



## Demolition Permit Information Sheet

This information packet provides information for complete demolition of a structure in the City of Hood River. Partial demolition of a structure for additions, remodels or other alterations are handled through the Building Permit process as an alteration to the structure. A Demolition Permit is required for all structures, even if the structure did not require a permit to construct. The Building Official can waive the requirement for work of a very minor nature when it is determined that no utilities will be affected and no other department review is required. Demolition permits do not include authorization for other work and are subject to the following:

- Monthly utility billing will be required during the demolition process
- No demolition work may start without an issued demolition permit for the work
- Site preparation work for future development (grading etc.) is not authorized
- Work in the right-of-way is not authorized
- Construction materials or equipment must not be placed or stored in the right of way
- Emergency access to the site must be maintained
- All utilities shall be located (call 811 for locates) prior to beginning demolition work
- Burning of construction debris is not allowed
- Required dust and erosion control measures must be in place and maintained throughout the demolition process
- All foundations must be removed to leave the site clean for future development
- Applicants and contractors are not allowed to do any work inside the City meter box
- All utilities to the building shall be properly disconnected prior to starting demolition

### **Required Documentation:**

At the time of application for a Demolition Permit, you must provide the following information:

- A completed Demolition Permit Application
- A completed Demolition Permit Worksheet
- A complete Site Plan showing all required information
- A completed Service Request Form

Applications not accompanied by complete information will not be accepted.

### **Site Plan:**

The required site plan shall be drawn on minimum 8 ½" x 11" paper and be of appropriate size to show all required information including:

- Property Lines
- Location of all structures on the property
- Adjacent structures within 10 feet of the property lines
- All utility line locations both overhead and in-ground (*water, sewer, gas, septic, etc.*)
- Location of each utility line that will be capped (*see individual utility requirements below*)
- Location of all easements on the property
- Location of all trees with a trunk 6 inches or larger on the property, and all trees located in the right-of-way.

### ***Demolition Permit Worksheet:***

This worksheet is utilized to gather and document specific information to allow processing of the demolition permit. It requires information including:

- The jobsite address map and tax lot #
- The date(s) the structure will be demolished
- Which utilities are on-site and dates they will be disconnected for services
- The estimated quantity of material being removed from the site
- The location where demolition debris will be disposed of

The completed worksheet will be utilized by various departments to document approval of the permit once review of all submitted documentation is accomplished.

### ***Specific Departmental information:***

#### ***Planning:***

- Buildings designated as a historic landmark or located within a historic district require approval of the Landmarks Review Board prior to demolition pursuant to HRMC 17.14.120
- All trees in the area of the demolition shall be protected from damage. Damaged trees may be required to be replaced in like kind.

#### ***Engineering/Public Works:***

- The applicant is responsible for establishing location of property lines.
- Call 811 for locates and be aware of other utilities in the area.
- Follow the most current edition of the Oregon Temporary Traffic Control Handbook for signing, flagging, and traffic control – flaggers must be certified and have a valid Flaggers Certification Card on their person while flagging.
- Keep one lane open to traffic at all times.
- Street or lane closures that will affect parking require a minimum 24-hour advance notification to adjacent business or residences.
- Sanitary and Storm sewer services shall be cut, capped, marked and inspected prior to demolition.
- Call the Public Works Inspection Request Line at (541) 387-5201 for inspection of service lateral. Inspection requests received after 9:00 AM will be set for the next business day.
- Water service can be turned off by the **Public Works Department** if requested by the applicant. The applicant is not allowed to work inside the water meter box.
- Protection of the water meter box, water meter and service line is the responsibility of the applicant.
- No construction materials or equipment will be allowed to be placed or stored within the public right of way during the course of building demolition.

**Building:**

- Permits for demolition of a partial structure are processed as a building permit for an alteration. Please contact the Building Department (541) 387-5202 for questions on permit processes related to alterations.

**Fire:**

- Emergency access roadways and access to the property shall be maintained at all times. If construction fencing is installed, it shall not obstruct emergency access to the property.
- Required fire flow (water for firefighting) shall remain available during demolition activities.
- If the building contains fire sprinklers or fire alarms, notify the fire department prior to taking the systems out of service.
- A minimum of at least one portable fire extinguisher shall be available on-site during demolition activities.
- Open burning of construction materials and demolition debris is prohibited in the City of Hood River. Combustible waste material, trash, rubbish and vegetation shall not be burned.
- The fire department may request to utilize property for training purposes prior to demolition. Please contact Hood River Fire & EMS at (541) 386-3939 for questions.

**Other Agencies:**

Oregon State Department of Environmental Quality (DEQ) has requirements and regulations adopted by the Environmental Commission which set forth the specific requirements and limitations concerning demolition contracts. In part, their regulations cover topics including but not limited to asbestos survey and removal, lead paint and other hazardous wastes, air and water quality and solid waste sites. DEQ requires that Notice of Intent to Demolish be provided to the Department at least ten (10) days prior to commencement of such demolition. Notice can be provided by calling the Department at either of the below referenced numbers.

