



**Buildings, Safety Engineering
& Environmental Department**

City of Detroit Buildings, Safety Engineering & Environmental Department Wrecking License Application



2017 Edition



**Buildings, Safety Engineering
& Environmental Department**

***City of Detroit
Buildings, Safety Engineering & Environmental Department
Coleman A. Young Municipal Center RM 408
Detroit, Michigan***

Application for License as:

Awning Erector _____
Elevator Contractor _____
House Moving Contractor _____
Sign Erector _____
Wrecking Contractor _____

(Designate with (X) the grade of license for which application is made)

Date: _____

Name of applicant _____ Email _____

Business Address _____ Phone No. _____

Character of organization _____
(Individual, assumed name, partnership, (LLC) corporation)

If assumed name, give names of owners of business _____

If partners, names of partners _____

If corporation, officers _____



**Buildings, Safety Engineering
& Environmental Department**

Is the applicant(s) familiar with all ordinances and regulations controlling the activity covered by this application? _____

Number of years engaged in this business _____

Character of experience during the above mentioned period _____

I hereby certify that the above statements are correct and true:

State of Michigan
County of Wayne

Applicant _____

By _____ Position _____

Subscribed and sworn to before me this _____ day of _____ 20____

My commission expires _____ 20____

(Notary public)

*City of Detroit
Buildings, Safety Engineering & Environmental Department
Coleman A. Young Municipal Center RM 408
Detroit, Michigan*



OFFICE USE ONLY (DO NOT FILL IN)

Name _____

Address _____

Examined by _____

Disposition _____

License to cover the following _____

Surety Bond # _____

No. of License _____

Issued _____



City of Detroit

Wrecking License Information

This checklist is provided to help you complete your application correctly. Only properly completed applications will be accepted for processing. All required **application forms** and **supporting documentation** must be secured and assembled by the applicant prior to submission for **Board approval**. In order to be considered, the application package must be submitted **14 days** prior to any scheduled Board meeting. You will be advised of your application status/acceptance and the time, date and location of the scheduled oral examination. All Qualifying Officers/Applicants are required to appear before the Board in person.

1. Check your **application package** to ensure you were given a complete set. It should include: a two page application, a sample employment affidavit and excerpts from *Detroit's Building Code*.
2. Be sure to have your application **NOTARIZED**.
3. The current examination fee is **\$86.00** (Credit card payments in person or *personal checks are accepted*).
4. If operating as a partnership, you will be required to provide a certified copy of the **Co-partnership Certificate** you registered at the Wayne County Clerk's office. The Qualifying Officer/Applicant is required to be a partner/officer of the corporation.
5. If you will be operating as a corporation, you must provide us with a copy of your **Articles of Corporation** and your most recent annual report. The Qualifying Officer/Applicant is required to be a partner/officer of the corporation.
6. A Minimum of three (3) years supervisory experience (**Foreman-Superintendent-Supervisor**) is mandatory to qualify for a wrecking license in Detroit. **NOTE:** All employers listed on your application are required to provide us with an **Employment Affidavit**. Please review the sample Employment Affidavit letter included in your application package and request all referenced to follow that format. We recommend that you mail or deliver copies of the sample affidavit to each of your former employers.

If you were **self-employed** and operating your own company in some other area, you can provide evidence of experience by submitting the following:



- a) Copies of **wrecking permit**, weather cards or other copy and permit applications signed by you and listing your company as the prime contractor.
 - b) Affidavits from clients or customers whose building you have demolished. We will not accept testimonial letters of character. Use the same format found in the sample Employment Affidavit.
 - c) Copies of **Workman's Compensation** audits submitted by your firm.
 - d) Prior tax records.
7. A recent passport type photograph of the applicant.
8. Any questions or concerns, please contact Mr. Glenn Davis at (313) 224-9102 (DavisGL@detroitmi.gov); or Mr. Robert DeBerardino at (313) 628-2457 (deberardinor@detroitmi.gov)



**Buildings, Safety Engineering
& Environmental Department**

**Buildings, Safety Engineering and Environmental Department (BSEED)
Hours of Operation – 8:00 a.m. – 4:30 p.m., Monday – Friday
Coleman A. Young Municipal Center, 4th Floor**

