



# RESIDENTIAL DEMOLITION

**Building Permit Applications to be submitted online at:**

**<https://aca-oregon.accela.com/oregon/>**

**Or by email to:**

**[Permits@lakeoswego.city](mailto:Permits@lakeoswego.city)**

**A demolition shall not begin until all of the following application requirements are met.**

“Demolition” or “demolish” means: (i) Removal of all exterior walls; (ii) Removal of the superstructure (the part of the building or construction above the lowest subflooring; “lowest subfloor” is the bottom-most structural floor laid as a base for a finished floor), such that none of the existing superstructure is maintained; or (iii) Alteration, abandonment or removal of all of the existing perimeter foundation.

1. **Proof of Ownership.** Submit a tax statement, title report or recorded deed/contract, and a letter from the owner of the subject property approving the demolition.
2. **Asbestos/Lead Paint Reports.** Submit a testing report for asbestos and lead paint, completed by an Oregon licensed abatement firm. Abatement is the responsibility of the owner by means of Oregon Department of Environmental Quality (DEQ) requirements.
3. **Erosion Control.** Submit an Erosion Prevention and Sediment Control Permit Application for review by the Engineering Dept. Contact the Erosion Control Specialist at 503-675-3991 for information.
4. **Tree Protection (as applicable).** Submit Tree Removal and/or Tree Protection application(s), as applicable, for review by the Planning Department, and complete the “Certificate of Assurance – Impact to Trees” form included in this packet.

Tree Removal and Tree Protection applications (as applicable) must be submitted at the same time as the associated building permit. If the lot includes any tree, contact the Planning Dept. at 503-635-0290.

5. **Notice of Demolition.** 1) Receive notification from the Building Department that the Demolition Permit is ready to issue; 2) Receive from staff a complete Notice of Approved Demolition letter and Notice of Approved Demolition Poster at least 15 days before beginning demolition; 3) Post the Notice of Demolition poster on the subject lot or access easement abutting the lot, in a location that is clearly visible and readable from vehicles traveling on a public street and to persons walking by the lot at least 14 days before beginning demolition; 4) Mail the Notice of Demolition letter to the street addresses of all abutting residential properties at least 14 days before beginning demolition. (See LOC 45.12.100.)

Demolition shall not commence until the Demolition Permit has been issued and the 14-day notice period has ended. The permit will only be issued after all fees have been paid and approval of an Erosion Control Plan and any required Tree Removal/Protection Permits. For questions, contact the Building or Planning Department at 503-635-0290.

Do not start demolition until at least the 15th day after the Demolition notice is posted and mailed, and start within 60 days of mailing /posting. (Otherwise, a new mailing/posting is required.). Your permit expires if work is not started within 180 days from the date of issue, or if work is suspended or abandoned for 180 days or more. If you are unable to work within a 180-day period and do not want to abandoned the project, you may submit a written request to the Building Official to extend your permit for an additional 180-day period.

**Permits cannot be issued if Erosion Control, Tree Protection, and/or Tree Removal approval is required and has not been approved by the appropriate department.**



## BUILDING PERMIT APPLICATION

380 A Avenue, Lake Oswego, OR 97034

503-635-0390

Submit Permits to: [permits@lakeoswego.city](mailto:permits@lakeoswego.city)

Online: [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

PERMIT #

DATE:

AMT PD:

AMT DUE:

### CATEGORY OF CONSTRUCTION

RESIDENTIAL

COMMERCIAL

### TYPE OF WORK

New 1- and 2-family Dwelling

Demolition

Addition/alteration/replacement

Deck/patio cover

Accessory structure/garage/pool

Boathouse/dock\*\*

Multi-family

Interior T.I. (Comm)

Other (Add Description)

Lake Corp Approval\*\*

### JOB SITE INFORMATION AND LOCATION

Project/tenant name:

Job site address:

Suite #

Tax Map No.

