



City of Auburndale

Demolition Guidelines

Revised September 2021

Please include the following items in the order shown below.

Plumbing Sewer Cap Permit

A plumbing sewer cap permit must first be applied for, issued, and finalized prior to a demolition permit being applied for.

**If there is a septic tank, an abandonment letter from the Polk County Health Dep (863-519-8330) must be turned in at the time the demolition permit is being applied for.

Building Permit Application

Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Construction Services Office at 863-965-5530 or email at permit@auburndalefl.com

Contractor Requirements

- Provide a notarized authorization letter from the owner of the property.
- If contract amount is over \$2500, a recorded Notice of Commencement will be required.
 - **The NOC can serve as the authorization letter.
- If it is a City ordered demolition, a purchase order from the City must be provided.

Public Works Preconstruction Meeting

Once the demolition permit has been issued, a Public Works Preconstruction Meeting must be scheduled 24 hours prior to the demolition, as shown on the inspection sheet.

Customers, please send questions, comments, and suggestions for these guidelines to permit@auburndalefl.com. We update this list periodically.