Instructions for Submitting the Wrecking License Application

- I. Submit a complete package of a *Certificate of Liability and Surety Bond* to **Business License Center Division, Room 402**.
- II. Submit a *Certificate of Liability and Surety Bond* to the **Law Department, Room 500** for review.
- III. Take the **Law Department** approval to **Business License Center Division** for processing.
- IV. Submit a completed Wrecking Contractor Registration/License package to the **Construction (Buildings) Division, Room 408**. The package shall include:
 - State of Michigan *Builders' License* or *Residential Maintenance & Alterations License* with "*House Wrecking*" Classification. The state license holder should be the same as the wrecking license applicant.
 - Wrecking License application (available online).
 - Bond and insurance approval letter from the **Business License Center Division**
 - A copy of the driver's license of the state license holder.
- V. The Qualifying Officer/Applicant for a new Wrecking License, who is required to be a partner/officer of the corporation, must first submit a complete Wrecking License package to the Construction Division for review. The Wrecking License package, if the package meets the submission requirements, will then be forwarded to the Board of Examiners for Wrecking Contractors for an oral interview. The fee for the initial review before the Wrecking Board of Examiners is \$329.00. If approved to move forward in the process, upon receipt of the \$86.00 fee, an examination date can be scheduled.
- VI. The Qualifying Officer/Applicant renewing their Wrecking License, who is required to be a partner/officer of the corporation, will submit a completed registration form requesting renewal of an existing license to the Construction Division for review. If the application meets the minimum requirements for renewal, the Construction division will sign off after verifying all required documentation and direct them to the **License & Permits Divisions, Room 402** for processing.



VII. All applicants once approved and after processing, pay a fee of \$302.00 to the License & Permits Division for issuance of the Wrecking License.



Wrecking License Requirements **Information Details**

1. The City of Detroit has two wrecking licenses available. A Class B license limits wrecking to building of three story in height or 35 feet. A Class A unrestricted license allows wrecking of all buildings.
2. Wrecking operations are governed by Michigan Building Code Chapter 33, Section 3303, and City of Detroit Code of Ordinances, Article II Building Code, sections 8-2-1, 8-8-2-12, & 8-2-19. BOCA Chapter 33, Section 3304.0, 3310.0, Ordinance 290-H, Sections 12-11-19 through 12-11-20.10., 15-98, & 17-98.
3. The Qualifying Officer/Applicant for a Wrecking License must be approved by the Board of Examiners for Wrecking Contractors and have a minimum experience of three (3) years as a Supervisor engaged in demolition. The Qualifying Officer/Applicant who possesses a degree or registration as an architect or civil engineer who has proven experience of up to two (2) years may be extended to anyone.
4. The Board of Examiners for Wrecking Contractors usually meets on the second Wednesday of alternate months beginning in February. However, a special session can be called when necessary.
5. Insurance and bond requirements are:

Class A & B
Security Bond - \$50,000.00
Workman's Compensation

Class B		
Death one person		\$100,000
Death over one		\$300,000
Property		\$100,000
Class A		
Death one person		\$250,000
Death over one		\$500,000
Property		\$250,000



6. Exam fee is \$86.00 and license fee is \$302.00. All Wrecking Licenses expires December 31st of each year.



**Buildings, Safety Engineering
& Environmental Department**

**APPLICATION FOR WRECKING CONTRACTOR'S LICENSE
CITY OF DETROIT**

**BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT
COLEMAN A. YOUNG MUNICIPAL CENTER, ROOM 408 (CONSTRUCTION DIVISION)
2 WOODWARD, DETROIT, MICHIGAN 48226 (313) 224-3202**

Applicant:		Date:
Address:		City:
State:		Zip Code:
Primary Phone:		Alternate Phone:
Age:	Birthday:	Last four digits of Social Security No:
Type of License Applied for (A or B):		

Employment History – List Present or Most Recent Employer First		
Employer 1:	Phone:	
Address:		
Position:	From:	To:
Immediate Supervisor:		
Employer 2:		
Address:		
Position:	From:	To:



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Immediate Supervisor:	From:	To:
Employer 3:		
Address:		
Position:	From:	To:
Immediate Supervisor:		

Please attach additional sheets in necessary

If you hold a current Michigan Builder's or Alteration Contractor's License (Wrecking) or B.S. Degree in Engineering/Architecture, please submit a copy of the wall certificate or degree with this application. POCKET CERTIFICATE NOT ACCEPTABLE.



