

CITY OF BAYFIELD  
34 SOUTH BROAD ST.  
UNIT 101  
BAYFIELD, WI 54814



**DEMOLITION/RAZE APPLICATION**

Property Owner/Applicant: _____	Applicant Phone # _____
Applicant Address: _____	Applicant Email: _____
Estimated Project Starting Date: _____	Total Estimated Value of Work \$ _____
Application Date: _____	Staff Use Only - Permit # _____
Staff Use Only - Parcel # _____	

**SECT. 1 - STRUCTURE & PROPERTY INFORMATION**

a.) Property Address/Parcel Number: \_\_\_\_\_

b.) Size of Structure Being Demolished (sqft): \_\_\_\_\_

c.) Type of Structure Being Demolished (circle one):      Residential      Commercial      Accessory

*\*Demolition of commercial structures or residential structures **must attach a copy of the asbestos inspection report meeting the requirements of NR 447 prior to issuance of the demolition permit.** NR 447 of the Wisconsin Administrative Code requires that all commercial structures and residential structures with 4 or more dwelling units be inspected for the presence of asbestos by an asbestos inspector licensed by the WI Dept. of Health Services (DHS). See DNR publication WA-651 for more detailed information.*

*(If residential, complete the following:)*

Number of Units: \_\_\_\_\_

d.) Type of Demolition (circle one):    Full (80 percent or more of the structure)      Partial (if the footprint is modified in any way)

e.) Are there any private septic systems on site? \_\_\_\_\_

*(If yes, the POTWS system shall be properly abandoned in accordance with Comm. 383.33 of the State Plumbing Code.)*

f.) Are there any private wells on the site? \_\_\_\_\_

*(If yes, the well shall be properly abandoned by a well drilling or pump installing business or licensed water well driller or pump installer in accordance with Department of Natural Resources regulation NR 812.26 and other related requirements. Attach copies of approval letters from regulating authorities if required.)*

*(If yes, please provide the following information for who will be responsible for the abandonment of the on-site well:)*

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

g.) Is the building listed on a Local, State, or National Historical Structure Register? \_\_\_\_\_

*(If yes, the owner or agent must contact the City of Bayfield Planning and Development Dept. to ensure that all work complies with City Ordinance 423, Historic Preservation. Issuance of the demolition permit is contingent on completion of any required historic review or Certificate of Appropriateness, where applicable.)*

**h.) Additional Structure Information Required**

The City's demolition ordinance requires that additional information be provided beyond the fields on this form. When submitting your permit application, please include attachments that provide the following:

- Description of the structure, including age (if known) and size
- Photographic documentation of all elevations
- A written statement explaining the reason for demolition
- Evidence of structural condition, including an engineer's report if demolition is proposed due to structural instability
- An evaluation of feasible alternatives to demolition, including rehabilitation or reuse
- A redevelopment plan, if applicable, describing proposed future use of the site

- *Estimated timeline for demolition and redevelopment*

**Acknowledgement**

I understand that my application may not be processed until I have provided the information listed here.

Initial here: \_\_\_\_\_

**SECT. 2 - CONTRACTORS & UTILITIES**

It is the owner/contractor's responsibility to properly secure the site for public safety and to contact all applicable utility providers to discontinue services. Owners/Contractors are required to contact the City Zoning Administrator (715-779-1204) and City of Bayfield Utility Dept. (715-779-1205) two days prior to work beginning for necessary inspections.

**b.) Who is demolishing the structure?**

- *Demolition or Moving Contractor:* \_\_\_\_\_
- *Mailing Address:* \_\_\_\_\_
- *Email:* \_\_\_\_\_
- *Phone:* \_\_\_\_\_
- *Project Contact:* \_\_\_\_\_

**c.) A licensed plumber is required to disconnect and cap existing water and sewer laterals. If there are currently water and sewer laterals serving the structured to be demolished, please provide the following:**

- *Plumbing Contractor:* \_\_\_\_\_
- *Plumber's Mailing Address:* \_\_\_\_\_
- *Phone:* \_\_\_\_\_
- *Master Plumber's Name:* \_\_\_\_\_
- *Certification Number:* \_\_\_\_\_

