

**TOWN OF YARROW POINT
COMMUNITY DEVELOPMENT**



4030 -95th Ave NE
Yarrow Point, WA 98004

(425) 454-6994
Fax: (425) 454-7899
Inspections: (206) 235-9137

DEMOLITION/STRUCTURE MOVING PERMIT APPLICATION INSTRUCTIONS (Page 1 of 2)

Welcome to the Yarrow Point demolition/structure moving permit process. Property owners obtain demolition permits to document that the removal of existing improvements on their property will comply with the requirements of the utilities serving the property and any and all provisions of the laws, ordinances and codes in effect at the time the application is filed with the Town. The attached packet includes information and forms for your use in preparing your Application for Plan Review and Permit and managing your project. To obtain a demolition permit for your proposed construction project, please complete the following steps:

1. **DETERMINE WHICH PERMITS YOU WILL NEED.** You must obtain a site development permit before engaging in excavation, demolition work and material hauling.
2. **DESIGNATE A PROJECT CONTACT:** A project supervisor responsible for construction activities and compliance with a parking plan must be designated and will serve as a 24-hour contact.
3. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS & FEES MUST BE SUBMITTED** for your project.

A. **APPLICATION FORM AND CHECKLIST:** You must complete an Application for Plan Review and Permit and a Demolition/Structure Moving Permit Checklist for the proposed demolition on your property if you plan to remove 50% or more of an existing structure or if utilities must be disconnected during the project. Please complete the forms by providing all information requested, answering all questions accurately and signing the application. When completing the checklist, please be aware that **FAILURE TO CONTACT THE APPROPRIATE UTILITIES CONCERNING DISCONNECTION WILL DELAY YOUR PROJECT.**

B. **PERMIT FEE:** When submitting your Application for Plan Review and Permit, you must pay a demolition/structure moving permit fee of \$937.50. For a partial demolition the fee is \$312.50. This fee covers the cost of the review of your application and inspections. It also includes a \$4.50 state surcharge.

C. **CONSTRUCTION VEHICLE FEE:** Applicants must pay a construction vehicle fee equal to 1 percent of the value of the proposed project to offset and repair the damage done to Town streets by the vehicles transporting materials associated with the project.

D. **STREET/PARKING DEPOSITS:** If in the opinion of the Building Official, the demolition activity likely will result in damage or dirt or other debris on streets, the applicant must pay a \$3,750 deposit prior to permit issuance. Funds will be used for any necessary street cleaning or repairs and the remaining amount refunded. A \$1,250 parking deposit is required for all projects.

4. **REVIEW THE TOWN'S RESTRICTIONS ON CONTRACTOR PARKING.** Contractors must comply with the parking regulations of the Town at all times and must file a parking plan with the Town. The Building Official will review the plan and forward a copy of it to the Clyde Hill Police Department. **Parking Deposit :** A \$1,250 deposit must be posted at Town Hall for compliance with an approved traffic control and parking plan. The first violation will be given a warning and ten minutes to correct. After that time, a Stop Work Notice will be placed on the project and the deposit may be forfeited. After 24 hours, a new deposit may be placed and the Stop Work Notice may be removed. Repeated violations may result in the forfeiture of the building permit. The person violating Town parking regulations is considered an agent of the property owner or prime contractor.
5. **SUBMIT TWO COPIES OF THE COMPLETED APPLICATION FORMS** to the Town Clerk with your permit fee. When filed with the Town Clerk, items 2A through C (as needed) constitute a complete Application for Plan Review and Permit. The application must be complete in every respect, i.e. all questions answered, utility information completed, forms signed, and fees paid, before the Town Clerk can accept it. **Asbestos Abatement** reports must be

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BUILDING DEPARTMENT**

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submitted with demolition permit applications in order for those applications to be processed by the building department.

6. After accepting your application and fees, the Town Clerk will process your application and documents and forward them to the Town Building Official for his/her review and approval. If the Building Official needs additional or revised information to complete the plan review, he/she will notify you directly, whenever possible. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
7. After the Building Official completes the plan review, the Town Clerk will notify you that your permit is ready. Any additional fees must be paid before the Town Clerk can issue your permit. Permit fees cover the administrative costs of processing your permit application and most, if not all, of the costs to inspect your project during construction. In the event that the costs incurred by the Town for your project exceed the permit fee paid, you will be billed for additional inspection and other project related fees by the Town. Financial guarantees as determined by the Building Official may be required prior to permit issuance.
8. **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE PROJECT SITE** at all times.
9. If any changes are made to your project after the permit is issued, **CONTACT THE TOWN BUILDING OFFICIAL** to determine whether a new application should be submitted.
10. When the demolition is ready for a required inspection, **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE AN INSPECTION.** A portion of the fees you paid is set aside to pay for the usual cost of these inspections. Once scheduled, inspections are charged to a project, unless you reschedule the inspection with the Building Official 24 hours in advance. If the total cost of your project's inspections exceed the permit fee, the Town will bill you for the excess inspection costs.
11. If the Building Official finds something to be corrected as a result of an inspection, he/she will need to re-inspect the corrections when completed. **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE THIS RE-INSPECTION.** Some of the other conditions under which a re-inspection may be necessary include but are not limited to:
 - Permit or permit documents not posted or not available on the jobsite.
 - Work to be inspected not complete enough to perform the inspection.
 - Access to project not provided on the scheduled date and/or time of inspection.
 - Construction performed without a valid permit.
 - Construction performed that deviates from the approved permit documents.
12. As the property owner and permit holder, it is your responsibility to **INFORM ALL YOUR CONTRACTORS AND THEIR WORKERS OF CONSTRUCTION REQUIREMENTS** and to **ENSURE THEIR COMPLIANCE**, including **CONSTRUCTION HOURS** and **PARKING RESTRICTIONS**. Permits are issued on the condition of compliance with the laws, ordinances and codes in effect at the time the permit application was filed with the Town Clerk. Permits issued in error or on the basis of incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time an official of the Town becomes aware of the violation.
13. As the property owner and permit holder, it is your responsibility to **RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting documents, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status.