Department of Planning and Development

Building and Inspections

inspection@cityoflacrosse.org 608-789-7530

DEMOLITION

Do I need a building permit?
Yes.

Data Requirements:

- A Building Permit Application
- A completed sign-off sheet (not required in the case of the demolition of a detached garage)
- A conditional use permit or submit a plan and permit application for a new building

How long does it take to get my permit?
Permits are reviewed on a first come, first serve basis. Inspectors are allowed 10 business days to complete. They may take longer depending on circumstances. For an additional cost you can EXPEDITE your application, moving it to the forefront.

How much does a permit cost?
Building Permit Fees can be found on the City website at this link Appendix C - FEE SCHEDULE | Code of Ordinances | La Crosse, WI | Municode Library

If you would like to submit the permit application electronically, please upload the forms and email them to inspection@cityoflacrosse.org

Be sure to call Digger's Hotline prior to digging. The number is 1-800-242-8511.

Department of Planning and Development

Building and Inspections

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APPLICATION FOR *RESIDENTIAL BUILDING* PERMIT

OFFICE USE ONLY:

Application Number: _____ Date: _____ Parcel Number: _____

OWNER INFORMATION

Name:			
Address of above: Street	**City**	**State**	**Zip Code**
Phone:	**Cell:**	**Email:**	

CONTRACTOR INFORMATION

Name:			
Address of above: Street	**City**	**State**	**Zip Code**
Phone:	**Cell:**	**Email:**	

PROJECT INFORMATION

Project address:

Construction Cost: $	**Fence Only:** Height: Material:	**Description of Work (Must be filled out for review)** **If Demolition, include use of land after demolition**

Project Type:

Building ☐ **Addition** ☐ **Sign** ☐ **Alteration/Remodel** ☐ **Demolition** ☐ **Accessory** ☐

PROPERTY INFORMATION (OFFICE USE ONLY)

Zoning	**Nbr. Dwelling Units**	**Owner Occ** ☐ **Rental** ☐	**Airport Height** Yes☐ No☐	**Flood Plain** Yes☐ No☐	**Fire Limits** Yes☐ No☐	**Archaeological District** Yes☐ No☐	**Historical Dist** Yes☐ No☐

FEE INFORMATION (OFFICE USE ONLY)

Plan Review: $	**Permit:** $	**Record Mtce:** $	**Land Use:** $	**Cert of Occupancy:** $	**Exempt:** ☐	**Other:** $	**Total:** $

IT IS HEREBY AGREED between the applicant, as owner, owner's agent or servant, and the City of La Crosse that for and in consideration for the premises and of the permit to construct, erect, alter, move, raze, or install and the occupancy of a building adding or property as above described, to be issued and granted by Building and Inspections of the City of La Crosse, that the work thereon will be done in accordance with the descriptions set forth in this statement, and as more fully described in the City of La Crosse and State of Wisconsin laws relating to the construction, alteration, repairs, removal and safety buildings and other structures and permanent building equipment.

_____ _____ _____

Agent/Contractor: (Print) **(Sign)** **(Date)**

_____**-DCQ** _____**-DC**

Expires _____/_____/_____ **Expires**_____/_____/_____

_____ _____ _____

Owner: (Print) **(Sign)** **(Date)**

OFFICE USE ONLY

Application Approved:	**Inspector:**	**Date:**

Department of Planning and Development

Building and Inspections

inspection@cityoflacrosse.org 608-789-7530

DEMOLITION SIGN OFF SHEET

Application Number: _____ Date: _____ Parcel Number: _____

We, the undersigned, certify that the water, sewer, electricity, gas and telephone connections in the building or structure about to be demolished, as described below, have been removed, sealed, or plugged. The applicant for permit for the sewer and water disconnections is responsible for disconnection and proper abandonment in accordance with city requirements[1]. A Plumbing Permit is required prior to disconnection.

BUILDING OR STRUCTURE ADDRESS:

_____

The following shall be completed and signed prior to the release of the demolition permit.

WATER & SEWER CONNECTION:

Plumbing Inspector: _____(Print)_____(Sign)_____(Date)_____

(License No.) _____

WATER METER:

La Crosse Water Utility:_____(Print)_____(Sign)_____ (Date)_____

GAS **CONNECTION:**

Xcel Energy: _____(Print)_____ (Sign)_____(Date)_____

ELECTRICAL CONNECTION:

Xcel Energy: _____ (Print)_____ (Sign)_____ (Date)_____

TELEPHONE CONNECTION:

Spectrum or Brightspeed:_____(Print)_____(Sign)_____(Date)_____

Spectrum Phone: (608) 219-0334
Brightspeed Phone: (608) 780-2161

CITY HERITAGE PRESERVATION PLANNER: *Acknowledges that property is not listed on the local Register of Historic Places*

(Print)_____(Sign)_____(Date)_____

NOTICE: Asbestos Abatement

Demolition projects are subject to Federal and State of Wisconsin regulations concerning asbestos containing building materials. These regulations require a pre-demolition inspection by a State Certified Asbestos Inspector and filing a notice of Demolition (Form 4500-113) with the Wisconsin Department of Natural Resources. For more information, call the Wisconsin Department of Natural Resources locally at (608) 785-9000 or Troy Gansluckner at (715) 684-2914, extension 132.

[1]Refer to attached City policy for abandonment requirements for water, sanitary sewer, and storm sewer

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Notification for Demolition and/or Renovation and Application for Permit Exemption

Form 4500-113 (R 03/20)

Notice: Completion of this notification is mandatory under ss. NR 406.04, 410.05 and 447.07, Wis. Adm. Code. Penalties for failure to submit a required notification or failure to provide complete information requested include forfeitures of $10 to $25,000 and imprisonment for up to six months [s. 285.87, Wis. Stats.]. Personal information will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin Public Record law [ss. 19.31-19.39, Wis. Stats.].

Instructions: Notification to the Department of Natural Resources may be submitted using this form 4500-113 or the online system, available at https://dnr.wi.gov, search "asbestos notification".

