

## Sample Wrecking Notification Letter

You can use this example to guide how you write a letter to your neighbors to let them know you have a wrecking permit.

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Date:

To:

From:

RE: Wrecking of building at (project address):

Dear Property Owner,

To comply with Minnesota State Building Code Section 3307.1 this notification letter is being distributed to inform the adjoining property owners of a pending wrecking at the above listed address. In accordance with the building code this wrecking will not occur for at least 10 days from the date of this letter.

*Section 3307- Protection of Adjoining Property*

*3307.1 Protection Required. Adjacent public and private property shall be protected from damage during construction, remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjacent property advising them that the excavation is to be made and that the adjacent property should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.*

Regards,

Name:

Company name and address: