



# DEMOLITION PERMIT SUBMITTAL CHECKLIST (Light Rail Project Only)

## 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. **Submit both printed and electronic application materials.**

NOTE: A Demolition Permit is required for structures over 200 square feet to be demolished. For the Light Rail Project only, demolitions on multiple parcels may be submitted together under one “block” demolition permit when the parcels are adjacent and the demolitions will be completed in the same timeframe.

- Permit Application**  
One application required per block of demolitions. The City will assign permit numbers to each parcel for the record.
- Proof of Property Ownership**  
Submit copies of deeds, only if Sound Transit is not shown as the property owner by the King County Assessor’s Office at the time of submittal.
- Proof of Temporary Construction Easements (TCEs)**  
Submit copies of any TCEs needed for demolition work, if applicable.
- Wastewater Permit Application(s)**  
Concurrent submittal is required for Sewer Cap-off when sewer connection exists to structure(s) to be demolished.
- Critical Areas Worksheet**  
Submit one Critical Areas Worksheet per block of demolition permits.
- 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).  
Submit a copy of the Notification for each parcel.
- Rodent Abatement Letter.**  
A declaration from a pest control company stating that they have completed a rodent abatement process on the property or that they have examined the property and find no evidence of rodents. Submit one Rodent Abatement Letter per block which lists the applicable addresses and structures.
- Waste Diversion Plan**  
Required for demolition of a building or structure greater than 1,000 square feet of gross floor area prior to permit issuance. A Waste Diversion Report, including tip receipts or signed salvage affidavits and photo documents will be required prior to permit finalization.  
Submit a Waste Diversion Plan for each block.
- Deconstruction and Salvage Assessment**  
Required for demolition of a building or structure greater than 1,000 square feet of gross floor area. The Deconstruction and Salvage Assessment must be prepared by a third party and is required prior to permit issuance.  
Submit one or more Deconstruction and Salvage Assessment(s) for all structures to be demolished.
- Site Plans (Two (2) copies (24" x 36" plan size), drawn to a standard engineering scale. Site plan content may be separated on multiple sheets to ensure legibility.**
  - North arrow and graphic scale.
  - Site addresses and parcel numbers.
  - Name and contact information for person(s) who prepared the drawing.
  - Property lines with dimensions labeled.<sup>1</sup>
  - Location of all existing buildings and other site improvements, including their uses. Label structures and improvements to be removed or retained.
  - Existing streets, alleys, and drainage courses.
  - 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.

<sup>1</sup>No dimensions required and may be approximated.

**Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

- **Storm Water Pollution Prevention Plan**
  - Location and detail of construction site access.
  - All relevant drawing details and notes for each erosion, sediment, and dust control Best Management Practices to be used.
  - Provide one Storm Water Pollution Prevention Plan per block of demolition permits.

**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.

**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.**

**Please schedule an application submittal appointment with Lee Ann Fraser (206) 801-2555, at least two weeks prior to application submittal.**

**OTHER PERMITS THAT MAY BE REQUIRED:**

- Right-of-Way Use
- Residential Oil Tank Decommissioning (obtain from Shoreline Fire Department)