Internal Use Only		
Postmark	**Date Received**	**Notification ID**

Notification Type [NR 447.07(4)(a), Wis. Adm. Code]

☐ Original ☐ After-the-Fact ☐ Revised ☐ Cancellation

Project Type [NR 447.07(4)(c), Wis. Adm. Code]

☐ Abatement and demolition
☐ Demolition with no abatement
☐ Renovation with abatement
☐ Emergency renovation (see pg 4)
☐ Ordered demolition (see pg 4)
☐ Planned annual renovation with abatement
☐ Fire Training Burn

Pre-project Asbestos Inspection Information

Inspector Name: _____ Wisconsin Inspector No: _____

Company (optional): _____ Date of Inspection: _____

Phone Number: _____ or E-mail (Optional): _____

Scheduled starting and completion dates of asbestos removal work, or any other activity, such as site preparation that would break up, dislodge or similarly disturb asbestos material, and scheduled starting and completion dates of demolition or renovation. [NR 447.07(4)(h) and (i), Wis. Adm. Code]

Abatement Dates Start: _____ End: _____

Demolition or Renovation Dates Start: _____ End: _____

Work Days ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun **Work Hours:** Start _____ End _____

Property [NR 447.07(4)(d) and (g), Wis. Adm. Code]

Facility Name (Optional): _____

Address Line 1: _____

Address Line 2: _____

City: _____ County: _____ Zip Code: _____

Latitude (decimal degrees) (Optional): _____ Longitude (decimal degrees) (optional): _____

Prior and Current Use (e.g. Public, Industrial, Commercial, Residential, Farm Building**)**

Prior: _____ Current: _____

Age of structure(s) (years): _____ Size of structure(s) (sq. ft): _____

Number of floors/stories: _____ Number of structures to be demolished: _____

Owner [NR 447.07(4)(b), Wis. Adm. Code]

Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone Number: _____

E-mail (Optional): _____

Asbestos Information [NR 447.07(4)(f), Wis. Adm. Code]

Removal Methods and Conditions: If any Cat I or II nonfriable materials on this project will be removed by mechanical chipping or drilling, cutting or sawing, abrading or grinding, add these materials amounts to the Friable/RACM (Regulated Asbestos-Containing Material) Surface Area box. If any Cat I or Cat II nonfriable materials are in "poor condition" meaning the material is peeling cracking or crumbling, add these material amounts to the Friable/RACM Surface Area box.

Amount of Asbestos, including: A. Regulated Friable Asbestos/RACM to be removed. B. Category I & II ACM TO BE removed. C. Category I & II ACM NOT removed.	A. Friable Asbestos/RACM TO BE removed	B. Nonfriable Asbestos Material TO BE removed		C. Nonfriable Asbestos Material NOT removed before demolition	
		CAT I	CAT II	CAT I	CAT II
Pipes (linear feet)					
Surface Area (square feet)					
Volume off facility component (cubic feet)					

Permit Exemption and Inspection Fees [NR 410.05(2) and (3), Wis. Adm. Code]

Project Type	Quantities to be Abated	Amount Due
Demolition	Less than 160 square feet and 260 linear feet of regulated asbestos	$135
Renovation/Demolition	At least 160 square feet and 260 linear feet of friable asbestos/RACM, but less than 1000 combined feet	$400
Renovation/Demolition	Combined square and linear feet of friable asbestos/RACM of at least 1000 combined feet but less than 5000 feet	$700
Renovation/Demolition	Combined square and linear feet friable asbestos/RACM of at least 5000 feet	$1325
Fire Training Burns	All asbestos containing material must be abated prior to burn	$100
After-the-Fact	Notifications assess the appropriate fee listed above in accordance with Wis. Adm. Code s. NR 410.05(3)(f).	$

Note: Fee must be submitted with this notification to be deemed complete. The 10-day waiting period in s. NR 447.07(3) does not commence until the fee has been paid and the notice is deemed complete.

Inspection procedure, including analytical methods, employed to detect the presence of RACM and Category I and Category II non-friable ACM. [NR 447.07(4)(e), Wis. Adm. Code]

[narrative description]

Description of planned demolition or renovation work, including techniques and affected facility components. [NR 447.07(4)(j), Wis. Adm. Code]

[narrative description]

Description of work practices and engineering controls to be used, including asbestos removal and waste-handling emission control procedures. [NR 447.07(4)(k), Wis. Adm. Code]

[narrative description]

Description of procedures to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized or reduced to powder. [NR 447.07(4)(p), Wis. Adm. Code]

[narrative description]

Asbestos Removal Contractor [NR 447.07(4)(b), Wis. Adm. Code]

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ ZIP: _____
Contact Name: _____
Phone Number: _____
E-mail (Optional): _____

Demolition or Renovation Contractor [NR 447.07(4)(b), Wis. Adm. Code]

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ ZIP: _____
Contact Name: _____
Phone Number: _____
E-mail (Optional): _____

General Contractor (Operator) [NR 447.07(4)(b), Wis. Adm. Code]

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ ZIP: _____
Contact Name: _____
Phone Number: _____
E-mail (Optional): _____

Fire Department for Fire Training Burns [NR 447.07(4)(b), Wis. Adm. Code]

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ ZIP: _____
Contact Name: _____
Phone Number: _____
E-mail (Optional): _____

Waste Disposal Transporter [NR 447.07(4)(q), Wis. Adm. Code]

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ ZIP: _____
Contact Name: _____
Phone Number: _____
E-mail (Optional): _____

Waste Disposal Site [NR 447.07(4)(L), Wis. Adm. Code]

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ ZIP: _____
Contact Name: _____

If an emergency renovation operation, as defined in s. NR 447.02(12), complete the following information. [NR 447.07(4)(o), Wis. Adm. Code]

Date and hour of emergency: _____

Explanation of how event caused unsafe condition, potential equipment damage or an unreasonable financial burden:

Description of sudden, unexpected event:

If an ordered demolition, identify the government agency issuing the order and attach a copy of the order. To meet the definition of an ordered demolition under ch. NR 447, the demolition order must have been issued because "the facility is structurally unsound and in danger of imminent collapse". [NR 447.07(4)(n), Wis. Adm. Code]

