



DEMOLITION PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

NOTE: A Demolition Permit is required for each structure over 200 square feet to be demolished. A permit is not required for partial demolition related to a Building Permit. Multiple buildings or structures may be included on a single permit if they are located on the same parcel.

Most demolitions qualify as an Express Permit (*See Express Permit handout*):

- Residential structures on properties without critical areas or buffers and not listed on the historic inventory
- Commercial structures exempt from SEPA
- By Appointment Only, call (206) 801-2500 for more information

Permit Application

- Wastewater Permit Application**
for Sewer Cap-off when sewer connection exists to structure(s) to be demolished.

Submittal Fees:

Residential (Single-Family): \$644.50

Commercial/Multi-Family: \$1,727.00

Critical Areas Worksheet.

- Copy of Asbestos/Demolition Notification.**
Required from Puget Sound Clean Air Agency, <https://secure.pscleanair.org/asbestos/>
This agency can be contacted at (206) 343-8800 for additional information. (Please do not submit the asbestos report to the City).

- Rodent Abatement Letter or Plan.** Provide a rodent abatement letter from a pest control company stating that they have examined the property and find no evidence of rodents; or provide a rodent abatement plan from a pest control company stating that they have completed a rodent abatement process pursuant to King County Board of Health

Rodent Control Regulations at least 15 days prior to demolition, and abatement measures will stay in place until demolition begins. (May be deferred to permit issuance)

- Waste Diversion Plan and Salvage Assessment.**
Required for demolition of a building or structure greater than 1,000 square feet of gross floor area. Salvage assessment must be prepared by a third party. A Waste Diversion Report, including tip receipts or signed salvage affidavits and photo documents, is required prior to permit finalization.

- Site Plans (Please see footnotes for information regarding express permits) - two (2) copies 11 x 17 minimum size** drawn to an engineering scale (e.g. 1" = 20')¹.
- North arrow and graphic scale².
 - Site address and parcel number.
 - Name and contact information for the person who prepared the drawing.
 - Property lines with dimensions labeled.³
 - Location of all existing buildings and other site improvements, including their uses. Label structures to be removed or retained.³
 - Existing streets, alleys, and drainage courses⁴.
 - The location of all critical areas and buffers on or adjacent to the site.
 - All significant trees including location, size, species, and drip line. Include details for tree protection measures.

¹Engineering scale not required.

²No graphic scale is required.

³Dimensions may be approximated.

⁴Drainage Courses not required

- Stormwater Pollution Prevention Plan (SWPPP)** – **two (2) copies**, each submitted as a standalone document.

- The Short Form SWPPP can be used for Small or Medium Impact Projects (Projects proposing

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 | Fax (206) 801-2788 pcd@shorelinewa.gov

8/2019

under 5,000 SF of new and replaced hard surface AND less than 7,000 SF of disturbance)

- The Department of Ecology's SWPPP template must be used for Large Impact Projects

- Historic Report.** Required for any structure listed on the historic inventory.

Special considerations:

1. Certain utilities (e.g. water, natural gas, electric, cable, etc.) may have specific requirements that must be met prior to demolishing a building. Please contact the individual utilities serving the property prior to commencing work.
2. No clearing, grading, or tree removal is authorized under a demolition permit.

Fees effective 1/2019 Additional fees may be assessed based on the specifics of the proposal. Additional review may be required for those sites with unique land use characteristics and/or critical areas.

NOTE: Please be sure that all drawings are clear and information is legible. No pencil drawings will be accepted. Applications are not accepted after 4:00pm.

OTHER PERMITS THAT MAY BE REQUIRED:

- Clearing and Grading - for clearing of vegetation, removal of trees, and/or site grading
- Right-of-Way Use
- Oil Tank Decommissioning

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The Development Code (Title 20) is located at mrsc.org