



## DEMOLITION SUBMITTAL CHECKLIST

PERMIT # \_\_\_\_\_

This submittal checklist identifies minimum application elements for the City to accept an application. If any of the required items are not provided, the application will not be accepted at the counter.

### GENERAL SUBMITTAL REQUIREMENTS

- | <u>Staff</u>             | <u>Applicant</u>         |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed Permit Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | Property address and/or legal description of the site – include parcel #  |
| <input type="checkbox"/> | <input type="checkbox"/> | A permit from the Puget Sound Clean Air Agency is required for Asbestos removal. Contact PSCAA at 1-800-552-3565 or online:<br><a href="http://www.pscleanair.org/business/Asbestos/Pages/default.aspx">www.pscleanair.org/business/Asbestos/Pages/default.aspx</a> |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the Asbestos Project Notification must be submitted prior to permit issuance  |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) Site Plans - to include the following items listed below.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Sensitive Area Identification Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | SEPA Checklist, if more than 4000 sq ft of commercial space will be demolished.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Department of Ecology permit, if proposed area of demolition is more than 1 acre.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Permit Fee: \$120 and \$1000 Deposit (deposit refundable if no damage to City property), plus state surcharge of \$4.50 and a \$45.00 technology fee.<br>(Other fees may apply.)  |

### SITE PLAN REQUIREMENTS

- | <u>Staff</u>             | <u>Applicant</u>         |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Title block indicating applicant and owner name, address, phone number and property site address and parcel number   |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow, bar scale, property lines, site acreage, present structures (including freestanding or monument signs on or within 15' of site), location of water and sewer lines, location of water meter, drainage facilities and, location of easements (including native growth protection easements). |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity/Area map locating project area within a one-mile radius including collector arterials. Show existing public and private streets surrounding and within property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | When present, critical areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc).  |
| <input type="checkbox"/> | <input type="checkbox"/> | When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200' of property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Square footage of structure to be demolished.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction type of structure to be demolished.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of dumpster for demolition debris.  |

**PLEASE INCLUDE THE FOLLOWING INFORMATION ON YOUR APPLICATION OR SITE PLAN**

- Grading Quantities: total volume of cut; total volume of fill. A separate Grading Permit is required if total volume exceeds 100 cubic yards.
- Use or former use of structure to be demolished.
- Age/year built of structure to be demolished.
- Method of disposal of demolition debris.
- Haul route and debris disposal location.

**Note:** The asbestos survey and asbestos/demolition notification must be on site during the project. Per Puget Sound Clean Air Agency (PSCAA) you must wait 10 days after submitting an Asbestos/Demolition Notification to demolish your house, whether or not there is an asbestos project involved.

**If the roof area is greater than 120 square feet, a notice is required even if no asbestos is present.** The Agency will not accept a demolition notification after the demolition has occurred. You may receive a Notice of Violation from the Agency for failure to notify. Before further disturbing the debris, you must determine whether it contains asbestos material. Obtain the services of an AHERA Building Inspector (look in the yellow pages under "Asbestos") to survey the demolition debris for the presence of asbestos.