Name: _____ Title: _____

Authority: _____

Date of Order: _____ Date on which the demolition was ordered to begin: _____

Additional project comments (optional):

☐ I certify that at least one person trained as required by s. NR 447.08(8), Wis. Adm. Code will supervise the stripping and removal as described by this notification. **[NR 447.07(4)(m), Wis. Adm. Code.** *Note: each owner or operator shall post evidence that the required training has been completed and make such evidence available for inspection by the department at the demolition or renovation site.]*

☐ I certify that all of the information in this document is accurate and complete to the best of my knowledge

Notification Submitter Name: _____

Company and Title (if applicable): _____

Phone: _____ E-mail: _____

Signature: _____ Date Signed: _____

Submit to:
Department of Natural Resources
Bureau of Air Management
Asbestos Notification
P.O. Box 7921
Madison, WI 53707-7921

Requirements for Abandonment of Water and Sewer Services

1 GENERAL:

1. A licensed plumber shall complete disconnection and abandonment of water and sewer services. A Plumbing Permit shall be required prior to issuance of a Demolition Permit for buildings with connections to City utilities. All permits shall be in-place prior to any demolition activities.
2. All existing water and sewer services extended to the property shall be abandoned according to the procedures below. In the event that conditions will not allow abandonment according to specified procedures, an alternate method of abandonment may be allowed on a case-by-case basis. All alternate methods for water and/or sewer service abandonment shall be approved in advance by the Building & Inspection office.
3. The person obtaining the demolition permit shall have at least $500,000 personal injury and property damage insurance.

2 SEWER:

The private sewer service lateral shall be exposed and properly sealed at a point outside the limits of demolition, within ten feet of the property line. Demolition contractor shall provide at least three-dimensional ties to the end of the sealed lateral.

3 WATER:

1. Prior to abandonment of the water service the Water Utility will remove the water meter and shut-off the service at the curb box valve.
2. Prior to any demolition work, the private water service lateral shall be exposed on private property at a point near the property line, cut-off and sealed. Abandonment shall include all required compacted backfill and restoration of grounds, sidewalk, pavement, or other features to match surrounding conditions.

WISCONSIN
DEPT. OF NATURAL RESOURCES

WA-651 (Revised 2013)

PLANNING YOUR DEMOLITION OR RENOVATION PROJECT:

A Guide to Hazard Evaluation, Recycling and Waste Disposal

(Formerly called Pre-Demolition Environmental Checklist)

INFORMATION ON IDENTIFYING, HANDLING AND PROPERLY DISPOSING OF HAZARDOUS MATERIALS

PLANNING YOUR PROJECT

1. ☑ Conduct a walk-through of the project building(s) and grounds to **identify items that contain harmful materials** and other site-related concerns.
2. ☑ **Identify and quantify harmful materials at your job site** with specialized inspectors or contractors, if necessary
3. ☑ **Notify the DNR of** demolition or renovation activities prior to starting any demolition or renovation work.
4. ☑ **Hire specialized consultants, contractors or transporters** to remove and properly manage harmful materials prior to starting your project.
5. ☑ **Request and file all receipts** for the disposal of harmful and non-harmful materials related to the project to avoid potential enforcement action.

Before beginning any demolition or renovation project, it is important to know about harmful materials that may be present on your project site.

This guide walks contractors and building owners through the steps to identify harmful materials commonly found at project sites and to handle and dispose of them safely. It also offers proper ways to manage recyclable and reusable materials and other wastes that are common in demolition and renovation projects.

The Resources section on the last page has links to websites with more information.

Note: This document is not intended as a substitute for reading the rules, regulations, and statues related to handling demolition and renovation debris. It is simply a guide to assist you in determining how they apply to your demolition or renovation project.

COMMON HARMFUL MATERIALS

Buildings can contain a number of harmful materials that may expose workers and the public to serious health risks and pollute the air, land and water if handled or disposed of in an unsafe way. Five of these harmful materials are common on project sites and need special care in identification and handling:

- **Asbestos**
- **CFCs (chlorofluorocarbons) and halons**
- **Lead**
- **Mercury**
- **PCBs (polychlorinated biphenyls)**

FIVE STEPS TO A SUCCESSFUL DEMOLITION OR RENOVATION PROJECT

1 STEP 1. Conduct a walk-through of the project building(s) and grounds to identify items that contain harmful materials and other site-related concerns.

Identifying hazardous materials before starting work on a project site protects worker health and safety, building occupants, and the financial viability of the project. Doing this up front can help you choose the appropriate inspectors, consultants and contractors and avoid costly change orders or project delays.

Before you begin any demolition or renovation project, thoroughly inspect and inventory the project site for the following items:

- **Appliances:** Appliances may contain CFCs, mercury or PCBs. Appliances that contain CFCs or PCBs must be processed by an appliance de-manufacturer registered with the DNR.
- **Building materials and fixtures that may contain asbestos:** All layers of materials, behind walls, ceiling spaces, etc., should be inspected and sampled unless they are assumed to contain asbestos. The following building components may contain asbestos, but this list is by no means all-inclusive:
    - **Caulking:** Used around windows, doors, corrugated roofing and other places where two materials are joined. PCBs have also been found in caulking materials. Schools and industrial buildings constructed or renovated between 1950 and 1979 are suspected to contain PCB-containing caulk.
    - **Ceilings:** Including acoustical tiles and adhesives, and the materials listed under “Interior and exterior walls” below. All ceiling layers and any spaces above the ceiling where drop ceilings are present should be checked. Insulation debris may also be lying on top of ceiling tiles.
    - **Electrical systems:** Insulators; spark arrestors and transite panels in electrical boxes; wiring insulation; ducts/conduits (transite pipe); and light fixtures.
    - **Flooring:** All sizes of vinyl floor tile, sheet flooring, and linoleum, and felt paper used under hardwood floors.
    - **HVAC systems:** Duct, pipe, and joint insulation because elbows/joints are often coated with asbestos; fiberglass insulation on the straight runs; forced air dampers; wall, floor and chimney penetrations; lining and mortar; fire brick; fire-proofing materials such as transite sheets or heavy paper; boiler insulation; flexible fabric connectors; packing/gaskets and adhesives; paper backing; mastic/adhesives (floor tile, carpet, etc.); and grout and felt paper under hardwood floors.
    - **Insulation in ceilings and walls:** Blown-in, spray-applied, and block.
    - **Interior and exterior walls:** Wall plaster; joint compound; patches; transite wallboard and siding; fire doors; window putty/glazing/caulking; mortar; asphalt shingles/siding; felt under siding, stucco, textured paint, and other spray-applied materials. Paint containing asbestos is rare except in commercial applications, where it was usually applied as a very thick, often silver-colored coating or added to textured paints.
    - **Miscellaneous:** Appliances with a heating element, especially older models; fire curtains and blankets; laboratory tabletops; fume hood linings; blackboards; and fire-resistant clothing like gloves, hoods, aprons, etc.
    - **Plumbing:** Pipe wrap, pipe joints, transite counter tops in bathrooms, faucets, packing gaskets, and adhesives.
    - **Roofing:** Asphalt shingles; tar-type coatings which are often around vents, chimneys, etc.; transite shingles; roofing felts that are often under a layer of other material; flashings; and mag-block type material found under other material. Check all roof areas and roofing layers.
- **Lighting fixtures/ballasts and bulbs/lamps:** Switches for lighting may use mercury relays. Look for any control associated with exterior or automated lighting systems, such as “silent” wall switches. Several types of light bulbs or lamps contain mercury and must be properly legitimately recycled or disposed of as hazardous waste. These include:
    - **Fluorescent lights:** Even the newer lamps with green-colored ends contain mercury.
    - **High intensity discharge:** metal halide, high pressure sodium, mercury vapor.
    - **Neon**
- **Meters and switches:** Mercury may be found in thermometers, barometers, thermostats, blood-pressure devices, and fluorescent and other types of light bulbs. Any equipment used for measurement of vacuum, pressure, fluid level, temperature, or flow rate could contain mercury. These devices are

most commonly associated with commercial and industrial equipment systems, including tanks, boilers, furnaces, heaters, electrical systems, water cleaning systems, and systems for the movement or pumping of gas (air) or liquids (water). In addition, mercury containing devices are also common in certain agricultural operations such as dairy, and may be present in older model consumer appliances and residential properties, especially larger multi-unit properties.

- **Oil:** Used oil in containers or tanks, hydraulic oils in machinery, electrical transformers and capacitors, and elevator shafts. These oils may contain PCBs and may need to be tested to determine if the oil can be recycled or must be properly disposed of.
- **Paint:** Residential and industrial paints may contain lead, solvents or asbestos. Some industrial paints may contain PCBs.

In addition to the items listed above, be aware of these other site-related concerns:

- **Abandoned wells:** Unused and improperly abandoned wells are a significant threat to groundwater quality. If not properly filled, abandoned wells can directly channel contaminated surface water into the groundwater. State law requires that all wells and drill holes be properly filled prior to any demolition or construction work on the property.
- **Batteries (non-lead-containing):** Batteries may be found in smoke detectors, emergency lighting systems, elevator control panels, exit signs, security systems and alarms. Batteries should be separated from other wastes and taken to a recycling facility or a business that accepts batteries for recycling.
- **Computers and other electronics:** Most electronics are banned from Wisconsin landfills and must be recycled. These can contain hazardous materials such as lead, cadmium, chromium, and mercury and, if not recycled, may be regulated as hazardous waste.
- **Exit signs:** Many self-luminous exit signs contain tritium, a radioactive material. All self-luminous exit signs must have a permanent label that identifies it as containing radioactive material. The label will also include the name of the manufacturer, the product model number, the serial number, and the quantity of tritium contained. It is illegal to abandon or dispose of these signs except by sending them to the manufacturer or to others licensed by the U.S. Nuclear Regulatory Commission.

▶ HAZARDOUS AND UNIVERSAL WASTES

Some wastes, such as used or unused solvents, sanitizers, paint wastes, chemical wastes, pharmaceuticals, gas cylinders, aerosol cans and pesticides, may be hazardous waste and regulated by the EPA and DNR. Hazardous wastes must be removed from a project site prior to demolition or renovation and be disposed of according to specific rules. Read the DNR publication “Is Your Waste Hazardous?” (WA-1152) at http://dnr.wi.gov/files/pdf/pubs/wa/wa1152.pdf to determine if a waste is hazardous. *See Handling and Disposal Choices on page 7 for information on how to dispose of hazardous wastes on a project site.*

Universal wastes are hazardous wastes that can be collected and transported with fewer regulations. Universal wastes include hazardous waste batteries, certain pesticides, mercury thermostats and other mercury-containing equipment and some lamps (light bulbs). In Wisconsin, antifreeze can also be managed as a universal waste if it is recycled. See chapter NR 673 of Wisconsin Administrative Code for more details on recycling and reusing universal waste.

- **Painted concrete:** Walls and foundations often contain painted concrete. With prior DNR approval, contractors can grind the concrete and use it on-site or nearby under a new building or road.
- **Smoke detectors:** The smoke detectors that contain a small amount of radioactive material will be labeled and should be returned to the manufacturer for disposal. Otherwise, smoke detectors may go in the trash**.**
- **Soil contamination:** A qualified environmental consultant can conduct environmental property assessments including identification of contaminated soil.
- **Spills:** In Wisconsin, all spills of hazardous substances that negatively affect or threaten to negatively affect public health, welfare or the

▶ REUSE AND RECYCLING OF MATERIALS

Many materials, fixtures and components can be donated or sold for reuse or recycled prior to demolition. As you inventory the project site for harmful materials, take note of materials that can be reused or recycled and remove them from the project site before demolition work begins.