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BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT
COLEMAN A. YOUNG MUNICIPAL CENTER, ROOM 408 (CONSTRUCTION DIVISION)
2 WOODWARD, DETROIT, MICHIGAN 48226 (313) 224-3202

DOCUMENTATION STATUS REPORT

NAME:	PHONE:
Type of License Requested:	

ITEM		STATUS
Application		
Photos		
Co-Partnership Affidavit		
Articles of Incorporation		
Experience Affidavits		
Examination		
Approved for Exam:	Class:	By:
Approved for License:	Class:	By:
Reviewed By:	Date:	



**Buildings, Safety Engineering
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Comments



If you hold a current Michigan Builders or Alterations Contractors' License (Wrecking). Please submit a copy of the wall certificate or degree with this application. POCKET CERTIFICATE NOT ACCEPTABLE.

MUST BE NOTARIZED

Employment Affidavit for City of Detroit Wrecking License

I (print), _____ hereby swear to the following:

_____, being duly sworn, says that he/she read the foregoing application submitted and that all statements, documentation and information therein contained are true to the best of his/her knowledge and belief.

Signed: _____
(Applicant)

Subscribed and sworn to before me this _____ day of _____, 20____,
_____ County, Michigan.

Notary Public

Signed: _____

My commission expires _____

Date: _____

Individual Name: _____
Corp. /Co. Name: _____
Address: _____
City/State: _____
Phone No: _____
Email Address: _____

Upon completion return to applicant



Wrecking License Class Divisions

Class A Restricted – Contractor permitted to wreck all non-residential structures.

****Class A Unrestricted** – Contractor can wreck all buildings including residential structures.

Class B Restricted – Contractor can wreck wood, frame and solid masonry, (no reinforced concrete or steel frame).

****Class B Unrestricted** – Contractor can wreck wood, frame and solid masonry buildings and structures not to exceed 3 stories or 35 feet in height. Residential and non-residential buildings and structures are included. Must possess a valid residential buildings state license.

****Michigan Residential Builders or Maintenance and Alteration Contractors License is required.**



**Buildings, Safety Engineering
& Environmental Department**

**City of Detroit
Board of Wrecking Examiners
Verification of Supervisory Experience**

Please Print or Type Entries: *Notice to Employer* – Under the Building Code, an applicant for a Wrecking License must have at least 3 years of supervisory experience in the wrecking business. Such experience must be full time, active experience or the equivalent thereof.

A copy of this form is to be completed by each employer. NO PORTION OF THIS FORM IS TO BE COMPLETED BY THE APPLICANT.

Name of Applicant for License _____

Applicant's Address _____

The above applicant was employed by me as a Supervisor or Foreman

From: (MM/DD/YYYY) _____ **TO:** (MM/DD/YYYY) _____

Approximate number of wrecking jobs in which the applicant was a foreman or supervisor _____

Types of wrecking jobs in which the applicant was a foreman or supervisor _____

Number of Buildings Wrecked _____ Number of Employees supervised _____

Types of Buildings wrecked _____

Approximate amount of wages and number of working hours _____

Number of hours per week devoted to the work _____

Amount of salary paid to applicant during 36 months _____

Period of time salary was paid to applicant if less than 36 months _____

Applicant Worked: Full Time { } Part Time { }

Full Time means at least 40 hours worked per week. If applicant has worked more than 40 hours per week he/she is not credited with any additional qualifying time.

***** MISREPRESENTAION ON THIS FORM IS BASIS FOR SUSPENSION OR REVOCATION OF A LICENSE UNDER THE LAW. *****



**Buildings, Safety Engineering
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Verification of Supervisory Experience

Employer's Name (please print)

Address

State of Michigan,

County of

Phone

I, _____, being duly sworn, state that I have read the foregoing and have made the foregoing answers, statements and representations therein contained, and that each and all such answers and representations are true.

(Signature of Employer)

Subscribed and sworn to before me, a Notary Public, in and for the County of _____, State of Michigan, this _____ day of _____ 20____.

(Notary Public)