

Demolition Permit Application



*“Building A Stronger Community
TOGETHER”*



Community & Economic Development

Permit # _____

Date _____



CITY OF SHELTON
DEMOLITION PERMIT APPLICATION
525 West Cota Street, Shelton, WA 98584
Office(360) 426-9731 Fax(360) 426-7746

A demolition permit is required to ensure that your structure is removed from the Assessor's tax rolls and that the site is left in a safe, sanitary condition. Under Chapter 33 of the International Building Code, the Building Official may require submittal of plans and a schedule for demolition. When such plans are required, no work shall be done until the plans or schedule, or both, are approved by the Building Official. When plans or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review.

SITE INFORMATION

Site Address _____

Parcel No. _____ Legal Description _____

Type of Building _____ Zoning _____ Historic Register Property _____

OWNER INFORMATION

Owner _____ Phone # _____

Owner Address _____ City _____ St. _____ Zip _____

CONTRACTOR INFORMATION

Contractor Name _____ Phone # _____

Address _____ City _____ St. _____ Zip _____

Contractor Reg.# _____ Exp. Date _____ City Business License _____

PROJECT INFORMATION

IS THIS LOCATED IN THE FLOOD PLAIN? YES NO

Work to begin/end: _____ Estimated cost of demolition \$ _____

Describe work to be done _____

Materials from the demolished site will be transported to _____
and used for _____

Do you wish to abandon any existing utility services? YES NO

If yes, please indicate disconnect date: _____ (Services must be disconnected and capped at the property line).

*Note: Monthly utility charges will remain in effect unless service is abandoned. If either water or sewer, or both are to be abandoned, you must submit a written request, prior to demolition, for City approval. You will continue to be charged your current stormwater rate unless you notify the Billing office of a change.

I certify that all information given above, on the reverse side, and on accompanying plans is complete and accurate to the best of my knowledge; that all information given above, on the reverse side, and on accompanying plans will be relied upon in granting permits and that if such information is later found to be inaccurate any permits may be withdrawn.

The undersigned hereby saves and holds the City of Shelton harmless from any and all causes of action, judgments, claims, or demands, or from any liability of any nature arising from any non-compliance with restrictions, which may have been established by parties other than the City of Shelton.

Signature of Applicant or Authorized Representative _____

Date _____

SITE PLAN REQUIREMENTS: To help ensure timely review of your application, please submit five (5) copies of an accurate site plan drawn to scale which include the following information:

1. Scale used and a marker showing the direction of North;
2. Location and dimensions of all property lines;
3. Location and dimensions of all existing and proposed buildings and structures on the site, showing distances from property lines;
4. Location and name or number of all streets and alleys adjacent to the site;
5. Existing buildings scheduled for demolitions or removal must be indicated.

Each plan shall be dated, shall clearly indicate the nature, extent and purpose of the work and shall list the location of the work, the name of the owner and the name of the person who prepared the plan.

After you have obtained your permit, and prior to beginning demolition, you must meet the following requirements:

- **You must locate any existing water, sewer and stormwater services at the edge of the right-of-way and properly disconnect and cap them. The disconnections must be inspected by the Water and Sewer Departments prior to demolition. (Schedule an inspection with Public Works Department at 426-9731 minimum of 72 hrs. notice prior to demolition.)**
- Property owner responsible for establishment of property lines.
- Other utilities that need to be notified are: Cascade Natural Gas, P.U.D., CenturyLink Communications and Comcast (cable TV).
- **Any work that is done in the right-of-way will require a Right-of-Way Access Permit.**
- Whenever demolition interferes with pedestrian travel, demolition work may not begin until the required pedestrian protection structures are in place;
- Remove all floors, foundations, footings and basement and retaining walls down to 18 inches below grade. Basement sections below this must be broken into pieces not more than 8 inches in any dimension;
- Fill excavations and other cavities with noncombustible, inorganic material smaller than 8 inches and cover with dirt or gravel so that broken concrete is not exposed;
- Grade site so that surface is smooth and water will run off. Be sure grading conforms to existing neighboring grades of all sides of lot. Affected areas must be re-seeded.
- During demolition, use water to control and reduce dust and its impact on neighboring properties;
- Leave the site clean and in a safe condition.