- The Wisconsin Business Materials Exchange is a web service that facilitates the reuse of surplus or unwanted items or materials among businesses, institutions, and organizations. You can use this tool to post items that are available and request an item you may need.
- Consider holding an auction as a way to reuse building materials, fixtures and components once all the harmful materials have been removed.
- Clean brick, building stone, concrete and asphalt can be stockpiled for crushing and reusing in future building projects.
- Clean, untreated wood can be recycled or chipped for mulch or ground cover.
- Many items such as appliances, electronics, paper and cardboard, glass containers and vehicle items are banned from Wisconsin landfills and must be recycled. For a complete list of these items, go to dnr.wi.gov and search “what to recycle.”
- The online Wisconsin Recycling Markets Directory contains a list of self-identifying businesses accepting recyclable materials. Make sure your chosen recycler meets local, state and federal regulatory requirements.
- Demolition debris may be taken to a construction and demolition recycling facility if all harmful materials, including all types of asbestos, are removed prior to demolition or renovation.

▶ OPEN BURNING

It is illegal to burn painted, treated or unclean wood, asphalt, plastics of any kind, oily substances, tires and other rubber products, garbage, recyclables, wet rubbish, and other materials. Demolition materials that cannot be burned include: roofing materials, all kinds of flooring materials, insulation, plywood and other composition board, electrical wiring, cabinetry and countertops, and plastic plumbing.

Burning of clean, unpainted and untreated wood is allowed with a DNR burning permit using DNR-approved methods. When burning this type of wood from demolition waste, you must separate out all of the illegal materials, including painted or treated wood, before any burning occurs. The DNR encourages chipping clean, untreated wood for mulch or ground cover.

If you do decide to burn clean, unpainted and untreated wood, it is your responsibility to know what restrictions apply in the area where you are burning. Remember, you must also follow local burning ordinances that may be more restrictive than state law. Contact your local fire department, town chairperson, or local municipal official for more information on local burning rules.

It is illegal to burn unwanted buildings in Wisconsin. The only exception is for a fire department training exercise. For more information on how to prepare a building for a fire department training exercise, contact the DNR asbestos program coordinator at (608) 266-3658.

environment *must* be immediately reported to the DNR via the Spills Hotline, 800-934-0003.

- **Tanks:** Chemical tanks (underground and aboveground) and septic tanks should be assessed, emptied and decommissioned.
- **Tires:**Tires should be reused or recycled. Your local landfill may collect them for recycling or you can check WisconsinRecyclingDirectory.com and search for “motor vehicle items” and then “tires.”

2 STEP 2. Identify and quantify harmful materials at your job site with specialized inspectors or contractors, if necessary

Asbestos and lead have specific requirements from the Department of Natural Resources and the Department of Health Services for their identification and testing on a project site. See the sections on asbestos and lead in this step for those requirements.

You can identify other harmful materials on a project site, such as CFCs and halons, mercury, and PCBs, by doing an inventory of the building systems and fixtures for the items listed here and in Step 1. You may need some testing to confirm the presence of these materials. The DNR recommends hiring an inspector or consultant who has sufficient experience identifying these materials and can collect samples, if necessary, that will help in identification.

If you have a large or complex project, it may make sense to hire a consultant to oversee the coordination of all waste identification and disposal activities.

▶ Asbestos

Health risks: Asbestos is a known human carcinogen that can cause serious health problems when disturbed and inhaled. Historically, asbestos was commonly used in industrial, commercial, and residential structures. Asbestos is still used today but to a lesser extent.

Location and/or materials: Asbestos is used in more than 3,000 building materials. Asbestos is commonly found in HVAC systems, electrical systems, interior and exterior walls, roofing materials, ceilings, plumbing, and flooring insulation. It is also found in appliances with a heating element, fire curtains and blankets, laboratory tabletops, fume hood lining, blackboards and fire resistant clothing. Refer to Step 1 for a detailed list of building materials and locations that may contain asbestos.

Identification and testing: The Department of Health Services requires licensed inspectors to identify asbestos. Inspectors can assume asbestos to be present, or they can identify it through testing. The DNR requires an asbestos inspection for certain projects and recommends it for others.

Required projects:

- Two or more contiguous single family homes
- Homes that are part of a larger demolition project
- Multi-family housing with five or more units
- Industrial, manufacturing or commercial buildings including bridges, farm buildings, and churches
- Any structure being prepped for a fire training exercise

Recommended projects:

- Single family homes
- Multi-family housing with 2–4 units

Inspection must be completed and asbestos materials must be removed before beginning any demolition or renovation activities.

▶ CFCs (chlorofluorocarbons) and halons

Health risks: CFCs and halons damage the earth’s protective ozone layer high in the atmosphere, allowing greater exposure to the sun’s dangerous ultraviolet rays. Some of the harmful effects of increased UV exposure include increased risk of skin cancer, eye cataracts, immune system deficiencies, and crop damage.

Location and/or materials: CFCs can be found in refrigerants in rooftop, room and central air conditioners, refrigerators, freezers, and chillers, dehumidifiers, heat pumps, water fountains and drinking coolers, walk-in coolers (refrigeration or cold storage areas), vending machines and food display cases. Halons are found in fire extinguishers and other fire control equipment.

▶ Lead

Health risks: Inhaling or swallowing lead dust can cause serious health effects, including kidney disease, neuropathy, infertility, heart and cardiovascular disease, stroke, memory problems, and Alzheimer’s disease.

Location and/or materials: Lead plumbing and lead-based paint are commonly found in many older buildings. Lead may be found in paint on woodwork and metal equipment, leaded glass, lead window-sash weights, lead flashing molds, roof vents, lead pipes and solder. Lead is found in both indoor and outdoor applications. Lead is also found in lead-acid batteries associated with older lighting, exit signs, and security systems.

Identification and testing: The Department of Health Services requires licensed inspectors and risk assessors to identify lead paint. When building surfaces or components are being renovated in any residential and child-occupied buildings built before 1978 (such as private homes, rental units, day care centers, and schools), lead paint must be assumed to be present or identified through testing.

Lead paint sampling is recommended on commercial and industrial projects. The US discontinued manufacturing lead paint for residential use by 1978, but lead is still used in specialty paints in commercial and industrial applications. Most buildings have multiple layers of paint, and all layers should be considered.

▶ Mercury

Health risks: Liquid mercury evaporates slowly at room temperature and gives off harmful vapors that are invisible and odorless. Breathing these vapors causes the most harm to people, but mercury can also be harmful when it comes in contact with broken skin or when it is swallowed. Women and children are most at risk from mercury poisoning, which can cause brain and nerve damage, resulting in impaired coordination, blurred vision, tremors, irritability and memory loss. Mercury poisoning also causes birth defects.