**d.) Have all applicable providers been contacted to discontinue their services?** \_\_\_\_\_

- *Natural Gas & Electrical Services - Xcel Energy 800-628-2121*
- *Sewer & Water Services - City of Bayfield Utility Dept. 715-779-1205*
- *POWTS Systems - Bayfield County Zoning Dept. 715-373-6138*
- *Propane Tank - Local Provider*
- *Phone & Cable - Local Provider*

**e.) Utility Verification Checklist (check all that apply)**

- Electric: Disconnected/Meter Removed
- Gas: Disconnected/Meter Removed
- Water: Disconnected/Meter Removed
- Sewer: Capped/Plugged
- POWTS System: County Contacted
- Propane Tank: Tank Removed
- Other (Cable/Phone): Removed
- N/A: Structure never served by utilities

**f.) Demolition Permit Utility Disconnection Acknowledgement**

**Acknowledgement of Responsibility**

I, the undersigned applicant/property owner, hereby certify that I am responsible for notifying all local utility companies (electric, gas, water, sewer, telephone, cable) to ensure that all services have been properly disconnected, capped, and/or removed from the premises prior to the commencement of any demolition activity.

I understand that no demolition work may start until these disconnections are verified. I acknowledge that I am responsible

for verifying these disconnections with the respective utility providers and providing written confirmation to the City of Bayfield upon request.

I agree to indemnify and hold harmless the City of Bayfield from any actions, damages, or claims arising from the failure to properly disconnect utilities prior to demolition.

Initial here: \_\_\_\_\_

### SECT. 3 - SAFETY & MATERIAL DISPOSAL

a.) It is the contractor's responsibility to minimize airborne dust in accordance with NR 415 of the Wisconsin Administrative Code through the application of water or other approved methods during the demolition and loading process. Please describe the dust control methods that will be used:

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b.) When a structure is demolished, all remaining concrete slabs, below-grade footings, walls, and floors shall be completely removed and hauled off site to an approved disposal site. (Some exceptions to this removal requirement may be granted for on-grade slabs proposed to be used for parking or other approved uses). Clean Suitable Soil shall be brought in to bring the site back to level grade. The affected area shall be graded to eliminate ponding and allow for natural drainage patterns. Topsoil shall be installed, and the affected area re-seeded to stabilize the site. Proper erosion control measures shall be maintained where needed until the new vegetation has been established.

If there is a need to remove any remnant concrete or block from this site after the structure is demolished, please describe the erosion control measures that will be installed and maintained until the site is stabilized:

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c.) The disposal of all demolition materials shall occur at sites that have been permitted for disposal/recycling. Please describe the proposed haul route and disposal site(s) for the demolition materials:

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d.) Will there be a need for a street privilege permit for this project? (ex. a dumpster will be placed in the road; work will require blocking a street, sidewalk, or alley; or demolition could impact public infrastructure):

*(If yes, the street privilege permit must be obtained prior to starting demolition. Street privilege permit applications require Common Council approval, and a demolition permit will not be issued until confirmation that the street privilege permit was obtained.)*

### SECT. 4 - REQUIRED SIGNATURES

a.) **Property Owner - I am the property owner of the above-described property and I certify that the information provided on this form is complete and accurate, and I hereby agree to comply with the above-noted requirements and any other applicable City of Bayfield and State of Wisconsin regulations and any conditions attached hereto. I am also aware that if I or my contractors do not follow the requirements as specified in this application that I may be cited for non-compliance and I understand that the penalties may range from \$50 to \$500 per municipal violation in addition to any State-imposed penalties.**

\_\_\_\_\_  
Property Owner (Print Name)

