

## DEMOLITION PERMIT CHECKLIST

Use this checklist to help gather all the required information and documents in order to submit a complete Demolition permit application for a project involving the demolition of the full residential, commercial or accessory structure.

### SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements

#### Demolition Plan Set

Plans to be reviewed must be legible, complete, and indicate the scope and nature of the installation, and the person(s) or firm(s) responsible for the Demolition plans.

- ☐ **Cover sheet** including project name and owner name, site address, county parcel number, plan preparer name, and detailed project information.
- ☐ **Demolition Plan** - includes the location of all property lines, structures, wells, septic tank, and drain field, all utilities including sewer, water meter, etc. with dimensions. Indicate Temporary Erosion and Sediment Control Measures. Type of existing trees including drip line.
  - **North arrow** indicating the direction north & a **Scale** of 1" = 10' is typical.
  - Indicate the location of sewer, water, and gas line capping.
  - Demolition notes required for structures, accessory structures, pavements, walls, etc. to be demoed.

#### Additional Permits and Information

- ☐ [Record of Cash Deposit](#) form completed for "Building Demolition/Removal Deposit."
  - A \$2,000 deposit is required; this is returned when the demolition is complete and inspected.
- ☐ A separate **Tree Removal permit** may be required by **Development Engineering (DE)**.
- ☐ A separate **Underground Fuel Storage Tank** removal permit may be required by **Fire**. If yes, the applicant is required to report to the Department of Ecology
- ☐ If the **Water meter is permanently removed or temporarily disconnected**, Contact **DE Department**.
- ☐ **A letter from the Puget Sound Clean Air Agency** in response to an Asbestos/Demolition Notification must be provided to the City of Lynnwood prior to issuance of the demolition permit.
- ☐ Rodent Abatement Report (if applicable)
- ☐ **SPCC** (Spill prevention, control, and countermeasure) **Plan** is required when a project uses equipment with any hazardous materials (e.g., hydraulic fluid, diesel fuel, gasoline, oils, etc.)
- ☐ [13-Element Checklist](#) is required for less than 2,000 square feet land-disturbing activity
- ☐ **SWPPP** (Stormwater pollution prevention plan) is required for 2,000 square feet or more of land-disturbing activity (if applicable)
- ☐ **SEPA application**, unless the project is categorically exempt from SEPA review. Check with **Planning**.

**Demolition Items (select the applicable boxes)**Water Supply

- ☐ A. Meter to be removed. (Call Development Engineering at (425) 670-5201)
- ☐ B. Meter to remain and be protected.
- ☐ C. Private well or Monitoring Well
  - To be filled and capped per WAC173-160

Sanitary Sewer

- ☐ A. Sewer to be capped. (Call Development Engineering at (425) 670-5201)
- ☐ B. Existing line to be removed and backfilled (A 2X4 must be backfilled from the stub/cap to at least 2 feet above grade and marked “SEWER”)

Septic System tank

- ☐ A. Tank to be removed. (Call Building Division at (425) 670-5550) Remove by an ICC-certified contractor.
- ☐ B. Tank to be drained, filled and compacted. (Call Building Division at (425) 670-5550)

Electrical Supply

- ☐ Electricity to be shut-off and meter removed. (Call Puget Sound Energy for applicable permits: 1-888-321-7779)

Gas/Oil tank

- ☐ A. Gas to be shut-off and meter removed. (Call Puget Sound Energy for applicable permits at 1-888-321-7779)
- ☐ B. Remove and backfill underground fuel or oil tanks. (Call South County Fire-Lynnwood at (425) 670-5350)  
Applicant is required to report to the Department of Ecology

Existing Foundation

- ☐ A. Foundation destroyed and removed. (Call Building Division at (425) 670-5550)
- ☐ B. Basement – Destroyed or filled
- ☐ C. All debris removed from site – lot to be restored to original condition

Fire Information

- ☐ A. Fire alarm system to be removed
- ☐ B. Fire alarm system to be partial removed
- ☐ C. Fire Sprinkler system to be removed
- ☐ D. Fire Sprinkler system to be partial removed
- ☐ E. Knox box to be removed