



## Clay County Planning and Zoning Department

### BUILDING DEMOLITION/RELOCATION CHECKLIST

**Applicant:**

**Date:**

**Address:**

**Phone:**

**Contractor:**

**Phone:**

Address of building to be demolished or relocated :

Applicant must notify utility companies and confirm with attached letters or contact as follows:

**Utility Company\***

**Name of Person notified**

**Date Service to be disconnected**

Electric Company:

Telephone Company:

Gas Company:

Water District:

\*Utility companies vary depending on the site's location in the County.

Once service to the above utilities has been disconnected (and confirmed by the County), a demolition or building relocation permit may be issued.

Note: If relocating building, provide approximate size of structure to be moved as well as date, time and proposed route to be taken.

Please return this form to the Clay County Planning and Zoning Department, 234 W. Shrader, Suite C, Liberty, MO 64068, or call (816) 407-3388 for further information.