

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Demolition and Deconstruction

Updated May 15, 2017

You need a demolition permit to remove structures, including accessory structures with a roof area (including overhangs) of more than 120 square feet. (See the Seattle Building Code (SBC) Section 106 and the Seattle Residential Code (SRC) Section 105 for specific requirements.) Demolition generally means the removal of the entire structure, although in some cases the foundation may remain to stabilize a site.

Instead of demolition, you could use alternative methods to remove a structure to minimize the amount of construction waste you send to a landfill.

- Relocation moves an entire structure to a new location.
- Deconstruction is a process to carefully dismantle a building so the building materials can be reused.

Demolition of Housing

Many Seattle Land Use Code regulations concerning demolition focus on protecting housing. We discourage housing demolition when the demolition is to make way for a small institution, a major institution, a telecommunications utility, or a public school. We even carefully regulate demolition of housing that is unfit for occupation. We only allow housing demolition if one of the following criteria is met:

- The structure is a residential use in a single-family zone and it has not been used for rental housing for at least a year.
- A permit to establish use or to change use has been approved (but we will not allow housing demolition to make way for non-required parking).
- SDCI has approved a permit for relocation of the housing within the city or outside the city limits.
- You have submitted a complete building permit application, no other reviews are required, and the

SDCI Director has approved your Waste Diversion Plan for residential deconstruction (see Director's Rule 4-2009, Demolition Permit with a Waste Diversion Plan).

- SDCI has ordered the demolition for health and safety reasons.

Housing Deconstruction Permit Incentive

If you demonstrate that you will deconstruct (see glossary) a structure with dwelling units, we may issue a demolition permit before issuing the associated construction permit. This incentive gives applicants more time to remove the existing structure in order to salvage and recycle building materials. To comply with the requirements of SMC 23.40.006, we first have to accept your construction application. We may then issue the associated demolition permit contingent upon our approval of your Waste Diversion Plan and salvage assessment. Your plan must show the material to be recycled or salvaged, the hauler, and the receiving location. Your plan also must demonstrate that your project meets the minimum building material reuse and recycling percentages identified in Director's Rule (DR) 4-2009, Demolition Permit with a waste diversion plan. Once you've completed the deconstruction, you need to prepare a waste diversion report. You need to provide all associated receipts identifying the actual rate of reuse and recycling. Final reuse and recycling rates must meet or exceed the minimum requirements called for in DR 4-2009.

For questions regarding details of this ordinance or permit process, please visit our permit specialists in the Applicant Services Center (ASC), or visit our website at www.seattle.gov/dpd/permits/permittypes/residentialdeconstruction.

Rat Abatement

Before we issue you a demolition permit, you need to show us that you have a contract with a licensed pest control company to kill rats that may be on the



demolition site. We will accept a letter, or a copy of the contract that:

- Identifies the site
- Describes the rat abatement steps that will be taken
- Shows a start date at least 15 days before the start of demolition or the start of clearing and grading activity
- Indicates that rat abatement will continue at least until demolition begins

The pest control company must be licensed by the Washington State Department of Agriculture with a Commercial Applicator (CA) license. The pest control company must follow general guidelines from the Washington State Department of Agriculture for applying pesticides. In the unusual circumstance that there are no rats on a property, the City can waive the rat abatement program, but only with a written recommendation from a licensed pest control agent.

As part of getting your demolition permit, you will need provide a signed statement that says you understand and will comply with the requirements to abate rats before starting work.

You can search for a licensed commercial applicator on the department of agriculture's website: <http://agr.wa.gov/PestFert/LicensingEd/lists/>.

Is SEPA Environmental Review Required Prior to Issuance of My Demolition Permit?

The environmental impacts of certain public and private development proposals, including demolition, must be assessed by the City of Seattle under the standards of the State Environmental Policy Act (SEPA) and the Seattle SEPA ordinance. Proposals to demolish buildings use the same thresholds as new construction proposals to determine if they require SEPA. To find out whether your demolition project is subject to SEPA, please reference Tip 208, *When Environmental Review is Required in Seattle*. If SEPA is required, we must issue a Type II Director's decision as part of a Master Use Permit before we can authorize any demolition. If you have submitted an application for a new development at the same time as you have submitted a demolition application, we may consider them together for purposes of environmental review under SEPA. In this case, we may not allow the demolition until we have completed the SEPA review process for either the construction or demolition.

Demolition in Environmentally Critical Areas

The City's Regulations for environmentally critical areas (ECAs) may require an ECA review for demolition in certain types of critical areas, if ECA review would have been required when the building was constructed or if potential impacts to the ECA would occur due to the demolition. ECAs—such as known landslide, potential landslide due to geologic conditions, steep slope, peat settlement-prone wetlands, shoreline habitat, or riparian corridors—are defined in SMC 25.09.