### WORK DESCRIPTION

PROPERTY OWNER

TENANT

Name:

Address:

Phone:

### CONTACT PERSON

Name:

Phone:

E-mail:

### CONTRACTOR INFORMATION

Business name:

CCB:

Address:

Phone:

E-mail (Required):

### Authorized

#### Signature:

Print name

Date:

**All contractors and subcontractors** are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:

### RESIDENTIAL REQUIRED DATA

**Permit fees\*** are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation: \$

	EXISTING	NEW OR ADDING
Number of bedrooms:		
Number of baths:		
Total # of Floors		
Dwelling SF area		
Garage/carport area		
Covered porch area		
Deck area		
Other structure area		

### COMMERCIAL REQUIRED DATA

**Permit fees\*** are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation: \$

Area (SF)
Existing Building:
New Building Area:
Number of stories:
Type of construction:

**THIS PERMIT APPLICATION EXPIRES** if a permit is not obtained within 180 days after it has been accepted as complete. \*Fee methodology set by Tri-County Building Industry Service Board Form B70-1001

Building Permit Fee\*

*Please refer to master fee schedule*

**\*\* Check Box if you have obtained Lake Corporation approval**

City of Lake Oswego  
NOTICE OF APPROVED DEMOLITION

Notice Date: \_\_\_\_\_

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To: Resident of Property Abutting Planned Demolition:

The City of Lake Oswego has approved a demolition at \_\_\_\_\_.  
*Street Address*

I, \_\_\_\_\_, do certify that I am, or I represent, the party intending to  
*Print your name*  
demolish a house located at this address. Pursuant to LOC 45.12.100, I certify that I will mail this notice to all residential property abutting the approved demolition and will post a Notice of Approved Demolition sign on the subject property on the above "Notice Date." I certify that I have complied with the City of Lake Oswego's demolition requirements, including erosion control, tree protection (as applicable), abatement of asbestos and lead based paint, and applicable building codes. Owner will maintain the posting for 14 consecutive days and until the demolition commences, on or after: \_\_\_\_\_.  
*Date*

\_\_\_\_\_  
Signature of Owner / Owner's Agent

Date of mailing / posting: \_\_\_\_\_

Contractor Contact Information:

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Postal Address

<p><i>City of Lake Oswego</i> <i>(For official use only)</i></p> <p><i>Reviewed by:</i> _____</p> <p><i>Date:</i> _____</p>
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This notice is provided pursuant to LOC 45.12.100 Demolition of Dwellings. For more information, contact the City of Lake Oswego Planning and Building Services Department 503-635-0290



## CERTIFICATE OF ASSURANCE - IMPACT TO TREES

(Include with the Building Permit Application)

Building permit # \_\_\_\_\_

I am authorized to make assurances with regard to the development of this property. By signing below, I hereby declare (*please v the correct site description*):

\_\_\_\_\_ Development activity e.g. construction, grading, excavation, demolition, vehicle parking, material storage, excavated material, debris storage, etc. will not occur under the canopy of a tree since trees are not present on the site and tree limbs do not overhang the site from an adjacent property;

**OR,**

\_\_\_\_\_ Trees are present and will be protected by a Tree Protection Plan approved by the City of Lake Oswego prior to and during the development of the property.

I further understand that if a tree is removed or damaged due to the failure to receive a Tree Protection Plan as required, or as a result of the failure to implement and maintain the tree protection measures of an approved Tree Protection Plan, the property owner and persons responsible for damaging the tree will be subject to the fines and penalties in Lake Oswego Code (LOC) 55 [Tree Code].

Acknowledgement: I have read and understood the above statements regarding the protection of trees required during the development of the property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Tree Protection Plan**

An approved Tree Protection Plan with the tree protection measures (6' metal fence, required signs, arborist report (if fence not at edge of the tree canopy, etc.) is required to be in place **PRIOR TO COMMENCING ANY SITE DEVELOPMENT OR CONSTRUCTION ACTIVITIES** e.g. demolition, excavation, grading, utility work, building construction, material storage, etc.

NOTE: Please see the Tree Protection Plan application for a complete listing of information required for a Tree Protection Plan.



## FIRE DEPARTMENT

Lake Oswego Fire Department  
300 B Avenue  
Lake Oswego, OR 97034  
503-635-0275

Dear Property Owners or Building Contractor

The Lake Oswego Fire Department is asking for your help in providing its firefighters with real world training opportunities. By granting the Fire Department access to your property prior to demolition, firefighters will have the opportunity to practice their trade in a realistic setting. While not all structures qualify for live fire training, there is still great value for the fire department to train in residential and commercial properties. Some training examples include search and rescue, ventilation, forcible entry, overhaul and firefighter mayday. Please feel free to contact me should you need more information.

Thank you for your consideration.

