the context of demolition permitting;
- b. requirements for bonding and insurance; and
- c. an exemption for the owner of a one or two-family residential structure with an active homestead exemption.

The City Manager is directed to present the proposed amendments to Council for consideration on or before December 31, 2021 or as soon thereafter as reasonably possible.

# Contractor Registration Example

## EXAMPLE

### Right-of-Way Construction License

### City Code Chapter 25-6, Article 5, Division 1

#### Requirements:

- Application and bond on form approved by the city attorney
- Bond amount established by city manager
  - Based on cost of applicants past projects and projected cost of future projects; and
  - Potential damage to a ROW that the activity may cause

#### Suspension of license:

- License is effective through the end of the calendar year in which it is issued
- If bond lapses, the license is automatically suspended
- The contractor may not resume construction until license is reinstated, renewed, or a new license is issued

# Contractor Registration Example

## EXAMPLE

### Electrical Contractor Registration

#### City Code Chapter 25-12-113, 80.37 Registration

#### Registration Requirements:

- Name, Company, contact information, state license information
- Assign up to 6 approved agents

#### Offenses:

- List of minor and major offenses such as:
  - performing work that endangers or causes injury to person or property
  - request inspections for incomplete work 3 or more times during 12-month period
  - Allow more than 5 electrical permits to expire

#### Suspension of Registration:

- After 3 minor or 1 major substantiated offenses within a 12 month period, registration to obtain permits is suspended for 6 months, or for 12 months for second+ suspension
- Registrant may appeal a suspension

# Next Steps

- City Council approval
- Building Criteria Manual rule changes to enforce new ordinance
- Stakeholder engagement for the Contractor Registration Program