



**Joseph P. Ganim**  
Mayor

*City of Bridgeport*  
**Department of Health & Social Services**  
**Environmental Health**

999 Broad Street, Bridgeport, CT 06604  
203-576-7474  
203-576-7793  
[bridgeportct.gov/environmentalhealth](http://bridgeportct.gov/environmentalhealth)

**Ebony Jackson-Shaheed, MPH**  
Acting Director of Health  
**Tammy Papa, MBA**  
Acting Deputy Director of Operations  
**Audrey M. Gaines, BS**  
Deputy Enforcement Officer

***Rodent Free Inspection Packet***

This packet includes all the materials needed for a Rodent Free Inspection. You can find all of the following below included for your convenience.

1. Procedure
2. City of Bridgeport Ordinance
3. Application



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***Procedure for Requesting a Rodent Free Inspection***

1. Provide site address of property to be inspected.
2. Provide name, telephone number and email address of the person making the request.
3. The fee for Rodent Free Inspection is \$125 per site.
4. The fee must be paid in the form of a cashier check or money order payable to the Bridgeport Health Department.
5. The Rodent Free Certificate is valid for a period of thirty (30) days from the issued date.
6. There will be an inspection to determine that the site is Rodent Free.



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*City of Bridgeport Ordinance*

**Chapter 15.36 - BUILDING DEMOLITION**

**15.36.010 - Permit to demolish buildings and structures.**

- A. No person shall demolish any building, structure or part thereof without first obtaining a permit for the particular demolition from the building official, which permit shall be valid for no longer than six months after the date of issue.
- B. No person shall receive a demolition permit unless he complies with the provisions of all state statutes, the state building code and all city ordinances pertaining to the issuance of such permits.
- C. No person shall receive a demolition permit unless the applicant thereof obtains from the director of health, and files with the building official, written certification that the premises proposed for demolition are free from rodent infestation.
- D.
  1. It shall be the duty of the director of health, or its designee, when a request for such certification is made, to act within fifteen (15) days to inspect the premises which are the subject of the request, to determine whether the premises are free from rodent infestation.
  2. If he finds that the premises are free from rodent infestation, he may certify to that effect. If, however, his inspection discloses a rodent infestation, he shall require the owner of the premises to exterminate the rodents forthwith; and upon receipt of satisfactory evidence by him that the premises have been exterminated he shall then certify that the premises are free from rodent infestation.
  3. ALL requests for Rodent-Free Inspection and Certification under the Environmental Health Department shall be subject to a processing fee of one hundred twenty-five dollars (\$125.00) per inspection.
- E. In the event that demolition shall not have been substantially completed within thirty (30) days of the issuance of the certification of the director of health, the owner of the premises shall obtain new certification from the director of health and shall not proceed with the demolition until the certification has been filed with the building official, which new certification shall be valid for a period of thirty (30) days, after which further certification shall be necessary if the demolition shall not have been substantially completed; provided that the requirement for any certification following the first certification may be waived at the discretion of the building official if he shall decide that the premises is unsafe to enter.
- F. No building owned by the city shall be demolished by the city without first being inspected for asbestos, which asbestos shall be removed before the building may be demolished. The director of health shall be responsible for the enforcement of this subsection.

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- G. Applicant must notify by registered or certified mail, not more than ten days prior to submitting final application to the building official, owners of all adjoining property as listed in the records of the tax assessor of the city adjoining the building(s) to be demolished.
- H. Any person not in compliance with subsections C through E and G of this section shall be guilty of a violation of this code and is liable to be punished by a fine of one hundred dollars (\$100.00) per day, or imprisoned for not more than thirty (30) days, or both, each day to be treated as a separate offense.

(Ord. dated 11/1/93 § 1)

(Ord. dated 5/16/16)

***15.36.020 - Application for a demolition—Procedures.***

A.

1. Before an application is filed with the building official, the applicant must first obtain a determination from the land use and construction review officer (hereinafter "LUCR") if the building is affected by the demolition delay provisions.
2. The LUCR will make such determination of applicability if the building(s) are either:
  - a. Listed individually or as a contributory historic district component in the National Register of Historic Places;
  - b. Have been determined to be eligible for inclusion in National Register of Historic Places; and/or
  - c. Are within a local historic district governed by the city historic district commissions.

B.