Department of Environmental Quality P O Box 1760 Portland, OR 97207 Portland: (503) 229-6408 or (503) 229-5696 Bend: (541) 338-6146 <a href="http://www.oregon.gov/DEQ/Pages/index.aspx">http://www.oregon.gov/DEQ/Pages/index.aspx</a>
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# Demolition Permit Application



<b>PERMIT NUMBER:</b>

<b>City of Hood River</b> 211 2 <sup>nd</sup> Street, Hood River, OR 97031 Phone: 541-387-5202 Inspection Line: 541-387-5211 Schedule Inspections Online: <a href="http://BuildingPermits.Oregon.gov">BuildingPermits.Oregon.gov</a>
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**This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days. I agree to comply with the Department of Environmental Quality regulations requirements attached.**

**\*\*A site plan and completed demolition checklist must accompany this application to provide a complete submittal. \*\***

TYPE OF STRUCTURE TO BE DEMOLISHED CONSTRUCTION		
<input type="checkbox"/> 1 & 2 Family Dwelling	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial
<input type="checkbox"/> Accessory Bldg.	<input type="checkbox"/> Other	
<b>DESCRIPTION OF WORK:</b>		
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City:	State:	ZIP:
Map no.:	Lot no.:	
PROPERTY OWNER		
Name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
Signature: _____ Date: _____		
CONTRACTOR		
Business name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
CCB license no.:		
Print name:		
Signature: _____ Date: _____		

DEMOLITION INFORMATION	
Required Data 1-2 Family Dwelling and Multi Family	
Dwelling square footage to be demolished:	
Multi-Family square footage to be demolished:	
Garage or Carport square footage:	
Covered Porch area square footage:	
Deck area square footage:	
Accessory structure square footage:	
Required Data Commercial	
Existing Building area square footage:	
<b>All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 70 and may be required to be licensed in the jurisdiction in which work is being performed.</b>	
BUILDING PERMIT AND RELATED FEES	
Planning Department Review Fee	\$
Engineering Department Review Fee	\$
Building Department Permit Fee	\$
Other	\$
	\$
Date Paid	Receipt No.
<b>Grand Total</b>	<b>\$</b>

Electronic Signatures and Similar Markings are recognized as a Legal Binding Signature by the City of Hood River and the State of Oregon. ORS 84.0001 to ORS84.061



City of Hood River  
211 2nd Street  
Hood River, OR 97031  
Phone: 541.387.5202

# Demolition Permit Worksheet

**PERMIT NO.**

Job site address: \_\_\_\_\_ map #: \_\_\_\_\_ tax lot #: \_\_\_\_\_

Building Type:  1 & 2 Family Dwelling  Multi-Family  Commercial  Accessory Bldg.  Other \_\_\_\_\_

Date demolition is scheduled (*allow at least 10 working days for permit processing*): \_\_\_\_\_

Applicant to complete

Utility	Date utility connections will be stopped	Not Applicable
City Water ( <i>complete service request form</i> )		
City Sewer ( <i>complete service request form</i> )		
Natural Gas ( <i>contact Northwest Natural Gas @ 800-422-4012</i> )		
Electric ( <i>contact Pacific Power @ 888-221-7070</i> )		
Ice Fountain Water District ( <i>contact 541-386-4299</i> )		
On-site Septic ( <i>contact Hood River County Environmental Health @ 541-387-6885</i> )		

Notification for utility locate ( 811) completed. \_\_\_\_\_  
Date

Estimated quantity of material to be removed \_\_\_\_\_

Destination of debris \_\_\_\_\_

City use

## Land Use

Historic Building: Is the property designated as historic or located in a historic district?  Yes  No  
\_\_\_\_\_ Landmarks Board approval date

## Public Works

Construction site permit required?  Yes  No \_\_\_\_\_  
permit # and date of issuance

R.O.W. permit required?  Yes  No \_\_\_\_\_  
permit # and date of issuance

## Approvals

<b>Planning</b>	
_____	_____
Name	Date
<b>Public Works</b>	
_____	_____
Name	Date
<b>Building</b>	
_____	_____
Name	Date



# Service Request

Permit No. \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

Phone #: \_\_\_\_\_

- WATER (other than new connection)
- SEWER (other than new connection)
- STORM
- STREET
- OTHER \_\_\_\_\_

DESCRIPTION CONDITION/REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant to complete

## Approvals

### Public Works

\_\_\_\_\_  
*Name* \_\_\_\_\_  
*Date*

### Engineering

\_\_\_\_\_  
*Name* \_\_\_\_\_  
*Date*

### Building – if applicable

\_\_\_\_\_  
*Name* \_\_\_\_\_  
*Date*

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Use Only

DATE COMPLETED: \_\_\_\_\_ BY: \_\_\_\_\_