

DEMOLITION PERMIT APPLICATION & CHECKLIST

ABOUT THE DEMOLITION PERMIT APPLICATION FORM

A Demolition Permit is required to ensure that the structure(s) are removed from King County Assessor's records and the site is left in a safe and sanitary condition.

If tree removal is necessary to remove the structure, please also complete and submit a Tree Removal Application form.

FEES

FEES APPLICABLE TO THIS PROJECT
Demolition Permit – Building
Hourly Fee – Planning
Demolition – Public Works
Technology Fee – 15%
<u>See current fee schedule</u>

Code Reference

Construction Administrative
Code
[Chapter 16.20 SMC](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

DEMOLITION PERMIT APPLICATION & CHECKLIST



OWNER INFORMATION Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

AUTHORIZED AGENT (APPLICANT) INFORMATION Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

GENERAL CONTRACTOR INFORMATION

Name: _____ Company: _____

Address: _____

Phone: _____ E-Mail: _____

State License No: _____ Expiration: _____

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____ Project Name: _____

Tenant Information: _____
(if Commercial)

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?
 Yes No

Is the proposed project located on a parcel that abuts the King County Trail Corridor?
 Yes No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?
 Yes No

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PERMIT INFORMATION

Is a well located onsite? Yes No

If yes, please show on the site plan and indicate if it will be capped.

Will any underground flammable liquid storage tanks be removed? Yes No

If yes, the applicant is required to report it to the Department of Ecology.

Is a septic system present? Yes No

If yes, the applicant is required to report removal to King County Public Health.

If the structure is built in 1977 or earlier:

Does the testing report show that asbestos is present in the structure? Yes No

Does the testing report show that lead is present in the structure? Yes No

This permit is for:

- Demolition of _____ residential dwelling(s) Year Built: _____
- Demolition of _____ manufactured home(s) Year Built: _____
- Demolition of _____ commercial structure(s) Year Built: _____
- Demolition of _____ accessory structure(s)

SUBMITTAL CHECKLIST: REQUIRED

- 01. Signed Demolition Application & Checklist Form
- 02. Demolition Plan showing the following (as applicable):
 - Structures to be demolished
 - Clearing limits
 - Tree protection
 - Septic systems
 - Underground storage tanks
 - Wells
 - Sinkholes
 - TESC measures
- 03. Project Narrative
A written description of the scope of work. This narrative should include all structures to be demolished, trees to be removed, and any other relevant information.
- 04. Legal Description
- 05. Acceptance of Financial Responsibility – Affidavit of Applicant Status
- 06. Historic Resources Affidavit
- 07. Critical Areas Affidavit

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SUBMITTAL CHECKLIST: POTENTIALLY APPLICABLE ITEMS

The following items may be required, as determined by the City of Sammamish. [Project Guidance](#) can help ascertain if any are relevant.

If any of the following were listed as necessary as part of a [Project Guidance](#), [Pre-Development Consultation](#), or [Pre-Application Conference](#), it must be included with the initial submittal.

Upon review of an application, any of the following may be requested as part of a correction letter by the city.

- 01. Asbestos Testing Report (required for structures built 1977 and earlier)
- 02. Lead Testing Report (required for structures built 1977 and earlier)
- 03. Arborist Report (if demolition activity is within a significant tree dripline)
- 04. Geotechnical Report

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 16.20 SMC](#).

By signing this application, I authorize employees/agents of the City of Sammamish to enter the property, which is the subject of this application, during regular business hours. The sole purpose of entry is to make any examination of the property necessary to process this application. I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application.

I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the information will be provided prior to permit issuance. Application or construction documents will be reviewed within a reasonable time period based on the current workload. Construction documents that do not conform to the requirements of Chapters 16.05, 21.09.120, and 16.20 SMC will be rejected in writing, stating the reason(s), therefore.

Applications for which no permit is issued within one year following the date of application shall expire by limitation. Applications may also be canceled for inactivity. If an applicant fails to respond to the department's written request for revisions, corrections, actions, or additional information within 90 days of the date of request. The Building Official may extend the life of an application for any of the conditions listed under SMC 16.20.225 (3).

The Permit Center may authorize refunding of not more than 80 percent of the building permit fee paid when no work has been done under a permit issued and not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan

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CERTIFICATIONS & SIGNATURES CONTINUED

review is done. No refund shall be made for application or plan review fees where a plan review has been performed, and the application is rejected in accordance with SMC 16.20.220.

Impact fees paid at the time of issuance are not subject to refund/or deferred payment within permit cancellation. Impact fees are not vested to the submitted date on the application. The Permit Center shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of application. All provision of laws and ordinances governing this type of work shall be complied with. The granting of a permit does not presume to give authority to violate the provisions of any local, state or federal law regulation construction of the performance. I hereby certify that I have read and examined this application and know the same to be true and correct.

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Building	Single Family Residential or Nonresidential	Demolition or Structure Demolition	N/A
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.