



RESIDENTIAL DEMOLITION

**Building Permit Applications are accepted only between the hours of
Monday-Tuesday 7:30 A.M. to 11:30 A.M
Wednesday-Friday 8:00 A.M. to 11:30 A.M.**

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-days’ 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.

6. **Pay Fees.** Pay required fees as may be required.

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.

City of Lake Oswego
NOTICE OF APPROVED DEMOLITION

Notice Date: _____

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>

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



Building Permit Application
 380 A Avenue
 Lake Oswego, OR 97035
www.buildingpermits.oregon.gov
 Submit Permits to: permits@lakeoswego.city

PERMIT #	
DATE:	
AMT PD:	AMT DUE:

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
TYPE OF WORK	
<input type="checkbox"/> New 1- and 2-family Dwelling	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Deck/patio cover
<input type="checkbox"/> Accessory structure/garage	<input type="checkbox"/> Pool/boathouse/dock
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Interior T.I. (Comm)
<input type="checkbox"/> Other (Add Description)	
JOB SITE INFORMATION AND LOCATION	
Project/tenant name:	
Job site address:	Suite #
Tax Map No.	
WORK DESCRIPTION	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> 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:
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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*		
<i>Please refer to master fee schedule</i>		
05/2017		



CITY OF LAKE OSWEGO

Erosion Prevention and Sediment Control Permit Application

Building Permit No.

Demo / Other Permit No.

Payment of erosion control permit fee is required before building permit can be issued

SITE LOCATION

Construction site address

GENERAL CONTRACTOR

Name	Address	
Company	Phone	Email

OWNER / APPLICANT

Name	Address	
Company	Phone	Email

24-HOUR EMERGENCY CONTACT

Name	Address	
Company	Phone	Email

SITE INFORMATION

Lot size (SF)	Area of land disturbance (SF)	Approximate start date	Approximate end date
Soil disposal (on-site / off-site)	Location of soil disposal and estimated quantity (if off-site) Estimated quantity (CY) _____		Waterfront property (Y/N) Name (if yes)
Project Description (including construction phasing, if applicable) REQUIRED			Check all that apply <input type="checkbox"/> Demolition <input type="checkbox"/> New Single Family Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Other _____

Erosion control measures MUST BE IN PLACE prior to any construction activity.

Complete checklist on reverse and provide signature. All items within the checklist must be clearly identified on the erosion control plan sheet. Applications with a partial checklist or without signature will be considered incomplete and returned to the owner/applicant.

Lake Oswego erosion and sediment control details can be found at:

<http://www.ci.oswego.or.us/standard-details>

Clackamas County erosion and sediment control details can at:

<http://www.clackamas.us/wes/designmanual.html>

Erosion control questions can be directed to the City Erosion Control Inspector at 503-675-3991.

EROSION PREVENTION AND SEDIMENT CONTROL PLAN CHECK LIST

EROSION PREVENTION AND SEDIMENT CONTROL PLAN REQUIREMENTS	Y	N/A
Minimum 11" x 17" size paper with all text size 1/8" in height, or larger	<input type="checkbox"/>	
Property boundary, North arrow, Bar scale	<input type="checkbox"/>	
Existing and proposed contours, labeled at no greater than 5' intervals	<input type="checkbox"/>	
Existing and proposed structures (Structures include, but not limited to: house, shed, garage, pool, spa, patio, sport court, gazebo, retaining wall, boat dock, etc.)	<input type="checkbox"/>	
Site access / equipment access	<input type="checkbox"/>	
Construction site boundary, and any surface waters (lake, canal, stream, wetland, etc.)	<input type="checkbox"/>	
Limits of soil disturbance	<input type="checkbox"/>	
Construction entrance (Single family residential construction entrance to be minimum 20' length, 1½" diameter (min) clean rock, 8" depth) (Commercial or development construction entrance to be minimum 50' length, 4" – 6" diameter clean rock, 8" depth)	<input type="checkbox"/>	
Staging / material storage area(s)	<input type="checkbox"/>	
Soil stockpile(s) (appropriately scaled on drawing)	<input type="checkbox"/>	<input type="checkbox"/>
Existing vegetation to remain	<input type="checkbox"/>	<input type="checkbox"/>
Temporary ground cover (mulch, straw, wood chips, rock, plastic sheeting, etc.)	<input type="checkbox"/>	
Perimeter erosion control (straw wattles, silt fence, sediment basin, berms, silt curtain, etc.)	<input type="checkbox"/>	
Internal erosion control (erosion control matting, sediment basins, temporary seeding, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Storm drain inlet protection	<input type="checkbox"/>	<input type="checkbox"/>
Leak proof concrete wash-out pans and leak proof garbage containers (Concrete wash water, from any type of concrete work, must be contained in a leak-proof container. No ground dumping is allowed.)	<input type="checkbox"/>	
Stormwater facilities and surface water features (rain garden, flow through planter, dry well, etc.) (All stormwater facilities must be adequately protected from compaction/construction traffic.)	<input type="checkbox"/>	<input type="checkbox"/>
Construction vehicle parking (provide clean rock to unimproved parking areas)	<input type="checkbox"/>	<input type="checkbox"/>
Notes / narrative indicating how exposed soils will be permanently stabilized	<input type="checkbox"/>	
Notes / narrative stating that routine inspections of erosion control structures will occur and that maintenance or replacement of failed structures will occur when necessary	<input type="checkbox"/>	
Notes / narrative stating erosion control inspections are required before grading/clearing begins, and before footings are placed	<input type="checkbox"/>	
Details and notes necessary for proper installation and maintenance of all erosion and sediment control structures	<input type="checkbox"/>	

