

Demolition Permit Checklist



Use this checklist to help gather all the required information and documents in order to submit a complete Demolition Permit Application.

SUBMITTAL DOCUMENTS

- Rodent Abatement Declaration
- A letter from the Puget Sound Clean Air Agency** in response to an Asbestos/Demolition Notification must be provided to the City of Kirkland prior to issuance of the demolition permit. (See "Actions to Take" section for more information.)
- Demolition plan** which includes the following. See attached sample demolition plan.
 - The site address.
 - The assessor's parcel number.
 - The property owner's name.
 - The map scale. A scale of 1"=10' is typical, but others, 1/4"=1'0" for example, are also acceptable.
 - A North arrow indicating the direction North.
 - Property lines.
 - Easements (utilities, access, etc.).
 - Site dimensions.
 - Streets and alleys, with street names.
 - The location and dimensions of all existing buildings and other structures (such as decks, retaining walls and rockeries), whether they are to remain or be demolished.
 - Identify each building by its use (garage, single family residence, shed, barn, etc.).
 - Clear distinction between the existing buildings to remain and any buildings to be demolished.
 - Locations of any underground storage tanks.
 - All surface water (creeks, streams, ponds, wetland, etc.) within 100 feet of the property.
- Erosion and sedimentation control (ESC) plan.** This plan shall be included in the Demolition Plan Set, or the ESC measures can be shown on the demolition plan itself. See an Example ESC Pre-Approved Plan CK-E.04.
- Tree retention plan** which includes the following items. This may be a plan included in the Demolition Plan Set or the tree retention items can be shown on the demolition plan itself.
 - Location, type, diameter and drip line of all significant trees. A significant tree is defined as any tree that is at least six (6) inches in diameter measured at 4.5 feet from the ground (diameter at breast height, aka DBH).
 - Tree Protection Fencing Detail. Location of required tree protection fencing to be installed at the dripline of all significant trees on site.

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- Environmental Checklist** - Check with the Planning Department 425-587-3225 to determine if the subject property is in an environmentally sensitive area. An environmental review and submittal of an Environmental Checklist may be required which will extend the time period before a demolition permit can be issued. The Planning Department can provide information on review fees and an estimated time frame for this environmental review.

ACTIONS TO TAKE

- A rodent baiting program shall be completed and a rodent abatement letter** shall be provided to the City of Kirkland from the abatement company indicating that the requirements of the Kirkland Municipal Code Section 21.41.302 (e) have been complied with, prior to issuance of the demolition permit.

Rodent abatement could take from 2 to 6 weeks depending on the vegetation/rodent population on the site. A rat baiting program shall be initiated on the project site at least fifteen days prior to the start of demolition, clearing, or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official.

- Tree fencing must be installed, inspected and approved** by the City of Kirkland prior to issuance of the demolition permit.
- An Asbestos/Demolition Notification and a filing fee must be submitted to the Puget Sound Clean Air Agency** before any asbestos removal or demolition begins. For full details, instructions and regulations regarding asbestos, visit the Puget Sound Clean Air Agency online or by phone at 206-343-8800. Failure to comply with asbestos requirements may result in penalties. Note: Water is required for asbestos removal.
- Have the side sewer capped** (if there is one) after the demolition permit has been issued but before the demolition occurs.
- Have the septic tank retired or removed** (if there is one) after the demolition permit has been issued but before the demolition occurs.
- Have the water meter permanently removed or temporarily disconnected** by taking a Water Meter Pull/Disconnect Request to Utility Billing located in Kirkland's City Hall. The request form can be obtained from the Public Works Department after they determine which action to take. If the water meter is to be pulled, you will be required to show your receipt of payment to the Building Department in order to be issued a Demolition Permit.

When temporarily disconnected, the water service line will be disconnected from the customer side of the water meter. The meter will remain in the meter box, the account will remain active, and the customer will be billed only for the amount of water used during construction.