Location and/or materials: Mercury may be found in thermometers, barometers, thermostats, dental offices, blood-pressure devices, and fluorescent and other types of light bulbs. Any equipment used for measurement of pressure, fluid level, temperature, or flow rate could contain mercury. These devices are most commonly associated with commercial and industrial equipment systems, including tanks, boilers, furnaces, heaters, electrical systems, water cleaning systems, and systems for the movement or pumping of gas (air) or liquid (water). In addition, mercury containing devices are common in certain agricultural operations such as dairy, and may be present in older model consumer appliances, vehicle light switches and residential properties, especially larger multi-unit properties. Dental offices use mercury-containing amalgam that may be found in sink drain traps. Mercury can also be found as part of older wastewater treatment plant trickling filters.

▶ PCBs (polychlorinated biphenyls)

Health risks: PCBs may cause cancer in humans and can disrupt hormone and nervous system function. PCBs are persistent in the environment and stay in animals' and humans' systems. PCBs are a source of contamination in fish and have caused fish consumption advisories for humans.

Location and/or materials: PCBs can be found in electrical oils (e.g. transformers and capacitors in appliances) electronic equipment, heat transfer equipment, hydraulic fluids, light ballasts, industrial paints, specialty paints (e.g. swimming pools) and caulking materials. Sumps, oil traps and concrete flooring in facilities that used or manufactured PCBs may be contaminated with PCBs as well. Electrical devices manufactured prior to 1978 should be assumed to contain PCBs.

Identification and testing: You may be able to determine PCB concentrations in electrical equipment oil using identification labels, documents from the manufacturer indicating the PCB concentration at the time of manufacture, or service records showing the PCB concentration measured when the equipment was serviced. If a manufactured date and PCB content label are not found on a transformer or capacitor, the oil should be tested to determine the PCB content prior to dismantling and disposal. Oil-filled electrical equipment labeled "No PCBs" may still contain PCBs, but at a concentration lower than what the EPA regulates. The oils in this equipment should still be tested to see if they contain PCBs and then handled appropriately.

Testing of specialty paint, epoxies and caulks in buildings built or renovated between 1950 and 1979 is recommended. High levels of PCBs are being found in these materials across the country. Once testing is complete, boldly label all surfaces and items that were found to contain PCBs so they are handled appropriately during renovation or demolition.

3 STEP 3. Notify the DNR of demolition or renovation activities prior to starting any demolition or renovation work.

Notification to the DNR is required for all demolition projects meeting any of these categories:.

- Two or more contiguous single-family homes
- Homes that are part of a larger demolition project
- Multi-family housing with five or more units
- Industrial, manufacturing or commercial buildings including bridges, farm buildings, and churches
- Any structure being prepped for a fire training exercise

DNR notification is also required for renovation projects meeting any of these criteria, if asbestos removal is involved.

For demolition projects
All demolition projects meeting the previously listed criteria require DNR notification 10 working days before the project work begins.

For renovation projects involving asbestos
All renovation projects meeting the previously listed criteria that involve asbestos require DNR notification 10 working days before the project begins.

Note: While plans to demolish or renovate a single-family home do NOT require DNR notification, it is recommended you take the precautionary steps outlined in this publication.

▶ HANDLING AND DISPOSAL CHOICES

You have a few options for handling and disposing of lead, mercury, PCBs and other wastes from your project site that qualify as hazardous waste. Identifying these options prior to beginning the project can help you schedule transportation and disposal and maintain the overall project schedule.

- **Hire a waste management contractor** to pick up and dispose of hazardous wastes. This takes the guess work out of handling these types of wastes. Contractors have properly trained personnel that will determine appropriate packaging, shipping and vehicle licensing and have established relationships with disposal facilities.

Other choices provide you with reduced regulation and may change depending on the amount of hazardous waste generated in a month. As a contractor, you may manage hazardous wastes you generate at temporary job sites only according to the following options. For more details on these options, see the DNR publication "Pilot Project for Management of Contractor Generated Hazardous Waste" (WA-654) at http://dnr.wi.gov/files/pdf/pubs/wa/wa654.pdf.

- **Hire a licensed hazardous waste transporter** to transport the hazardous waste to a licensed or permitted hazardous waste treatment, storage and disposal facility. In this case, you must follow the applicable generator requirements in chapters NR 660-679 of Wisconsin Administrative Code.
- **Leave containerized hazardous waste for the site owner to properly manage.** In this case, the site owner must follow the applicable generator requirements in chapters NR 660-679 of Wisconsin Administrative Code. If you choose this option, be sure to include this in your contract with the site owner.
- **Transport the containerized hazardous waste yourself** directly from the temporary job site to a Household and Very Small Quantity Generator (VSQG) Hazardous Waste Collection Facility. This includes county or municipal Clean Sweep locations. If the total quantity of hazardous waste generated by your company in one month is less than 220 lbs. (about half of a 55-gallon drum), you would be a VSQG and your hazardous waste may be taken to a Clean Sweep location for handling and disposal. Contact your local Clean Sweep coordinator for information on possible fees, accepted materials, and other details.
- **Transport the containerized hazardous waste yourself to your central business location.** This option is currently available under a pilot project. Waste handled in this manner is subject to the pilot project conditions. See the publication referenced above for more information.

STEP 4. Hire specialized consultants, contractors or transporters to remove and properly manage harmful materials prior to starting your project.

Hiring the right consultant, contractor or transporter is important to ensure safe handling practices and disposal options. This section will help you determine who to hire. Links to lists of licensed consultants, contractors and transporters are on the last page under Resources.

▶ Asbestos

Handling practices: Asbestos professionals trained and certified by DHS are required to perform asbestos removal in most multi-unit residential and all commercial, industrial, manufacturing and government buildings. Most types of asbestos-containing materials must be removed from the building prior to demolition or renovation.

