

DEMOLITION

Submittal Checklist



Demolition permits are for the removal or destruction of any structure that required a permit to be constructed.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Site Plan	☐
3	Asbestos Report	☐
4	Puget Sound Clean Air Notification	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Site Plan – Site plans shall include the following items
 - a. Site address and parcel number
 - b. Property lines
 - c. Easements
 - d. Site dimensions
 - e. Streets and alleys (with street names labeled)
 - f. The location and dimensions of all existing buildings and other structures (such as decks, retaining walls, and rockeries), whether they are to remain or be demolished
 - g. Identity each building by its use (garage, single family residence, shed, barn etc.)
 - h. Clear distinction between the existing buildings to remain and any buildings to be demolished.
 - i. Location of any underground storage tanks

- j. Location of all utilities (power, water, sewer, septic) and disconnection notes
 - k. All surface water (creeks, streams, ponds, wetlands, etc.) within 100 feet of the property
 - l. Erosion and sedimentation control ESC plan
 - m. Tree Retention Plan
3. Asbestos Report – Please provide an asbestos report from an [asbestos professional](#) addressing each structure to be demolished.
 4. Puget Sound Clean Air Notification – Please provide documentation showing your completed filing of the [Puget Sound Clean Air Notification](#).

ADDITIONAL STEPS

- ☐ Have Side Sewer Capped (if there is one) after the demolition permit has been issued but before the demolition occurs. Please check with your sewer provider for requirements.
- ☐ Have septic tank retired or removed (if there is one) after the demolition permit has been issued but before the demolition occurs. Please check with the Tacoma Pierce County Health Department for requirements.
- ☐ Have the water meter permanently removed or temporally disconnected. Please check with your water provider for requirements.
- ☐ If any underground storage tanks are to be removed or decommissioned as part of this demolition application, a separate Fire Tank permit is required.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	
4	