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Property Owner's Signature

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Date

b.) **Contractor** - *I am the contractor for this demolition project and I certify that I have entered into an agreement with the property owner to perform the work described in this application and that all information provided is complete and accurate. I hereby agree to comply with the above-noted requirements and any other applicable City of Bayfield and State of Wisconsin codes and ordinances and any conditions attached hereto. I will contact the Bayfield Zoning Inspector and the Bayfield Utility Department at least 2 business days before any work is started to schedule required inspections. I am aware that if I do not follow the requirements as specified in this application that I may be cited for non-compliance and I understand that penalties may range from \$50 to \$500 per municipal violation in addition to any State imposed penalties.*

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Contractor (Print Business Name)

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Contractor's Signature

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Date

c.) **Plumber** - *I have entered into an agreement with the property owner to properly cap all existing water and sewer laterals and to properly abandon any POWTS systems currently serving the site. I understand that it is my responsibility to complete this work in accordance with all applicable City of Bayfield building codes & ordinances and all State of Wisconsin rules, regulations and statutes. I am aware that if I do not follow the requirements as specified in this application that I may be cited for non-compliance and I understand that the penalties may range from \$50 to \$500 per municipal violation in addition to any State imposed penalties.*

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Plumber (Print Business Name)

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Plumber's Signature

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Date

## SECT. 5 - APPLICATION PROCESSING

Please allow up to 14 business days for your demolition application to be reviewed. Please provide a complete application or delays in the processing of your application may occur. Work done prior to obtaining a permit may result in a double building fee penalty as indicated in City of Bayfield Ordinances & Comprehensive Fee Schedule.

a.) **Application Fees** - Application fees are calculated by Planning Staff after initial review has taken place. Please confirm with the Planning Department your fee prior to payment. Permits are issued upon receipt of the permit fee.

Action	2026 Fee
Full Residential Demolition	\$250
Full Commercial Demolition	\$400
Full Multi-family Demolition	\$400
Full Accessory Structure Demolition (150+ sqft)	\$250
Full Accessory Structure Demolition (under 150 sqft)	\$100
Partial Demolition	\$125
Street Privilege Permit (refer to section 3.D)	\$75
Extension of Permit Timeline	\$50

\*\*\*In order to ensure compliance with the terms of the approved permit and this application, additional bonding requirements may be required by the City for large-scale projects or where the contractor has been cited for non-compliance on past or current demolition projects.

b.) **Penalties for Violations** – Double the permit fee

## SECT. 6 – SITE RESTORATION

The City of Bayfield requires the site to be graded and seeded (or otherwise stabilized) within a specific timeframe after the structure is removed.

### 1. The “Standard” Timeline

- **Debris Removal:** Usually required within **48-72 hours** of the structure being leveled.
- **Rough Grading:** Filling the basement hole and leveling the dirt is typically required within **5 consecutive calendar days** of the structure’s removal.
- **Final Stabilization (Seed/Mulch):** Usually required within **14 days** of the final grade being established, provided it is during the growing season.

### 2. If You Plan to Rebuild

If you have a permit for a *new* building on the same site, the rules change slightly:

- **30-Day Rule:** Most cities allow the site to remain “rough” if construction of the new foundation starts within **30 days**.
- **The Risk:** If you demolish a building but don’t start the new one within that 30-day window, the City can cite you for a “vacant lot violation” and force you to grade and seed it immediately.

### 3. Winter Stabilization and Delayed Restoration Clause

Due to adverse weather conditions and ground frost, final site restoration (including final grading, topsoil application, and permanent seeding) shall be deferred until the spring thaw.

- **Interim State:** By November 15, the site will be brought to a 'rough grade'—cleared of all demolition debris, foundations removed, and backfilled to prevent ponding.
- **Stabilization:** To prevent erosion during the winter months, the owner will implement temporary stabilization practices (e.g., silt fencing / straw mulching / stone tracking pads).
- **Final Completion:** All final ‘clean site’ requirements, including permanent stabilization and seeding, shall be completed no later than May 15.

### 4. Selective Demolition

Selective demolition, sometimes referred to as partial demolition, involves carefully removing specific components of a building while preserving the remaining structure. This type is often used during renovation projects, where the goal is to maintain the building’s overall integrity while updating certain aspects such as electrical systems, plumbing, or a load-bearing wall.