Disposal: The asbestos removal contractor is responsible for disposing of the asbestos materials at a licensed landfill approved to accept asbestos waste. Not all landfills accept asbestos materials, so contractors should call the landfill to find out what materials are accepted and the hours of operation.

In some situations, non-friable asbestos materials (materials that are resistant to crushing), such as floor tile and roofing, may remain in place during the demolition activities. When this is done, the debris must be taken to a municipal or construction and demolition landfill. Debris containing non-friable asbestos materials may not be taken to a construction and demolition recycling facility.

▶ CFCs (chlorofluorocarbons) and halons

Handling practices: Keep units that contain refrigerants in place for a certified transporter to remove them. Moving them may cause an accidental release of refrigerants. Certified transporters include waste haulers, community recycling programs, and appliance salvage businesses. State law requires that anyone transporting salvaged refrigeration units must certify to the DNR that they will transport items in a way that prevents refrigerant releases. Technicians who remove refrigerants from units must be registered with the DNR and use approved equipment.

Check both portable and installed fire suppression systems for labels indicating halons. Trained technicians are also needed to remove halons. Contact local fire suppression equipment companies or the Halon Recovery Corporation for more information. Do not discharge halon fire extinguishers; intentionally releasing these substances is prohibited under federal regulations.

Disposal: Once the refrigerants are recovered, the unit may be taken to a metal scrap recycling facility. If you send halon-containing equipment offsite for disposal, it must be sent to a manufacturer, fire equipment dealer or recycler operating in accordance with National Fire Protection Association standards.

▶ Lead

Handling practices: DHS-certified lead-safe contractors are required for any renovations, repairs, painting or other paint-disturbing services on or in the regulated buildings that contain lead paint. These contractors must use lead-safe practices at these properties.

State law prohibits the sale or transfer of any fixture or other object that contains lead-bearing paint if children would have ready access to the fixture or object in its new location.

Disposal: Dispose of in a landfill any painted wood or building components that contain lead paint. Do not burn or chip wood that contains lead paint or use it for landscaping.

Lead paint waste, such as lead paint chips or lead paint removed from commercial or industrial buildings, must be tested to determine if it is a hazardous waste for disposal purposes.

See Handling and Disposal Choices on page 7 for handling and disposal options.

▶ Mercury

Handling practices: You may collect intact mercury-containing devices and bring them back to your primary business location or bring them directly to an off-site mercury recovery facility. Do not remove mercury ampoules or free liquids from the device. Store devices in a covered plastic container to prevent them from breaking. Label the container to assist proper handling and disposal.

If any mercury is spilled or released during handling, report the spill immediately by calling the DNR 24-hour Spills Hotline: (800) 934-0003. Mercury spreads quickly, and even a small spill can cause big cleanup costs in a short period of time.

Disposal: Trained professionals and specific equipment are needed for safe removal of mercury from ampoules and devices. Mercury must be transported by a licensed hazardous waste transporter to a mercury facility to be recycled or reclaimed.

See Handling and Disposal Choices on page 7 for handling and disposal options.

▶ PCBs (polychlorinated biphenyls)

Handling practices: The EPA recommends that caulk containing PCBs be removed during planned renovations and repairs (when replacing windows, doors, roofs, ventilation, etc.). It is important to ensure that PCBs are not released into the air during renovation or repair of affected buildings.

Oils with PCB content greater than 50 ppm are prohibited from being mixed with other materials to reduce the PCB content.

Disposal: PCBs must be transported either by your company, a licensed hazardous waste transporter or a full-service contractor. PCBs and PCB-containing wastes must be taken to a licensed disposal facility or directly to a licensed incineration facility. Arrangements for accepting PCBs must be made with these facilities ahead of time.

See Handling and Disposal Choices on page 7 for handling and disposal options.

▶ DEMOLITION AND RENOVATION WASTE

Disposal options for demolition and renovation wastes depend on the type of waste and, in some cases, the amount generated. Solid wastes such as trash, painted wood, and fiberglass insulation can be disposed of at solid waste transfer stations and landfills, including construction and demolition landfills.

If demolition wastes are going to a construction and demolition landfill, all non-building components, such as books, furniture and trash must be removed before you begin demolition (note that most of these non-building components can be reused or recycled). Non-building components may stay in the building if the demolition waste is going to a municipal solid waste landfill. Check with local landfills prior to demolition to determine how to manage your wastes.

Demolition debris may be taken to a construction and demolition recycling facility if all asbestos materials and other harmful materials have been removed prior to demolition or renovation.

To find a list of these facilities licensed in Wisconsin, go to dnr.wi.gov and search "licensed waste haulers and facilities."

STEP 5. Request and file all receipts for the disposal of harmful and non-harmful materials related to the project to avoid potential enforcement action.

As materials are removed from the project site, ask your contractors for disposal receipts to document the disposal or recycling of your wastes. This is an important step in protecting your company. If materials are illegally dumped, the DNR will investigate to determine where the materials came from. Part of the investigation process would be to identify projects in the area that may have been the source of the illegally dumped materials. Receipts show that your project wastes were disposed of appropriately and protect you from liability issues and fines and/or forfeitures.

Once the harmful materials have been removed from the project site and the notification to DNR is submitted with the appropriate dates of demolition, demolition may begin. This includes first removing materials for reuse or recycling. If all harmful materials, including all types of asbestos, have been removed from the building or structure before demolition, the resulting debris may be taken to a construction and demolition recycling facility.