James Doane  
Battalion Chief/Training  
jdoane@ci.oswego.or.us  
503-697-7401



## CITY OF LAKE OSWEGO BUILDING DEPARTMENT 24.06.050 TAX REDUCTION FOR DECONSTRUCTION OF RESIDENTIAL STRUCTURES

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1. The demolition tax imposed in LOC [24.06.030](#) shall be reduced by \$5,000 where the demolition permit is issued for removal of a residential structure through deconstruction by a certified deconstruction contractor.
  2. To be eligible for the demolition tax reduction, a pre-deconstruction form, a form approved by the City Manager, must be completed and submitted as part of the application for the demolition permit. The form must be completed by the certified deconstruction contractor assigned to the project. Information required on the form must include, but is not limited to:
    - a. Name of the certified deconstruction contractor;
    - b. Whether heavy machinery will be used on the deconstruction project (exclusive of foundation removal);
    - c. List of materials that are intended to be salvaged for reuse;
    - d. List of materials that are not salvageable and the reason why the materials cannot be salvaged; and
    - e. Expected dates for deconstruction activity.
  3. A post-deconstruction form, in a form approved by the City Manager, must be completed by the certified deconstruction contractor assigned to the project and submitted to the City Manager no more than 30 days after completion of the deconstruction work. The City Manager must review and approve the post-deconstruction form before the demolition permit can be finalized. The form must include responses to all of the following in order to be considered complete:
    - a. Name of the certified deconstruction contractor.
    - b. List of materials salvaged for reuse.
    - c. List of materials not salvaged for reuse, as indicated on the pre-deconstruction form, and the reasons materials were not salvaged.
    - d. Copies of the following:
      - i. Itemized receipt of materials and quantities donated to a nonprofit.
      - ii. Itemized receipts for materials and quantities sold.
      - iii. Photos of salvaged material that will be reused on site or at another site.
      - iv. Transaction receipts of weight tickets for the disposal of hazardous material abated during the course of deconstruction.
      - v. List and photos of materials given or sold to members of the public.



**CITY OF LAKE OSWEGO BUILDING DEPARTMENT  
24.06.050 TAX REDUCTION FOR DECONSTRUCTION  
OF RESIDENTIAL STRUCTURES**

**PRE-DECONSTRUCTION FORM**

To be eligible for the demolition tax reduction, a pre-deconstruction form, a form approved by the City Manager, must be completed and submitted as part of the application for the demolition permit. The form must be completed by the certified deconstruction contractor assigned to the project. Information required on the form must include, but is not limited to:

- a. Name, title, address, phone and email of the certified deconstruction contractor;

- b. Whether heavy machinery will be used on the deconstruction project (exclusive of foundation removal);

- c. List of materials that are intended to be salvaged for reuse;

- d. List of materials that are not salvageable and the reason why the materials cannot be salvaged; and

- e. Expected dates for deconstruction activity.

OVER

Demolition Manager	City of Lake Oswego Approved____ Denied____
Print Name:_____	Print Name:_____
Signature:_____	Signature:_____
Title:_____	Title:_____
Date:_____ Email:_____	Date:_____ Email:_____





**CITY OF LAKE OSWEGO BUILDING DEPARTMENT  
24.06.050 TAX REDUCTION FOR DECONSTRUCTION  
OF RESIDENTIAL STRUCTURES**

**POST-DECONSTRUCTION FORM**

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A post-deconstruction form, a form approved by the City Manager, must be completed by the certified deconstruction contractor assigned to the project and submitted to the City Manager no more than 30 days after completion of the deconstruction work. The City Manager must review and approve the post-deconstruction form before the demolition permit can be finalized. The form must include responses to all of the following in order to be considered complete:

- a. Name, title, address, phone and email of the certified deconstruction contractor;

- b. List of materials salvaged for reuse.

- c. List of materials not salvaged for reuse, as indicated on the pre-deconstruction form, and the reasons materials were not salvaged.

- d. Copies of the following:

- i. Itemized receipt of materials and quantities donated to a nonprofit.
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- iv. Transaction receipts of weight tickets for the disposal of hazardous material abated during the course of deconstruction.

OVER

- v. List and photos of materials given or sold to members of the public.

Demolition Manager	City of Lake Oswego Approved ___ Denied ___
Print Name: _____	Print Name: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____ Email: _____	Date: _____ Email: _____