



**CITY OF MARTINSBURG**  
WEST VIRGINIA

City of Martinsburg  
232 N. Queen Street  
Martinsburg, WV 25401  
(304) 264-2131  
(304) 264-2136 Fax

**CITY OF MARTINSBURG**  
**DEMOLITION SPECIFICATIONS**

A demolition permit application, asbestos inspection report, lab report and modification forms must be filed with the Martinsburg Planning Department fifteen days prior to the anticipated date of demolition.

Approval must also be obtained from the Martinsburg Historic Preservation Review Commission for demolitions within the Martinsburg Historic District.

Demolition permits will not be issued until adjoining property owners have been properly notified, in writing; all utilities have been disconnected and/or capped; asbestos-containing materials have been removed and properly disposed of; and documentation received verifying all of these measures have been taken or properly done.

The following conditions apply to all demolitions:

1. Structures or portions of structures shall be totally demolished.
2. All concrete porches, steps or projections shall be removed and hauled away.
3. All wood and debris shall be removed from the property and shall be disposed of in an approved manner. Material salvaged from the site must be reported to the City Planner as to the material and location of same. Landfill receipts shall be produced showing the weight of the disposed material.
4. All foundations shall be removed or broken up into one square foot pieces or smaller, including floor slabs and leveled in foundation hole, proper fill placed in eight-inch lifts and compacted to 95% compaction.
5. All wells, septic tanks, cisterns, etc., shall be removed and the area filled with proper fill and compacted to 95% compaction.
6. All sidewalk paving shall remain in place and undamaged. Sidewalks that are damaged either due to demolition or prior to demolition are to be replaced by the party responsible for the damage. Said sidewalk must be reconstructed according to City specifications.

7. All fencing must be removed except for fencing along the perimeter of the lot.
8. All trees to be left shall be designated by the Planning department.
9. All trash and debris must be removed from the entire lot.
10. The entire lot is to be graded so as to remove all trash, weeds and debris. Lot must be graded to meet adjoining contours and drainage.
11. Ground must be treated for termite control.
12. Entire lot must have 4: of top soil put down and be sown with seed approved by the City Planner and properly mulched to hold seed in place until it is rooted, when weather permits, but no later than 15 May.
13. Notice shall be given to the City Planner ten (10) working days prior to commencing the job.

**Demolition ordered by the City of Martinsburg  
must follow these additional requirements:**

1. The City Planner shall notify all utilities of the demolition, including, water, sanitary sewer, gas, electric, telephone and cable.
2. The demolition contractor shall notify the Martinsburg Water Department (304-264-2116) and the Martinsburg Sewer Department (304-264-2120) prior to backfilling capped lines.
3. All demolition work shall be completed within thirty (30) days of receipt of notification from the City Planner to proceed with demolition as weather permits.
4. Demolition bids to be valid for a minimum of ninety (90) days.
5. Verification of liability insurance coverage.

Any questions or inquiries regarding the demolition of properties shall be directed to the City Planner at (304) 264-2131.