1. If the LUCR determines that the property is not affected by the delay provision as per subsection A of this section, he will issue a notice of nonapplicability to the applicant.
2. Should the property be determined as subject to the delay provision, the LUCR will notify the city historian for review of the demolition request. The city historian will review the application and either issue an opinion to proceed with demolition or will subject the property to the process outlined as follows:
  - a. Publish a legal notice of the applicant's application for a demolition permit in a daily newspaper having substantial circulation in the municipality, the wording to be specified by the city historian. The first such notice shall be published not more than ten days after the date on which the application was received by the city historian official, and a second notice shall be published not more than five days after the publication of the first notice.

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- b. Notify by mail, not more than ten days after the application was received by the city historian, any individual or organization which has registered with the city historian and indicated a desire to be notified of proposed demolition permit applications. Such registration must be renewed annually following the date of the initial registration.
  - c. Not more than five days after the application was received by the city historian, the applicant must post a sign of a size no smaller than eleven (11) by seventeen (17) inches, said sign to be provided and lettered by the city historian, on the property proposed for demolition, in a conspicuous place visible from a public street, which sign shall include at least the following: "An application for a permit to demolish this building is pending. For information, contact the City Historian's Office, City of Bridgeport." If there is more than one building or structure proposed for demolition, a sign shall be placed on or near each of them. It is the responsibility of the applicant to insure that all signs shall remain on the property from time of posting until the final demolition.
- C. Not until the process outlined in subsections A or B of this section has been followed, shall an application for a permit for demolition be submitted. The building department will not proceed until evidence of review is issued by either the LUCR or city historian as appropriate.
- D. No person shall receive a demolition permit without having first submitted to the building official a completed application for the issuance of a demolition permit, upon a form to be provided by the building official.

(Ord. dated 11/1/93 § 2)

***15.36.030 - Ninety-day delay period—Procedures.***

- A. With respect to any application to demolish any building, structure or part thereof covered under Section 15.36.020(B)(2)(a), if a written objection to the issuance of the demolition permit is filed with the city historian by any individual, firm, corporation, organization or other entity within fifteen (15) days following publication of the first legal notice as required under Section 15.36.020(B)(2)(a), the city historian shall notify the building official accordingly, and the building official shall delay acceptance and/or approval of the demolition permit for a period of ninety (90) days from the date of the determination made by LUCR as specified in Section 15.36.020(B). Upon passage of such period of ninety (90) days, provided the applicant has not withdrawn his request for determination, the building official shall proceed with the demolition permit provided that all requirements of Sections 15.36.010 and 15.36.020 have been complied with.

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- B. If no objection to the demolition of the subject building, structure or part thereof is filed within fifteen (15) days following publication of the first legal notice as specified in Section 15.36.020(B)(1), the city historian shall notify the building official accordingly, and the building official shall issue the demolition permit in compliance with Section 15.36.010, providing that all requirements of Sections 15.36.010 and 15.36.020 have been complied with.
- C. The city historian, with approval of mayor or director of OPED, may determine and charge an appropriate fee for carrying out the provisions of this chapter, said fee to be reasonable and to be borne by the applicant.
- D. The provisions of Section 15.36.020 and this section shall not apply to demolitions ordered by the board of condemnation, the city building official and/or the mayor, because of an emergency or threat to public health or safety.

(Ord. dated 11/1/93 § 3)



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***Rodent Free Inspection Application***

| <b>OFFICE USE ONLY</b> |              |
|------------------------|--------------|
| Insp. #                | _____        |
| Date:                  | _____        |
| Fee: <b>\$125</b>      | Total: _____ |
| Bank Check:            | _____        |
| MO:                    | _____        |
| Received by:           | _____        |

NAME OF APPLICANT/AGENT OBTAINING  
THE RODENT FREE INSPECTION:

\_\_\_\_\_

SITE ADDRESS:

\_\_\_\_\_

TOWN & ZIP CODE:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

EMAIL: \_\_\_\_\_

Issuance of this certificate shall not be construed as permission to create or maintain any violations of the sanitary regulations and ordinances of the State of Connecticut and the City of Bridgeport. The undersigned agrees to comply with all such sanitary regulations and ordinances.

**THIS CERTIFICATE IS NOT TRANSFERRABLE, NON-REFUNDABLE AND NOT PRORATE.**

**THIS CERTIFICATE IS VALID FOR A PERIOD OF THIRTY (30) DAYS**  
**FROM THE ISSUED DATE.**

Please make Bank check or Money Order to: **Bridgeport Health Department**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_