



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



2016 Edition





**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, 4<sup>th</sup> 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. A Qualifying Officer/Applicant for a new Wrecking License, 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. If approved to move forward in the process, upon receipt of the \$86.00 fee, an examination date can be scheduled.
- VI. A Qualifying Officer/Applicant renewing their Wrecking License, 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.

# APPLICATION FOR WRECKING CONTRACTOR'S LICENSE

City of Detroit – Buildings, Safety Engineering and Environmental Department  
 Coleman A. Young Municipal Center, Room 408 (Construction Division)  
 2 Woodward, Detroit, Michigan 48226 (313) 224-3202

<b>Applicant:</b>		<b>Date:</b>
<b>Address:</b>		<b>City:</b>
<b>State:</b>		<b>Zip Code:</b>
<b>Primary Phone:</b>		<b>Alternate Phone:</b>
<b>Age:</b>	<b>Birthday:</b>	<b>Social Security No:</b>
<b>Type of License Applied for (A or B):</b>		

Employment History – List Present or Most Recent Employer First		
<b>Employer 1:</b>		<b>Phone:</b>
<b>Address:</b>		
<b>Position:</b>	<b>From:</b>	<b>To:</b>
<b>Immediate Supervisor:</b>		
<b>Employer 2:</b>		
<b>Address:</b>		
<b>Position:</b>	<b>From:</b>	<b>To:</b>
<b>Immediate Supervisor:</b>	<b>From:</b>	<b>To:</b>
<b>Employer 3:</b>		
<b>Address:</b>		
<b>Position:</b>	<b>From:</b>	<b>To:</b>
<b>Immediate Supervisor:</b>		

\*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.***

# APPLICATION FOR WRECKING CONTRACTOR'S LICENSE CITY OF DETROIT – BUILDINGS, SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT

Coleman A. Young Municipal Center, Room 408 (Construction Division)  
2 Woodward, Detroit, Michigan 48226 (313) 224-3202

## DOCUMENTATION STATUS REPORT

<b>NAME:</b>	<b>PHONE:</b>
<b>Type of License Requested:</b>	

ITEM	STATUS
Application	
Photos	
Co-Partnership Affidavit	
Articles of Incorporation	
Experience Affidavits	
Examination	
Approved for Exam:	Class: <span style="float: right;">By:</span>
Approved for License:	Class: <span style="float: right;">By:</span>
Comments	
Reviewed By:	Date:

*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.*



**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. A 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. A 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 the second Wednesday of each month. However, a special meeting 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 31<sup>st</sup> of each year.



**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*



## 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.
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.
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](mailto:DavisGL@detroitmi.gov)); or Mr. Robert DeBerardino at (313) 628-2457 ([deberardinor@detroitmi.gov](mailto:deberardinor@detroitmi.gov))



### 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.**

CITY OF DETROIT  
Board of Wrecking Examiners

**VERIFICATION OF SUPERVISORY EXPERIENCE**

**Please Print or Type Entries**

Notice to Employer - Under the Building Code, and applicant for Wrecking License must have at least three years of supervisory experience in the wrecking business. Such experience must be full-time, active experience, or the equivalent thereof.

Name of Applicant for License:

\_\_\_\_\_

Applicant's Address:

\_\_\_\_\_

\_\_\_\_\_

A copy of this form is to be completed by each employer. No portion is to be completed by the applicant.

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

From: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ To: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

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			
No. of buildings wrecked		No. of employees supervised	
Type of buildings wrecked			
Approximate number of wrecking jobs in which the applicant was a foreman or supervisor			
Approximate amount of wages and number of working hours			
No. of hours per week applicant devoted to the work			
Amount of salary paid to applicant during last 36 months			
Period of time salary was paid to applicant if less than 36 months			
Applicant worked	Full Time		Part Time

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

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



**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)