

RESIDENTIAL DEMOLITION CHECKLIST

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

Dear Applicant:

A demolition shall not begin until all of the following application requirements are met. As established under Ordinance 2894, "demolition" or "demolish" means removal of **50 percent or more of the total surface area of exterior walls or perimeter foundation** of a residential structure as it existed on June 2nd, 2022, either as a single project or cumulatively over five years or less; "Exterior wall" for the purpose of this standard means a wall enclosing a dwelling that has a surface exposed to the outside, including all framing and sheathing, from top plate to bottom plate on all stories.

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. By means of Oregon Department of Environmental Quality (DEQ) requirements, the owner is responsible for abatement.
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. Fill and sign the "Certificate of Assurance – Impact to Trees" form in this packet. Tree Removal and Tree Protection applications 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.**
 - Step 1:** Receive notification from the Building Department that the Demolition Permit is ready to issue
 - Step 2:** At least 15 days before beginning demolition, receive from staff a complete Notice of Approved Demolition letter and poster
 - Step 3:** At least 14 days before beginning demolition, both
 - A:** Post the *Notice of Demolition* poster on the subject lot or abutting access easement, where vehicles and pedestrians passing by on a public street can easily see and read the poster, and
 - B:** Mail the *Notice of Demolition* letter to the street addresses of all abutting residential properties (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 are paid and the Erosion Control Plan and any required Tree Removal/Protection Permits are approved. For questions, contact the Building or Planning Department at 503-635-0290.

6. **Pay Fees.** Pay required fees.

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). Demolition permits expire if work is not started within 180 days of permit issuance, or if work is suspended or abandoned for 180 days or more. If you cannot begin within 180-days and do not want to abandon the project, you may submit a written request to the Building Official for a 180-day extension.

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

*City of Lake Oswego
(For official use only)*

Reviewed by: _____

Date: _____

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 97034

503-635-0390

Submit Permits to: permits@lakeoswego.city

Online: 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**



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