Signature of Applicant or Authorized Representative	Date
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****FOR OFFICE USE ONLY****	
Building Department Approval _____	Date _____
Historic Preservation Review _____	Date _____
Demolition Permit Fee _____	Date Issued: _____
Plan Check Fee _____	
State Surcharge _____	Received By: _____
Total Fees _____	

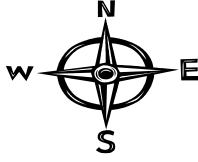
*Calculation based on the handout titled "Infiltration Trenches/Roof Drywell Sizes by Soil Hydrologic Group"

PLOT PLAN

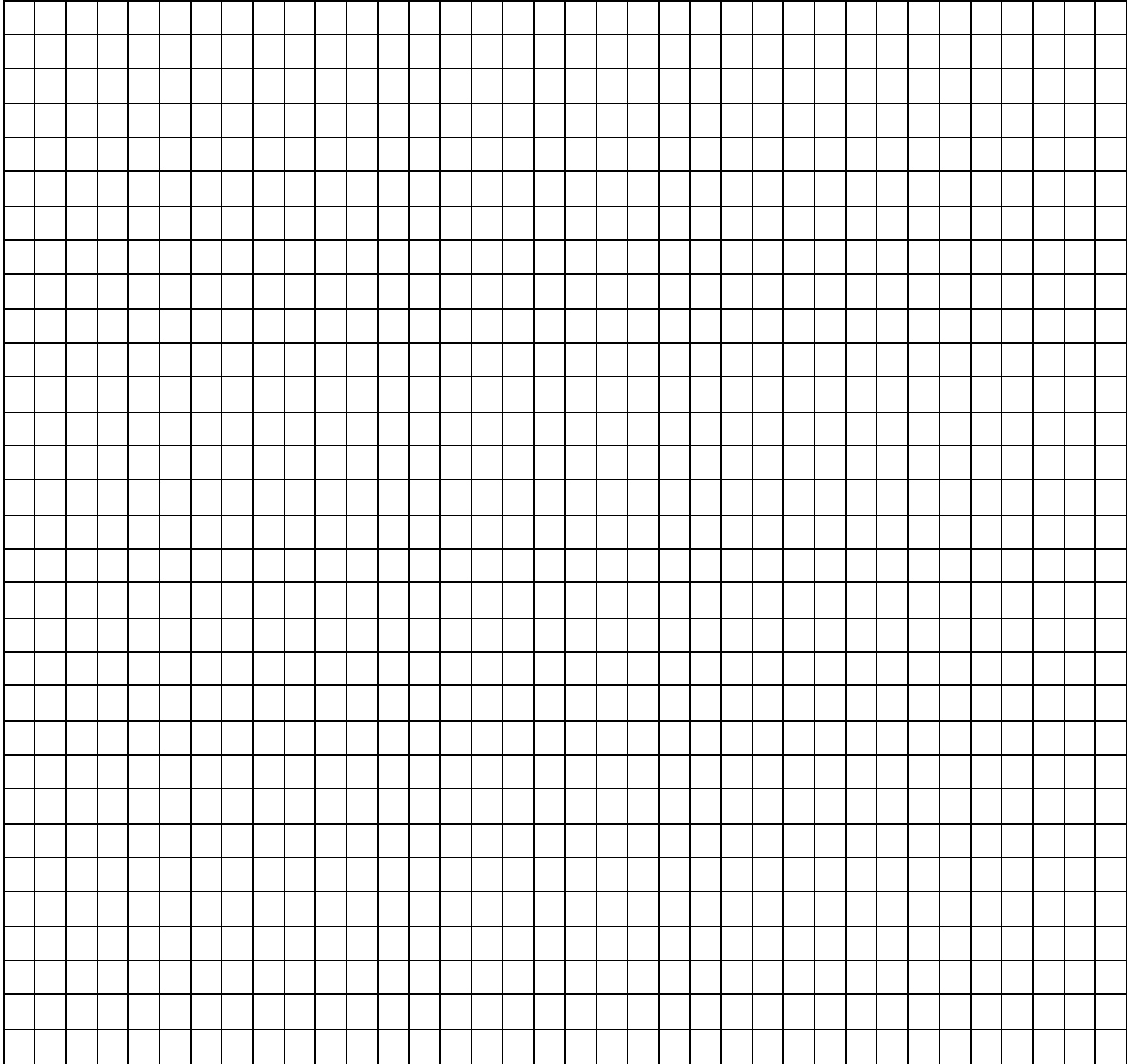
ADDRESS:

LEGAL DESCRIPTION:

This form need not be used if plot plans drawn to scale of not less than 1"=20' are filed on a separate sheet with the permit application. (Each building site must have a separate plot plan.



