



## **Demolition Permit Process and Requirements**

Minnesota rules state:

### **1300.0120 PERMITS**

#### **Subpart 1. Required.**

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, **demolish**, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the Building Official and obtain the required permit.

Demolition of a structure requires a permit. The City of Winona requires a sign off sheet from various utility companies and different departments within City Government. (See Attached).

The purpose for the sign-offs is to verify that all utilities, electrical and communications wire have been disabled.

Police and Fire also need to sign off so they are aware in case there is an emergency in the demolition process.

The Inspections Division and Planning Division will be the last departments to sign off to verify all procedures are in accordance with codes. The Inspections Division will not sign off until the other departments have completed the form.

Once the required form is complete and approved, a demolition permit must be applied for by filling out a building permit application and attach the wrecking form to it.



**CITY OF WINONA – PROTECTIVE INSPECTION DEPARTMENT**  
**BUILDING WRECKING REVIEW FORM**

No building shall be wrecked prior to the issuance of any necessary zoning permits and the completion of this form and filing with the City Of Winona Inspection Division at 207 Lafayette Street, Winona, MN 55987 PHONE (507) 457-8231 & FAX (507) 457-8212 or email:

**PRIOR TO THE ISSUANCE OF ANY PERMITS TO WRECK A BUILDING, PLEASE HAVE THE FOLLOWING AGENCIES MAKE COMMENTS. THE BUILDING TO BE WRECKED IS LOCATED AT \_\_\_\_\_ AND WILL BE WRECKED ON \_\_\_\_\_.**

**Signatures with an \* by it will get signed last in person at City Hall, 207 Lafayette Street. Please make sure the rest of the signatures are taken care of before submitting this form.**

<b>ORGANIZATION</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>COMMENTS</b>
*Inspection Division (signed in person) City Hall 507-457-8231			
*Planning Division (signed in person) City Hall 507-457-8250			
Engineering (Sewer needs to be cut off at property line.) Email: <a href="mailto:mmarhausen@winonamn.gov">mmarhausen@winonamn.gov</a> 507-457-8269			
Public Works Email: <a href="mailto:mmarhausen@winonamn.gov">mmarhausen@winonamn.gov</a> 507-457-8269			
Water Department (Needs shut off at the main) Erosion Control? Aaron Hauser <a href="mailto:ahauser@winonamn.gov">ahauser@winonamn.gov</a> 507- 457-8272			
Police Department 507-457-6302 Tom Williams <a href="mailto:twilliams@co.winona.mn.us">twilliams@co.winona.mn.us</a>			
Fire Department <a href="mailto:fireprevention@winonamn.gov">fireprevention@winonamn.gov</a> 507-457-8266			
Winona County Environmental Health (Wells) 507- 457-6402 Ross Dunsmore			
Xcel Energy (Nat. Gas) 1-800-895-4999, Fax:507-457-1203 Eric Rosecke <a href="mailto:eric.rosecke@xcelenergy.com">eric.rosecke@xcelenergy.com</a> 507-450-7407			
Xcel Energy (Electricity) (800) 895-4999 Brent Hohmann <a href="mailto:Brent.J.Hohmann@xcelenergy.com">Brent.J.Hohmann@xcelenergy.com</a> (507) 458-0839 Fax: 507-457-1203			
Century Link Jake Hemstrom <a href="mailto:jacob.hemstrom@lumen.com">jacob.hemstrom@lumen.com</a> 1-612-477-0975			
Charter Communications <a href="mailto:troy.turner@charter.com">troy.turner@charter.com</a> 1-608-219-0334			
HBC-Dan Fortek <a href="mailto:dfortek@hbc.com">dfortek@hbc.com</a> 507-474-5893			