



**Memorandum**

**To:** Town Council  
**From:** Thomas Dansie, Director of Community Development  
**Date:** November 7, 2025  
**Re:** Resolution 2025-13: Adopting a Demolition Permit Process

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The Town does not currently have a formal demolition permit process. Recent experience has demonstrated the benefit a demolition permit process could have. A demolition permit process allows the Town to coordinate more closely and effectively with property owners who wish to demolish all or portions of existing structures on their properties. This advance coordination will likely help prevent future miscommunication or misunderstanding regarding the impact of Town ordinances related to the demolished building.

Additionally, a demolition permit process will ensure necessary procedures to protect health and safety are followed during the demolition process. These procedures include identification, documentation, and mitigation of hazardous materials in the structure; coordination regarding utility shut offs; and planning for adequate site control during demolition.

Staff has created a demolition permit application checklist. This checklist is patterned after the demolition permit applications in other Utah jurisdictions. It contains an outline of all the required elements of a demolition permit application. The actual application will be hosted on the Town's online permit application portal—this checklist is a summary of the information that will be required for the permit.

The attached Resolution will establish a demolition permit process, establish the fee for a permit, and set the fine amount for failure to obtain a demolition permit prior to demolition of a building or structure.

Staff recommends the Council adopt Resolution 2025-13 to establish a demolition permit process.



## **RESOLUTION 2025-13**

### **A RESOLUTION OF THE SPRINGDALE TOWN COUNCIL ADOPTING A DEMOLITION PERMIT PROCESS AND ASSOCIATED FEE**

**Whereas**, the Town Council understands that from time to time there is a need to demolish all or portions of buildings or structures; and

**Whereas**, the Town Council desires the demolition of buildings and structures to be accomplished in a way that safeguards the public from any harm or danger, mitigates environmental impacts of the demolition, and ensures all Town land use ordinances and other applicable regulations are followed; and

**Whereas**, in order to achieve the purposes listed above the Town Council finds it useful and beneficial for proposed demolition of buildings and structures to be reviewed by appropriate Town staff and State agencies before the demolition commences; and

**Whereas**, a demolition permit process will ensure the reviews mentioned above will occur prior to demolition of a building or structure;

**Now therefore be it RESOLVED** by the Springdale Town Council that a demolition permit process is adopted as outlined below:

1. Prior to commencing the demolition of a building or structure in the Town of Springdale, a person must apply for a Town of Springdale demolition permit.
2. The demolition permit requirements will be based on those outlined in the attached Demolition Permit Application Checklist which may change from time to time as needed to accommodate changes in conditions.
3. The application fee for a demolition permit shall be \$125.00.
4. A person who demolishes a building or structure in whole or in part without first obtaining a demolition permit is subject to a \$500.00 fine.



## **Demolition Permit Checklist**

The Community Development Department has created this checklist to make the application process for a Demolition Permit as seamless as possible for you. Kyndal Sagers, Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

We encourage you to contact Niall Connolly, Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application to discuss applicable land use regulations. We encourage you to call Zac Martin, Building Inspector, at (435) 680-8559 to discuss applicable building code regulations.

Please contact the Springdale Public Works Department at 435-772-3434 to discuss water and sewer shut off issues.

Please visit the Utah Department of Air Quality for more information about demolition requirements [demolition.utah.gov](http://demolition.utah.gov)

## **Application Process**

Application for a demolition permit is made online through the Town's permit application portal. You can access the demolition permit application through this link. You will need the following information to make an application. Please gather this information before making an application.

### **Property Owner Contact Information**

Property owner's first and last name, telephone number, contact email, and mailing address.

### **Point of Contact Information**

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

### **Contractor Information**

Demolition permits are only issued to the following: State licensed demolition or wrecking contractors, general contractors, engineering contractors, or property owners acting as their own general contractor. Please see the owner/builder form

<https://msd.utah.gov/DocumentCenter/View/645/Owner-Builder-Certificate->

Contractor name

Telephone number

Contact email  
Mailing address  
State license number  
Contractor-owner-builder form (if applicable)

### **Project Information**

Note that dumpsters, restrooms, and material storage shall be kept on property and off of town streets, sidewalks, and adjacent properties.

Address  
Parcel number  
Zone (if unsure, review the GIS Map or call the office)  
FEMA Floodplain Zone (if unsure, review the GIS Map or call the office)  
Total project cost (this must include labor and materials)

### **Site Plan**

Note on plan if demolition includes the foundation or basement. If foundation or basement is removed, backfill will be required. If foundation or basement is not removed, the property owner will be responsible for ensuring the safety of the property by way of a fence or other approved method - approval shall be in writing from the Director of Community Development, Thomas Dansie at [tdansie@springdale.utah.gov](mailto:tdansie@springdale.utah.gov).

### **Demolition Plan**

Include a plan clearly showing all existing buildings and structures on the site. Clearly indicate which structures will be retained and which will be demolished. If only a portion of a building or structure is to be demolished, include a floorplan clearly showing which portions of the structure will be demolished and which will be preserved.

### **Utah Division of Air Quality**

Attach the demolition notification permit (10-day demo permit). This can be obtained at [demolition.utah.gov](http://demolition.utah.gov)

### **Hazardous Inspection Report**

Attach a report for the inspection of hazardous wastes, including but not limited to, asbestos, lead paint, fluorescent lights, etc. Approved inspection agencies can be found at [demolition.utah.gov](http://demolition.utah.gov)

### **Clearance of all Utilities**

Electricity - Rocky Mountain Power (888) 221-7070  
Water & Sewer - Springdale Public Works (435) 772-3434

### **Storm Water Pollution Prevention**

If the property is one acre or larger, a Notice of Intent (NOI) must be filed with the State (801) 536-4300, and a permit number (from the State) must be submitted on the application. Full SWPPP is required. Must follow the State of Utah guidelines, which can be found at <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>