RESOURCES

Asbestos

- DNR asbestos program requirements: dnr.wi.gov, search “asbestos”
- DHS Wisconsin Asbestos Program: www.dhs.wi.gov/asbestos/
- DHS-certified asbestos companies: at the link above, look for “certified company” in the left-hand margin

Brownfields

- DNR brownfields redevelopment: dnr.wi.gov, search “brownfield”

CFCs and halons

- DNR refrigerant recovery program: dnr.wi.gov, search “refrigerants”

Demolition debris, waste, transporters, landfills and other licensed facilities

- DNR demolition, construction & renovation information: dnr.wi.gov, search “demolition”
- DNR waste and materials management: dnr.wi.gov, search “waste”
- DNR list of licensed haulers and facilities: dnr.wi.gov, search “licensed waste haulers and facilities”
- Contact the DNR: 608-266-2111 or DNRWasteMaterials@wisconsin.gov

Hazardous and universal wastes

- DNR hazardous waste information: dnr.wi.gov, search “hazardous waste”
- “Is Your Waste Hazardous?” (DNR publication WA-1152): http://dnr.wi.gov/files/pdf/pubs/wa/wa1152.pdf
- Handling and disposal of hazardous wastes – “Pilot Project for Management of Contractor Generated Hazardous Waste” (DNR publication WA-654): http://dnr.wi.gov/files/pdf/pubs/wa/wa654.pdf.
- Wisconsin Administrative Code chapter NR 673 – Universal Waste Management Standards: http://docs.legis.wisconsin.gov/code/admin_code/nr/600/673/

Lead

- DHS Lead-Safe Wisconsin: www.dhs.wi.gov/lead/
- DHS-certified lead companies: at the link above, look for “certified company” in the left-hand margin
- DNR Application for Low Hazard Waste Exemption for Reuse of Concrete Coated with Lead-Bearing Paint -- Form 4400-274 (R 2/12) http://dnr.wi.gov/files/pdf/forms/4400/4400-274.pdf

Mercury

- EPA information on mercury: www.epa.gov/hg/consumer.htm

PCBs

- EPA information on PCBs: www.epa.gov/wastes/hazard/tsd/pcbs/
- Wisconsin Administrative Code chapter NR 157 – Management of PCBs and Products containing PCBs: docs.legis.wisconsin.gov/code/admin_code/nr/100/157/

Reuse & recycling

- DNR recycling program: dnr.wi.gov, search “recycling”
- WasteCapDIRECT – a centralized, online directory of construction and demolition recycling processors, haulers and end markets: www.wastecap.org
- Wisconsin Recycling Markets Directory: www.wisconsinrecyclingdirectory.com

Storage tanks

- Department of Safety and Professional Services storage tank database: http://dsps.wi.gov/online-services/storage-tanks

Wisconsin Administrative Code

- Wisconsin Legislative Documents: http://docs.legis.wisconsin.gov

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Air Management Program

Air Program Fact Sheet
What you need to know about renovation and demolition

A regulatory summary for contractors and building owners

February 2020

As part of the planning process for any renovation/remodeling or demolition project, an asbestos inspection must be performed to identify any asbestos-containing materials that may be disturbed during the project. The asbestos-containing materials must be removed prior to beginning the project to protect the workers, building occupants and other contractors involved in the project from being exposed to asbestos. Federal and state regulations govern proper identification and handling of asbestos-containing materials to protect human health. Other hazardous substances present in buildings can also pose a risk to human health and the environment. See the Pre-Demolition Environmental Checklist at: *dnr.wi.gov/files/PDF/pubs/wa/wa651.pdf*.

Four key steps comprise proper handling of asbestos materials when renovating/remodeling or demolishing structures: inspect, notify, remove and dispose.

Note: All underlined terms are defined on the back of this document

Inspect the facility

- All affected parts of a facility being renovated or demolished must be inspected for the presence of asbestos-containing materials prior to beginning the renovation or demolition project.
- The inspector must be asbestos inspector certified through the Wisconsin Department of Health Services (DHS). For more information on the Certification Program see: www.dhs.wisconsin.gov/asbestos/.

Notify the state

The state must be notified of demolition and/or renovation activities as described below:

- For a facility being *demolished*, a 4500-113 notification must be submitted to the Department of Natural Resources (DNR). Notification is required regardless of whether or not asbestos is present. The notification must be submitted at least ten working days prior to beginning any demolition activity, including any asbestos abatement.
- For a facility being *renovated/remodeled* where more than 160 square feet or more than 260 linear feet of regulated asbestos-containing material will be disturbed, a 4500-113 notification must be submitted. The notification must be submitted to DNR at least ten working days prior to beginning the renovation activity, including any asbestos abatement.
- For a facility being *renovated/remodeled*, where less than 160 square feet or less than 260 linear feet of regulated asbestos-containing material, and/or any quantity or category of nonfriable asbestos-containing materials, will be disturbed, a notification must be submitted to DHS.

A 4500-113 notification can be submitted using the online Asbestos Renovation and Demolition Notification system (ARDN) or the paper form.

Registration for the online system and a printable paper version of 4500-113 can be found at: *dnr.wi.gov/files/PDF/forms/4500/4500-113.pdf.*

Remove regulated materials

- All regulated asbestos-containing material that would be disturbed as part of a *renovation* or *demolition* must be properly removed before beginning the project. This includes all friable and nonfriable asbestos-containing materials that could be crumbled, pulverized or reduced to powder during the project.

- The individuals removing asbestos-containing materials must be certified through the Wisconsin DHS.

Dispose of waste

- All asbestos-containing waste material must be properly disposed of in leak-tight containers at a landfill approved to accept asbestos.
- All asbestos-containing waste containers must be labeled with the name of the waste generator and location at which the waste was generated.

Definitions:

Facility: Means any institutional, commercial, public, industrial, or residential structure, installation, or building, including any structure, installation, or building containing condominiums or individual dwelling units operated as a residential cooperative, *but excluding a single, isolated residential building having four or fewer dwelling units.* (All structures demolished by fire training are regulated.)

Demolition: Means the wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of any facility.

Renovation: Means altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component.

Category I Nonfriable Asbestos-Containing Material: Means asbestos containing packings, gaskets, resilient floor covering and asphalt roofing products containing more than 1% asbestos.

Category II Nonfriable Asbestos-Containing Material: Means any material, excluding Category I nonfriable material, containing more than 1% asbestos ... that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure or by mechanical forces expected to act on the material.

Friable Asbestos Material: Means any material containing more than 1% asbestos... that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

Regulated Asbestos-Containing Material (RACM): Means (a) friable asbestos material, (b) Category I nonfriable asbestos-containing material that has become friable, or has been subjected to sanding, grinding, cutting or abrading, (c) Category II nonfriable asbestos-containing material that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.

For more information:

Visit dnr.wi.gov, search "asbestos."

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