

405**CITY OF KENMORE, WA
DEMOLITION CHECKLIST**18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Permit Number: _____

Project Number: _____

Related Permit(s): _____

Date Received by the City: _____

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum submittal requirements the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted. Acceptance does not deem the application complete.

Check each box on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate reviewer and/or department prior to intake, to have the item(s) initialed as not required.

SECTION 2: IMPORTANT INFORMATION

- Demolition permits are required to help ensure the safe and legal removal of a structure. It allows the city to verify that utilities have been properly disconnected, hazardous materials are handled correctly, and the work complies with building codes, environmental regulations, and site safety standards.
- A demolition permit is required for each structure (one permit cannot be used for multiple structures) with the exception of single family demolitions where removal of minor accessory structures such as sheds, is included.
- This application must be applied for online via www.MyBuildingPermit.com ("MBP") by selecting 1. Building, 2. [PROJECT TYPE], 3. Demolition, 4. [SCOPE OF WORK].
- All permit application fees are due at intake, upon receipt (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.
- For questions about the submittal process, please contact Development Services at 425-398-8900 or via email at permittech@kenmorewa.gov.

SECTION 3: PROPERTY DETAILS

Property Address: _____ Kenmore, WA 98028

Parcel Number: _____

Does the property contain any environmentally critical areas and/or buffers? ☐ Yes ☐ No ☐ Don't knowIf yes, check all that apply: ☐ Lake Washington ☐ Swamp Creek ☐ Sammamish River☐ Geologically hazardous areas ☐ Wetland ☐ Stream☐ Flood hazard (e.g., floodplain) ☐ Fish and Wildlife Habitat of Importance areIs SEPA required? ☐ Yes ☐ No ☐ Don't know; ☐ SEPA is complete ☐ SEPA is pending

If unsure, see SEPA categorical exemptions in KMC 19.35.040 and WAC 197-11-800

SECTION 4: PROJECT DETAILS**Demolition Type:**☐ Full: _____ square feet ☐ Partial: _____ square feet ☐ Interior: _____ square feet ☐ Other: _____

Total size of structure (gross): _____ square feet:

Project Valuation: \$ _____

Total dollar value or cost of the project, including fair market value of labor and materials

Structure Type and Details:☐ Commercial ☐ Mixed-Use ☐ Multi-Family ☐ Institutional☐ Single-Family ☐ Duplex/Triplex ☐ Other: _____Does the demolition result in a loss of dwelling units (even if temporary)? ☐ Yes ☐ No

If yes, provide the total number of dwelling units removed: _____

What year was the building being proposed for demolition originally constructed? _____ (year)