Rebuilding Nonconforming Residential Structures

If your residential structure does not conform to development standards (such as required yards or lot coverage), you may demolish the structure and rebuild to the same location, size, and bulk. We require a survey by a licensed surveyor to document the current conditions before to demolition. For more information, see SMC 23.42.112.

NOTE: We may have greater restrictions that apply to rebuilding nonconforming residential structures in ECAs.

For questions related to nonconforming structures, please consult with SDCI land use staff in person in the ASC.

Landmark Preservation

Seattle has designated seven landmark or special review districts and more than 200 individual landmarks of national and local significance. If your site is a designated landmark, or is located in a historic or special review district, you need a Certificate of Approval for alterations (including demolition) from Historic Preservation Program. State Environmental Policy Act policies regarding preservation of landmarks are in SMC 25.05.675.

NOTE: If your building appears to meet the criteria for landmark designation, but is not currently designated as a landmark, we may refer the structure to the Landmarks Preservation Board for consideration.

For more information, please contact staff at the Department of Neighborhoods at (206) 684-0228.

Foundation Demolition

Per the Seattle Building Code (SBC), you must remove all concrete or masonry floors, foundations, footings, basement walls and retaining walls that will be demolished must be removed to 18 inches below ground

(final grade). You must break all concrete floors left in place to allow water to drain through. You may fill holes with soil, concrete, or rocks no larger than 12 inches in diameter; you may not use wood and other organic materials.

Residential Structures with Tenants

If you are demolishing a residential building with tenants, you must follow the regulations in the *Tenant Relocation Assistance Ordinance* (TRAO). You should review the ordinance to ensure compliance as soon as you consider demolishing a building with tenants (see SMC 22.210). See Tip 123, *Seattle's Tenant Relocation Assistance Ordinance*, for more information on this ordinance. For assistance, consult TRAO staff at (206) 684-7979.

Where to Take Materials

In Seattle, you cannot place asphalt paving, brick, concrete, cardboard, metal, unpainted and untreated wood, or new gypsum scrap in a disposal container either at the job site or receiving facility. These materials must be salvaged or recycled. The deconstruction and salvage assessment helps you identify which of the materials being removed from your building can potentially be salvaged. Local building materials stores work together to encourage used building materials markets through the Northwest Building Salvage Network. Materials that can't be disposed of or salvaged must be recycled. The waste diversion plan will help you select facilities that comply with salvage and recycle requirements.

For a list of facilities complying with Seattle's facility certification program go to www.seattle.gov/util/forbusinesses/construction/cdwastemanagement/recyclingrequirements/certifiedfacilities.

For more information on the City's material disposal bans visit www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements.

For comprehensive information about recycling options for different materials, view King County's "What do I do with..." list or send an inquiry to wast-ediversionreport@seattle.gov.

Inspection Requirements for Demolition Permits

1. **Prior to demolishing or removing a structure**, we require the following inspections:

- **First ground disturbance inspection** (also known as a Temporary Erosion and Sedimentation Control (TESC) Inspection): You must request a first ground disturbance inspection before you do any ground disturbance related to demolition, including construction access and staging areas. See "Requesting Inspections," on the next page.

You do not need to install erosion control measures for this inspection. However, you **MUST** install them prior to any ground disturbing activities. This proactive approach to erosion control helps protect your site from potential damage caused by actions such as grading and vegetation removal. If you have to repair damage caused by the lack of erosion control, your project may be delayed and become more expensive.

- **Pre-construction meeting**: Projects with special inspections require a pre-construction meeting. This meeting may be done in conjunction with the first ground disturbance inspection. If your project has special inspections, our inspection requirements should be clearly shown on the approved plans. Your contractor must schedule a pre-construction meeting with a SDCI structural building inspector by calling (206) 684-8860. Attendees of the pre-construction meeting will include the site inspector, the structural building inspector, the geotechnical special inspector, and the earthwork subcontractor. If the project contains ECA issues such as wetlands, the ECA special inspector must also attend.

2. **Following the demolition or removal of a structure:**

- **Final inspection**: We require a final TESC inspection for demolition projects that are not immediately developed. Request a final TESC inspection after you have removed the structure and debris, installed all permanent erosion control measures, and stabilized the site. When the site inspector has approved the permanent erosion control measures on the site, e.g. hydroseed, plantings, gravel, etc., contact the building inspector for final approval of the demolition permit. See "Requesting Inspections," below.

3. **Inspections relative to abatement**: An order of the Director is not a substitute for a demolition permit or a waiver of any other applicable code or permits.