"The permit or approval granted hereby, or any inspections conducted on the site hereafter, shall not be construed as authorizing any activity in violation of any applicable federal or state law or regulation, including but not limited to the federal Endangered Species Act and its regulations."

Owner/Applicant Signature

Date



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.



RECORDS RETENTION FEES WORKSHEET

BUILDING PERMITS - PART A

Base Fee \$ 20.00

BUILDING PERMITS - PART B

Fees for Building department submittals.

Note: A page with printing on both sides count as two pages.

<u>Size</u>	<u># of Pages</u>		<u>Cost Per Page</u>	<u>Total =</u>
8 1/2" x 11"	_____	X	\$ 0.25	_____
8 1/2" x 11"	_____	X	\$ 0.25	_____
11" x 17"	_____	X	\$0.50	_____
18" x 24"	_____	X	\$ 2.00	_____
24" x 36"	_____	X	\$ 3.00	_____
36" x 42"	_____	X	\$ 4.00	_____
Other formats	_____	X	\$5.00	_____
Total Part B				= _____

PLANNING APPLICATIONS AND PERMITS - PART C

Fees for Planning department submittals.

Type II & verification tree removal permits.....	\$20.00
Sign Permits.....	\$20.00
Ministerial land use applications.....	\$30.00
Minor land use applications (without public hearing).....	\$50.00
Minor land use applications (with public hearing).....	\$100.00
Major land use applications.....	\$100.00

TOTAL RECORDS RETENTION FEE

Total from Part A	<u>\$20.00</u>
Total from Part B	_____
Total from Part C	_____
Total Fees	= _____



Lake Oswego Fire Department
300 B Ave
Lake Oswego, OR 97034
503-697-7401

Dear Property Owners:

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 see the attached form for further details and direction.

Thank you for your consideration.

Sincerely,

Scott Vachter
Battalion Chief/Training
vachter@ci.oswego.or.us
503-697-7401

**Lake Oswego Fire Department
Donating Structures for Training Purposes**

In order to provide quality training for its members, the Lake Oswego Fire Department uses donated structures to train in. The Fire Department will determine if the structure has training value. This means that the building must be sound and standing upright. The proximity of the building to other structures may prevent the fire department from conducting live fire exercises. In order for the Fire Department to acquire a structure for training, the following steps must be completed:

- A "Private Structure Training Agreement" must be completed (attached).
- Asbestos inspection with documentation of removal or absence of asbestos (required for all demolition regardless of Fire Department involvement).
- Provide proof of ownership in the form of a title report and have a signed approval from the lien holder on the property and structure.
- A completed demolition permit must be obtained from the City of Lake Oswego if the building is within City limits, or the appropriate county if the building is not within City limits.
- You must notify your insurance company, cancel all fire insurance on the building and provide proof of the same.
- You must notify all utility companies and direct them to disconnect all services (gas, water, electricity, etc.).
- You must remove all items from the building that you do not want destroyed.
- You shall remove any and all debris remaining after the completion of the training within one hundred twenty (120) days.
- You must disconnect and remove all oil storage tanks, propane tanks, hot water tanks or well pressure tanks from the building (this step is only required if the building is to be burned by the fire department).

As the legal owner(s) of the property located at _____ I / we will have the above items completed by _____. I / we recognize that these items must be completed before Fire Department training can be conducted.

Owner _____ Date _____

Owner _____ Date _____

Fire Dept. Representative _____ Date _____