Is the structure proposed for demolition 70 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the building, or any part of the property, a historic landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No
Rodent Abatement is required prior to demolition. Has rodent abatement been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, by applying for this permit, you are certifying that rodent abatement will be completed prior to the start of any demolition work. Initial here to verify and attest to this: _____ (applicant initials)
SECTION 5: REQUIRED DOCUMENTS
<input type="checkbox"/> Owner Authorization (form #102)
<input type="checkbox"/> Copy of PSCAA Asbestos/Demolition Notification Form <ul style="list-style-type: none"> ▪ Filed with Puget Sound Clean Air Agency (PSCAA) at www.pscleanair.org/asbestos.
<input type="checkbox"/> Copy of Green Halo Construction and Demolition (C&D) Notification Form <ul style="list-style-type: none"> ▪ Filed online with Green Halo at https://kenmore.wastetracking.com/.
<input type="checkbox"/> Salvage Assessment <ul style="list-style-type: none"> ▪ The salvage assessment shall identify the building components of an existing building that, if removed, have the potential to be reused. This assessment shall be signed by the owner and serve as an affidavit stating that the project shall be executed in compliance with the requirements of the KMC. ▪ Exception: projects that include only new construction and projects less than 750 square feet or valued at less than \$75,000.
<input type="checkbox"/> SEPA Environmental Checklist – if required <ul style="list-style-type: none"> ▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800. ▪ Use Washington State Department of Ecology's most recent version of the checklist. ▪ If you're unsure if SEPA is required, check with the planner at (425) 398-8900 or planner@kenmorewa.gov.
SECTION 6: INFORMATIONAL
Pre-Demolition Requirements and Guidelines <ul style="list-style-type: none"> ▪ Before demolishing a structure, property owners may allow the Shoreline Fire Department to conduct training operations. Those interested should contact the Fire Department at (425) 354-1780. ▪ Building deconstruction is required for structures 70 years and older to preserve historical or architectural features, safely remove hazardous materials (like asbestos or lead-based paint), and promote sustainability by salvaging reusable materials. This approach also supports cultural preservation and reduces environmental impact. ▪ If your project includes a pre-1978 residence or child-occupied facility, Washington's Lead Renovation Rule (WAC 365-230-360) requires certification to perform the work. For more information, contact the Department of Commerce at (360) 586-5323 or email lbpinfo@commerce.wa.gov. ▪ On February 26, 2024, Kenmore City Council adopted the 2021 International Residential Code (IRC) Appendices Y and Z and IBC Appendix P, effective March 15, 2024. These rules apply to demolition projects over 750 square feet or valued at \$75,000 or more. Applicants must create a Waste Management Plan through the City's Green Halo portal, which must be reviewed and approved before a permit can be issued. Additional resources are available on King County's C&D website.
Pre-Demolition Inspection <ul style="list-style-type: none"> ▪ A pre-demolition inspection is required before any demolition work can begin. This inspection ensures that all utilities (water, sewer, storm, electric) have been properly disconnected at the property line (a separate permit from Northshore Utility District is required—visit www.nud.net). ▪ If fuel tanks (above or below ground) exist, they must be removed per regulations, and may also require a permit from the Shoreline Fire Department. ▪ For septic systems and wells, a separate permit from King County Department of Public Health may be required. Septic tanks must be removed or properly abandoned, and wells must be sealed using an approved method (they cannot simply be abandoned). Applicants are responsible for obtaining all required permits before beginning any work. ▪ Sites where recyclable construction and demolition materials are generated must provide a separate container for nonrecyclable materials (WAC 173-345-040).
During Demolition <ul style="list-style-type: none"> ▪ Structures must be removed to at least 18 inches below grade. Any basement material below that level must be broken into pieces no larger than 8 inches. All demolition debris must be removed from the site and taken to a licensed landfill or recycling facility. For guidance, contact King County Solid Waste at (206) 296-4490. ▪ Grading and tree removal are not covered under a demolition permit and require separate permits. Additionally, tree protection measures must be installed and maintained before any demolition work begins.

- Excavations and voids must be backfilled with clean fill smaller than 8 inches and covered so that no broken concrete is exposed.
- If more than 100 cubic yards of fill are used, or if the site is in a sensitive area, a separate grading permit may be needed. Final site grading must ensure the lot drains properly and matches surrounding properties. Water should be used to control dust, and the site must be left clean, stable, and protected from erosion when work is complete.

Utility Coordination

- Before starting demolition, contact all applicable utility providers to schedule shut-offs. These typically include:
 - Northshore Utility District: (425) 398-4401, permits@nud.net
 - Puget Sound Energy (electricity/natural gas): 1-888-321-7779
 - Any private utilities such as cable and phone providers
- If a side sewer is being capped, you must obtain a side sewer permit from NUD before the work is done.

Hazardous Material Removal

- All asbestos-containing materials must be removed before demolition begins. Contact the Puget Sound Clean Air Agency at www.pscleanair.org/asbestos or (206) 689-4058.
- Lead-based paint is regulated under the EPA's Renovation, Repair, and Painting Rule, which requires certification for anyone disturbing lead paint in homes, childcare centers, or schools built before 1978. More information is available at www.epa.gov/lead.

Waste Diversion Reporting

- Projects over 750 square feet or valued at \$75,000 or more must submit a waste diversion report through www.greenhalo.com before the final demolition inspection. This report should include:
 - A list of materials actually generated
 - Quantities
 - Haulers used
 - Final destinations (reuse, recycling, or disposal)
- Note: The final report does not need to match your original Waste Management Plan.

Call Before You Dig

- You must call 811 or visit callbeforeyoudig.org before beginning excavation. This helps ensure all underground utility lines are marked, preventing damage, injury, and violations.