



# Demolition – Complete Building Submittal Requirements

The following items must be provided in order to properly apply for a demolition or deconstruction of a complete structure. Please contact the City of Issaquah Development Services Department to discuss what items should be included within your plan set. The applicable department director may require additional information or materials when necessary to augment a permit application.

### How to Apply

1. Gather all documents as required by this submittal requirement packet
2. Save all documents in PDF format per the [Electronic Plan Requirements](#)
3. Go to [MyBuildingPermit.com](http://MyBuildingPermit.com) and apply

## I. Application Checklist

This checklist has been designed to provide a brief overview of the City’s submittal requirements for all written documentation. For a comprehensive list of requirements, please review the remainder of this guide.

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| <b>Forms Required</b>                         |  |
|   | Notarized <b>Affidavit of Agent Authority OR Affidavit of Ownership</b>  |
| <b>Supporting Documents Required</b>          |  |
|   | <b>Site Plan</b> - includes location of all structures, wells, septic tank and drain field, all utilities including sewer, water meter, etc. with dimensions. Indicate the Temporary Erosion and Sediment Control measures. Type of existing trees including drip line. See section III for more details   |
|   | Puget Sound Clean Air <b>Notice of Intent</b> ( <a href="#">link</a> )   |
|   | <b>Asbestos Survey and Remediation Report</b> (per certified Asbestos Hazard Emergency Response Act inspector) Surveys must be conducted by an AHERA-certified building inspector. You can find these inspectors listed in the phone book under “Asbestos Consulting and Testing.” You must share the survey results with your demolition contractor and anyone else who may come in contact with the material, and keep a copy of the survey on site. |
| <b>Additional Requirements, if applicable</b> |  |
|   | Waste Diversion Plan (see section IV for details)  |
|   | Septic Clean-up and Abandonment Report (per King County Health)  |
|   | Oil Tank Removal Permit Application  |
|   | Tree Removal Plan / Restoration  |
|   | <b>Temporary Erosion and Sediment Control (TESC) Report form</b>   |
|   | Traffic Control Plan per MUTCD (if street use is required)   |
|   | Environmental Checklist, if required   |
| <b>Intake Fee</b>                             |  |
|   | Please contact the Permit Center for the required intake fee. Cash or check only   |

## II. Procedure

1. A separate demolition permit is required for the complete removal of any building.  
*Exception:* New construction permit which includes demolition of the building.
2. The demolition permit site plan will identify if any significant trees will be affected by the demolition work. If trees are approved for removal, replacement of removed trees may be a condition on the permit.
3. The City strongly encourages deconstruction and recycling of demolition materials. The applicant is encouraged to contact companies specializing in deconstruction. Demolition waste recycling is required. Contact the Issaquah Office of Sustainability for more information at (425) 837-3400.
4. Any work located in critical or environmentally sensitive areas may require additional land use review and documentation.

## III. Site Plan

### 1. Format

All drawings submitted shall conform to the following requirements:

- a. Sheet size: 18"x24" or 24"x36" or 30"x42"
- b. Title Block: Locate on right hand margin and provide:
  - Project name
  - Drawing title and drawing number
  - Revision block
  - Project address
  - Name and address of firm or contact responsible for the drawing
- c. Scale: Unless site size dictates a different scale, site (civil) drawings: 1'=10'

### 2. Site Plan Requirements

- a. Show North Arrow: All drawings must include a north arrow.
- b. Indicate scale by bar graph.
- c. Property lines: Show the location and dimension.
- d. Easements: Show the location for all existing and proposed utility, open space, drainage, native growth protection and access easements and/or private roads; draw to scale and accurately dimension. Show all Tracts.
- e. Walls and fences: Indicate location, length and height.
- f. Temporary Erosion and Sediment Control (TESC) with clearing limits
- g. Show existing trees to scale, noting type and size. Indicate trees to be removed, if applicable.
- h. Show adjacent site information as will fit on the sheet.
- i. Show all water meters within 25' of the construction area.
- j. Show all existing utilities, including the locations of sewer, water, electricity and gas lines, and any underground storage tanks, drainfields and reserve drainfield areas.
- k. Provide tree plans:
  - Indicate which trees are to be retained and which are to be removed. The removal shall occur based on the priorities listed in [IMC 18.12.1385](#).
  - Tree retention calculations per [IMC 18.12.1385\(A\)](#).
  - Reference Tree protection detail provided in plan set. ([web link](#))

## IV. Waste Diversion

The City of Issaquah has adopted waste diversion requirements to increase the reuse and recycling of construction and building materials. [IMC 16.40.060](#)

### 1. Small Projects

Small projects include:

- a. New single-family home building permits (additions and remodels less than 1,000 square feet are exempt).
- b. Demolition permits for buildings or portions of buildings less than 2,500 square feet.

Small projects shall have, at a minimum, two construction and demolition (C&D) bins on site at all times. One bin shall be for commingled recyclable materials and one bin shall be for landfill-bound waste. Materials from the commingled bin shall be sent to a third party certified C&D recycling facility.

### 2. Large Projects

Large projects include all projects not defined as a small project.

#### a. Documentation

- A waste diversion plan shall be provided prior to permit issuance identifying the approximate amount, by weight, of construction and demolition material to be removed from a project site; the hauler; and the receiving facility or location for each commodity. Demolition permits shall also include a completed building removal hierarchy checklist, and any pertinent Asbestos Hazard Emergency Response Act inspection documentation and Puget Sound Clean Air Agency permit numbers as necessary.
- A waste diversion report shall be provided prior to permit finalization or issuance of a certificate of occupancy, and shall identify the amount, by weight, of generated construction and demolition material removed from a project site; the hauler; and the receiving facility or location for each commodity, as well as tipping floor receipts.

#### b. Requirements

- Large projects shall have two C&D bins on site at all times. One bin shall be for commingled recyclable materials and one bin shall be for landfill-bound waste. Materials from the commingled bin shall be sent to a third party certified facility. Alternatively, large projects may include more than two bins to provide source separated recycling.
- Large projects shall divert to recycling a minimum of 50 percent of construction and demolition materials removed from the site. (Ord. 2664 § 4 (Exh. A3), 2012).

## V. Pre-Construction Meeting

Prior to start of work, a pre-construction meeting is required. Please contact your Permit Technician to schedule.

## VI. Fire Department Training

For complete building demolitions, Eastside Fire & Rescue would like to take the opportunity for training. If you are open to allowing the building to be used for training purposes prior to demolition, please contact Eastside Fire & Rescue at [trainingFRP@esf-r.org](mailto:trainingFRP@esf-r.org) or 425-313-3200.

## **VII. Additional Permits Required**

### **1. King County Department of Health (Septic)**

For lots not served by sewers, an approved septic design from the King County Department of Public Health is required prior to submitting a building permit application. You may contact them at:

Eastgate Environmental Health Services ([website](#))  
14350 SE Eastgate Way ([map](#))  
Bellevue, WA 98007  
Phone: 206-296-4932

### **2. Sammamish Plateau Water & Sewer**

If your project is located within their service area and either water or sewer service is to be disconnected, please contact Sammamish Plateau Water & Sewer at:

Sammamish Plateau Water and Sewer District ([website](#))  
1510 228<sup>th</sup> Avenue SE ([map](#))  
Sammamish, WA 98075  
Phone: 425-392-6256