- **Side Sewer Capping**: You must have an issued side sewer permit before your side sewer is capped. See Tip 503, *Side Sewer Permits in Seattle*, for more information on obtaining a side sewer permit. The side sewer must be capped as close

to the property line as possible without interrupting service to any other building. The end of the pipe must be completely filled with concrete for a minimum length of 12 inches. A SDCI site inspector must inspect the side sewer capping SDCI before it is covered. See "Requesting Inspections," below.

For more information about side sewer capping, please contact the Drainage and Sewer Review Desk at sidesewerinfo@seattle.gov or at (206) 684-5362. You may also visit www.seattle.gov/dpd/permits/permittypes/sidesewer/default.htm for additional information.

- **Final approval for abatements:** Once your side sewer permit and the demolition permit have both been finalized, contact the housing and zoning inspector directly to schedule an inspection. The housing and zoning inspector's name is located in the Order of the Director document you received.

4. **Requesting inspections:** To request an inspection, call the 24-hour automated inspection request line at (206) 684-8900, or submit your request online at www.seattle.gov/dpd/permits/inspections.

Utilities

You will need to contact the appropriate municipal and private agencies to learn utility removal requirements for your project. Private utilities to consider, if applicable, include cable, natural gas, telephone, communications, and steam companies. Some common agencies are:

- Seattle City Light: (206) 684-3000
- Seattle Public Utilities (SPU): (206) 684-3000
- Seattle Dept. of Transportation: (206) 684-5283
- Puget Sound Energy: (888) 225-5773
- Call Before You Dig: 811 or www.callbeforeyoudig.org

When coordinating the removal of municipal and private utilities, those agencies may need to get permits from Seattle to do the removal (ex: cutting a service line in the street). You should contact the agencies early in the process to allow time for them to permit and schedule their work.

Submittal Documentation

We may require some or all of the following documentation when you apply for a demolition permit:

- Pre-Application Site Visit (PASV)
 - SDCI site inspectors will evaluate project site conditions and indicate required submittal information and documentation, if necessary.
- Preliminary Site Plan, per Tip103, *Site Plan Requirements*
- Copy of Abatement Order
- Completed Rat Abatement Declaration form
- Copy of the contract or a written estimate from a licensed pest control company that meets the requirements listed under the rat abatement section of this Tip
- Drainage Standard Plans for any project with 750 square feet or more of hard surface disturbance
 - Standard Construction Stormwater Control and Soil Amendment Plan
 - Standard Drainage and Wastewater Control Plans
- Salvage Assessment
 - Required when the area of work is greater than 750 square feet or \$75,000, and involves demolition.
 - The building owner may fill out the form when your project involves:
 - Alterations
 - Partial building removal
 - Using material from one site on another project site
 - A salvage verifier must fill out the form when your project involves whole building removal. The salvage verifier must be one of the following:
 - An established salvage and reuse retail company
 - Licensed contractor specializing in deconstruction
 - A demolition company with knowledge of local and current salvage retail markets
 - A list of possible verifying agents may be found through resources such as The Northwest Building Salvage Network: <http://nbsnseattle.org>.

More information can be found at www.seattle.gov/dpd/codesrules/changestocode/construction-demolitionwaste.

If your project is located on a site with environmentally critical areas, you may need to submit a Temporary Erosion Control Plan and/or Tree and Vegetation Standard Mitigation Plan.

Tools to assist the you in applying for a demolition permit are available in the ASC and on our web site at www.seattle.gov/dpd/permits/permittypes/demolitionbuilding.

For drawing standards, please reference these helpful Tips:

- Tip 106, *General Standards for Plans and Drawings*
- Tip 303, *Applicant Responsibilities and Plan Requirements for Single-Family and Two-Unit Dwellings*
- Tip 316, *Subject-to-Field-Inspection (STFI) Permits*

Tips can be found at <http://web6.seattle.gov/DPD/CAMS/CamList.aspx>.

Forms, including the Waste Diversion Plan, Salvage Assessment, and the Waste Diversion Report, can be found at www.seattle.gov/dpd/permits/forms.

It isn't necessary to use our waste diversion plan, and salvage assessment forms. You can create the forms yourself, as long as they have the required information. You can also use similar forms used to achieve waste points or credits from programs such as Built Green or LEED.

Demolition Permit Issuance

We can issue demolition permits stand-alone permits. If you want to have the demolition permit issued prior to your construction permit, please be sure to schedule a separate intake appointment and provide separate submittal documents for the demolition permit. If you do not apply for your demolition as a stand-alone permit, we will not issue the demolition permit before we issue the construction permit. To apply for a stand-alone demolition permit:

- **Get your project screened by our permit specialists.** We screen your application to make sure it's ready to submit. Screening is available electronically on the project portal or on a walk-in basis at the Applicant Services Center on the 20th floor of the Seattle Municipal Tower.
- **Schedule an intake appointment.** Schedule an intake appointment, through your Project Portal at <https://web6.seattle.gov/dpd/eplan/>. You may

schedule an appointment without screening if you are a consistently prepared applicant with a rating of 80 percent or better.

