



B205 - SUBMITTAL CHECKLIST AND REQUIREMENTS DEMOLITION

A demolition permit is required when removing a structure. If you are demolishing your structure in conjunction with a single family residence, there is no fee. If you need to demolish without prior building permit approval, you must obtain a separate demolition permit and pay the applicable fee.

This submittal checklist is intended to assist you in preparing and submitting a complete application.

Before You Apply for Your Project

- Check with Department of Planning and Community Development staff to determine if your structure qualifies for incentives for preserving a historically significant structure. Contact Heather Wright, Associate Planner at 206.780.3754.
- Contact Puget Sound Clean Air Agency (PSCAA) at 800.552.3565 or www.pscleanair.org and follow all procedures and obtain any separate permits.
- Contact City of Bainbridge Island Utilities Billing at 206.780.8603 (if applicable).

Section 1 - Submittal Requirements

Use the column to the left to check off items included with your application.

✓	Form #	Required Applications
		1. ALL submittal Items must be in electronic PDF format only.
✓		Required Submittal Items
	B101	2. Building Permit Application
		3. Site plan
		4. Photos of the structure, one from EACH corner and any historic photographs (if structure is older than 50 years).
		5. Completed signed statement that you are aware of the PSCAA requirements and will obtain the necessary permits prior to Issuance.

In addition to the above, PLEASE answer the following questions to the best of your ability:

1. Do you know the history of the building (previous tenants, who constructed the building, etc.)? If so, please provide. Attach any relevant documents.

2. Why have you chosen to demolish your structure?

Fees are due at the time of submittal. Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to City of Bainbridge Island (COBI)
- Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.

Section 2 – Site Clean Up Requirements

1. Remove all floors, foundations, footing, basement and retaining walls, down to 18 inches below grade. *Demolition debris must be removed from the site and delivered to a licensed landfill or recycling facility. Maintain disposal receipts for submittal to the City of Bainbridge Island.*
2. Fill excavations and other cavities with clean fill material smaller than 8 inches and cover so that broken concrete is not exposed. If the filling or site grading exceeds 100 cubic yards, a SEPA review/approval will be required. (\$763.00)
3. Remove all sewage from existing cavities and fill with earth, sand, gravel or other approved material.
4. All wells must be abandoned in accordance with Washington State Department of Ecology (DOE) guidelines (WAC173-160-415 through 465). DOE has granted Kitsap County Health Department jurisdiction to oversee the inspections for well abandonment. The first point of contact is Kitsap County Health, **360.728.2235**.
5. Removal or abandonment of any underground storage tanks requires a separate permit from the Planning and Community Development office. If applicable, cap sewer connection(s).
6. Grade site so that surface is smooth and water will run off. Be sure grading conforms to existing neighboring grades on all sides of lot.
7. During demolition, use water to control and reduce dust and its impact on neighbors.
8. Leave the site clean and in a safe condition.
9. Before requesting a Final Inspection, you must provide the Building Division with disposal receipts verifying that all demolition debris has been properly disposed of.
10. After completing demolition and cleanup, call the office of Planning and Community Development at 206.780.3789 for an inspection.

Section 3 – Statement of Awareness

Note: Any property owner who is going to burn or demolish any structure, including, but not limited to, commercial buildings, or abandoned structures on private property must obtain a permit from PSCAA to certify that the building is asbestos-free prior to demolition.

I, _____, am aware of the requirement(s) from Puget Sound Clean
(Print Name)

Air Agency as they affect the project located at _____,
(Address)

_____, and will obtain the necessary
(Tax Parcel Number)

permits prior to submitting to the City of Bainbridge Island for any and all Permits.

_____, _____
(Signature) (Date)



BEFORE YOU START CHECK FOR ASBESTOS

Working Together For Clean Air

www.pscleanair.org • 110 Union St – 500 Seattle, WA 98101-2038 • p 206.343.8800 f 206.343.7522

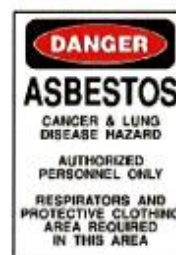
Definition of renovation

Renovation means altering a facility or a component in any way, except demolition.

You cannot legally start most renovation projects or any demolition project until certain asbestos requirements are met ...



Renovation Procedures



- Conduct an asbestos survey.**
For almost all structures, an AHERA-certified building inspector must perform the survey. (AHERA stands for Asbestos Hazardous Emergency Response Act.) The only exception is for owner-occupied, single-family, non-multiple-unit dwellings where owners may conduct their own survey for suspect asbestos-containing materials (ACM). If ACM are found, they must be avoided (not disturbed) or properly removed prior to the renovation.
- File a Notice of Intent.**
If any friable ACM is going to be removed from the structure, a completed Notice of Intent form and fee must be filed with the Puget Sound Clean Air Agency.
- Properly remove asbestos.**
Abatement work must be performed by a certified asbestos contractor, except homeowners may perform asbestos removal work in their owner-occupied, single-family, non-multiple-unit dwellings. Homeowner instructions are available from the Puget Sound Clean Air Agency for removal of popcorn ceilings, sheet vinyl flooring, and cement-asbestos board siding.

For more information

This document contains only a summary of asbestos requirements. For full details and to obtain asbestos forms, instructions, regulations or other questions, contact the Puget Sound Clean Air Agency at www.pscleanair.org, or call 206-343-8800 or 1-800-552-3565. Failure to comply with asbestos requirements may result in penalties.

Note to contractors

Check with L&I for additional requirements at www.lni.wa.gov, or call:

Bremerton
(360) 415-4000

Everett
(425) 290-1300

Seattle
(206) 515-2800

Tacoma
(253) 596-3800

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Demolishing? See other side... ↓



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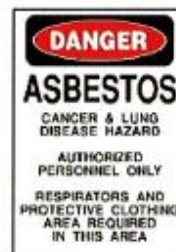
Definition of demolition

Demolition means wrecking, razing, leveling, dismantling or burning of a structure, making the structure permanently uninhabitable or unusable.

You cannot legally start any demolition project or most renovation projects until certain asbestos requirements are met ...



Demolition Procedures



- Conduct an asbestos survey.**
The survey must be conducted by an AHERA-certified building inspector. (AHERA stands for Asbestos Hazardous Emergency Response Act.) These inspectors are listed in the phone book yellow pages under “Asbestos Consulting and Testing.”
- File a Notice of Intent.**
A completed Notice of Intent form and fee must be filed with the Puget Sound Clean Air Agency before demolition begins.
- Properly remove asbestos.**
All asbestos-containing materials identified in the AHERA survey must be removed from the structure by an asbestos contractor prior to demolition.

For more information

This document contains only a summary of asbestos requirements. For full details and to obtain asbestos forms, instructions, regulations or other questions, contact the Puget Sound Clean Air Agency at www.pscleanair.org, or call 206-343-8800 or 1-800-552-3565. Failure to comply with asbestos requirements may result in penalties.

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Renovating? See other side... ↓

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