Graph squares are 5'x 5' or 1"=20'



**SECTION 3303
DEMOLITION**

3303.1 Construction documents. *Construction documents* and a schedule for demolition shall be submitted where required by the *building official*. Where such information is required, no work shall be done until such *construction documents* or schedule, or both, are *approved*.

3303.2 Pedestrian protection. The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

3303.3 Means of egress. A *horizontal exit* shall not be destroyed unless and until a substitute *means of egress* has been provided and *approved*.

3303.4 Vacant lot. Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

3303.5 Water accumulation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

3303.6 Utility connections. Service utility connections shall be discontinued and capped in accordance with the *approved* rules and the requirements of the applicable governing authority.

3303.7 Fire safety during demolition. Fire safety during demolition shall comply with the applicable requirements of this code and the applicable provisions of Chapter 56 of the *International Fire Code*.



Olympic Region Clean Air Agency
2940-B Limited Lane NW
Olympia, WA 98502
(360) 539-7610 • FAX (360) 491-6308
Port Angeles Office (360) 417-1466
Raymond Office (360) 942-2137
www.ORCAA.org

Demolition Permit

Demolition and renovation projects within Clallam, Grays Harbor, Jefferson, Mason, Pacific, and Thurston counties **REQUIRE A PERMIT** and require that the following conditions be met prior to the demolition.

Olympic Region Clean Air Agency (ORCAA) regulations define a demolition project as the wrecking, razing, leveling, dismantling, or burning (by a fire department for training purposes) of a structure, making the structure permanently uninhabitable or unusable. Renovations include the removing of load bearing structural members, but not to the extent to make the structure uninhabitable.

The following information is merely a reference guide and not a substitute for agency regulations.

1. A good faith asbestos survey is required for any demolition. The survey must be conducted by a certified Asbestos Hazardous Emergency Response Act (AHERA) building inspector. Qualified contractors and inspectors may be found in your local Yellow Pages, through the Washington State Department of Labor and Industries, or on ORCAA's website.
2. Asbestos samples must be sent to a NVLAP Laboratory (National Voluntary Laboratory Accreditation Program) per 40 CFR 763.87. A list of labs can be found on ORCAA's website.
3. The start date on **other structure** demolitions must be at least 10 working days from the submission date of the complete application and payment.
4. It is the responsibility of the property owner and/or demolition contractor to ensure there is no asbestos-containing material present in the structure to be demolished.
5. Any and all structures on the same parcel of property that are not proposed to be demolished must be identified as such.
6. A copy of the asbestos survey and approved Demolition Permit, as well as any subsequent amendments, must be kept on site and be available for review by Agency inspection personnel.
7. Use the Completion Notification and Amendment Form to make changes to the original permit.
8. The original demolition permit will expire on the Completion Date. To change the completion date, a Completion Notification and Amendment form must be received **PRIOR** to expiration. If the permit expires and the project is not complete, you must submit and pay for another demolition permit. Under no circumstances will a project be extended beyond 1 year from original start date.
9. Upon completion of project, fill out and submit Completion Notification and Amendment form, documenting actual date of completion.

ADDITIONAL REQUIREMENTS:

In addition to Agency requirements, most building departments require a demolition permit (separate from ORCAA's Demolition Permit). The Washington State Department of Labor & Industries and the local fire authorities may also require notification for asbestos removal projects.

"Owner Occupied Residential Dwelling" means any single family housing unit which is permanently or seasonally occupied by the owner of the unit both prior to and after the proposed project. This term includes houses, mobile homes, trailers, houseboats, and houses with 'mother-in-law apartment' or a 'guest room.' This term does not include structures that are demolished or renovated as part of a commercial or public project; nor does this term include any mixed-use building, structure, or installation that contains a residential unit, or any building that is leased or used as a rental, or for commercial purposes.