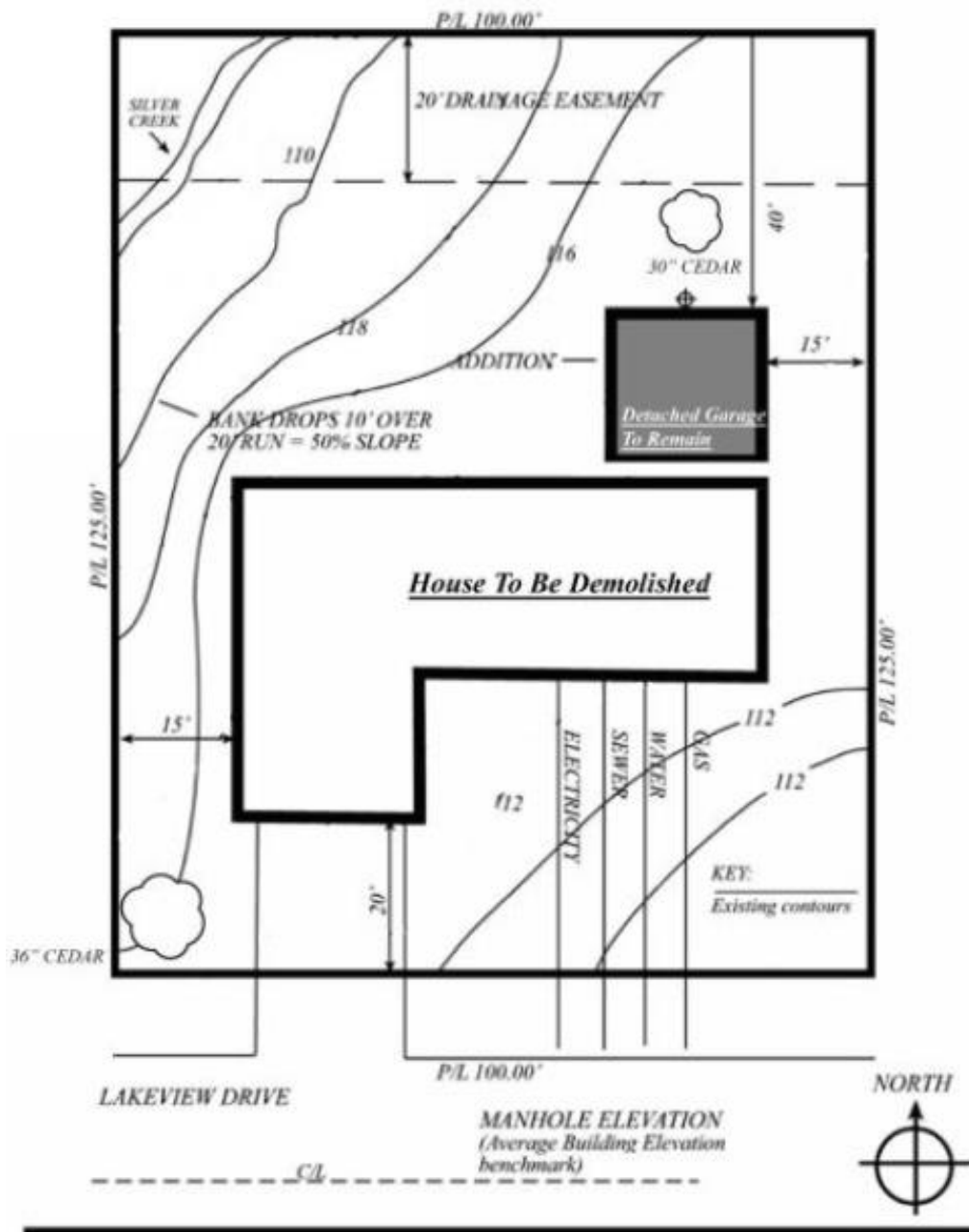
When pulled (removed), there will be no longer be a meter or water service line, and the account will be closed. If water is needed during construction, the contractor must arrange for a water truck, arrange with the City to use water from a hydrant (requires a hydrant meter and use of a nearby hydrant), or arrange to have permanent water service installed (by the utility contractor). Contact Public Works at (425) 587-3800 for further information.

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- ☐ Check with the King County Solid Waste Division for information on recycling and disposal options for construction, demolition and landclearing (CDL) debris.

SAMPLE DEMOLITION PLAN



SITE PLAN
1" = 20'

1126 LAKEVIEW DRIVE
PARCEL NO. 380223-5254
JOHN DOE