Documentation to be Submitted to SPU After Final Inspection Approval

If your project is greater than 750 square feet or more than \$75,000, then you should also submit a waste diversion report to SPU within 60 days of our final inspection approval. The report should identify the actual materials produced from your project, their quantity, who the hauler was, and where the materials were taken for reuse, recycling, and disposal. A copy of the waste diversion report and directions for how you submit it to SPU are found at www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/WasteDiversionReport.

Please contact SPU for technical questions on how to fill out the waste diversion plan, salvage assessment at wastediversionreport@seattle.gov.

Hazardous Materials

Federal, state, and local regulations require that all asbestos and other hazardous materials be removed prior to demolition. The Puget Sound Clean Air Agency and Washington Department of Labor and Industries require an asbestos survey to determine whether there are asbestos-containing materials in the work area or structure prior to performing any renovation or demolition work.

For more information, contact the Puget Sound Clean Air Agency at (800) 552-3565, (206) 689-4058, or online at www.pscleanair.org or visit Washington Department of Labor and Industries website at: www.lni.wa.gov.

Other helpful resources:

- www.epa.gov/lead
- www.seattle.gov/util/MyServices/Garbage/SpecialorHazardousItems

Lead Abatement Program

In 2010, the Environmental Protection Agency's Renovation, Repair, and Painting Rule went into effect. The rule requires contractors to be certified if they are performing renovation, repair, or painting work that disturbs lead-based paint in homes, child-care facilities, and schools built before 1978. Contractors

must follow specific work practices to prevent lead contamination. For more information about the federal lead requirements, please visit www.epa.gov/lead/pubs/renovation.htm.

PCBs in Building Materials

Polychlorinated biphenyls, commonly known as PCBs, are toxic. PCBs can be found in products such as caulk, paint, sealant, and other building materials that were used from 1940-1980. Some materials manufactured after 1980, such as yellow pigments in paints, contain PCBs that are inadvertently created as a byproduct of the manufacturing process. PCBs are a hazardous material. You must use best management practices so that PCBs do not become airborne or come into contact with stormwater. You must dispose of wastes containing PCBs properly. The City of Seattle's Stormwater Manual, Volume 2, Best Management Practice C1.25 and C1.30 describe practices to be used during demolition, repair, remodeling, and construction. Best Management Practice C1.50 provides information on proper disposal of PCBs. Additional information on PCBs and their proper disposal can be found on the EPA web site at: <https://www.epa.gov/pcbs>.

Glossary

Abatement – the process by which a building that has been determined to be unfit for human habitation or other use is demolished and removed.

Deconstruction – deconstruction is the selective dismantling of a building in order to maximize recovery of reusable building materials first and to recycle materials second. Reusable materials may include dimensional lumber, lower-value doors, siding, and windows. Materials are typically removed in the opposite order in which they were installed, with a goal of maximizing reuse.

Recycling – transforming or remanufacturing waste materials into usable or marketable materials for use other than incineration (including incineration for energy recovery) or other methods of disposal.

Relocation – the removal of a principal structure in its entirety and moving it from one location to another.

Reuse – the recovery of material for repeated use in the same form. "Reuse" includes materials that are reused at the same location as they are generated.

Salvage – the removal of select materials from a building prior to deconstruction or demolition. Salvage generally applies to recovery of appliances, cabinets, fixtures, flooring and other materials for reuse that require minimal labor to recover and for which the building envelope does not need to be disturbed for their removal (i.e. no demolition permit is necessary).

Salvage and Deconstruction Resources

For detailed information and ideas about integrating salvaged building materials into your construction project, take a look at the Salvage and Reuse Green Home Remodel Guide at www.seattle.gov/Documents/Departments/OSE/GreenHomeGuide-Salvage.pdf.

The King County Green Tools website contains further information on salvage and deconstruction, including: salvage and deconstruction companies, building re-use stores, and a searchable database for construction material recycling. Visit <http://your.kingcounty.gov/solidwaste/greenbuilding/demolition-alternatives.asp>.

SDCI Fees

Our permit fees are established by the Seattle Permit Fee Subtitle available on our fees page at www.seattle.gov/dpd/codesrules/codes/fees/, or from the Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 5th Ave., (206) 684-8467.

Access to Information

Links to electronic versions of our Tips and other helpful publications are available on our web site at on the Tools & Resources page. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8467.