



Demolition Permit Submittal Requirements

BB-05

Demolition
BULLETIN

Community Development Department

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This Informational Bulletin outlines the permit submittal requirements for a Demolition Permit. The matrix on the reverse side of this bulletin lists the types of documents and information required and the number of each item that must be provided at permit submittal.

- All applicants for a demolition permit shall initiate a rodent baiting program on the project site at least 15 days prior to the start of demolition activity before a demolition permit can be issued. **The demolition application can be submitted prior to the rodent abatement completion.**
- The site plan must be drawn to scale showing the size and location of the buildings to be demolished and location of utilities. Critical Areas must be shown on the site plan if present on or near the site.
- A Critical Areas Form PA-02 is required for all projects located in or near a Critical Area per EMC Title 15, Article 6. (i.e. wetlands, floodplains, streams, slopes, etc.).
- A \$500 refundable bond is required at time of permit issuance. The bond may be paid with cash, cashier's check or credit card. The bond is refunded once the demolition is complete, the site is cleaned, any damage to public property is complete and a final inspection has been requested and passed.
- If the applicant is interested in working with the local Fire Department to use the structure for Fire Department training, please contact the Fire Department at (509) 933-7230 or prevention@kvfr.org
- A separate sewer permit is required, to cap off the abandoned side-sewer and/or mark future use. Minimum fee \$25. Contact the Public Works Department at (509) 962-7230.

The Community Development Department currently provides three methods for individuals to apply for a building permit, including:

Apply in Person: Permit applications may be submitted in person at the address shown on this page. Permit staff are available Monday - Friday from 8:00 am -12:00 pm, 1:00 pm -5:00 pm.

E-Mail the Application: The permit application may be emailed to permits@ci.ellensburg.wa.us along with required submittal documents.

Apply Via the Online Portal: Visit <https://ci-ellensburg-wa.smartgovcommunity.com/Public/Home> You will be required to create an online profile and upload the application and required submittal documents.

This may not be a comprehensive list, and this Department and other City Departments or agencies having jurisdiction in the City of Ellensburg may have other submittal requirements and/or may have other items that need to be addressed during the review process and before a Permit can be issued.

Demolition Permit (Submittal Requirements)^a

	Demolition Permit Application	Contractor & City Licenses	Permit Fees	Cash Bond	Site Plan	Critical Areas Form	Site Development Permit App	Signed Bulletin BB-016	SEPA
Demolish Structure	a & b	Yes ^c	Yes ^d	Yes ^e	f	g	Maybe ^h	Maybe ⁱ	Maybe ^j

Footnotes:

- a) A demolition permit is required for all demolition projects unless specifically exempted. See Bulletin BB-011 for list of specific projects that do NOT require a permit.
- b) A complete, signed Demolition Permit Application A-004 is required for all demolition projects. The application is available in the CDS office or fill out and print on the City website.
- c) A valid WA State Contractor License number must be provided at permit submittal (not required if owner exempt). City Business License for Contractor required by issued date.
- d) The permit fees are required to submit an application. See the permit application A-004 for a list of the required fees.
- e) A \$500 cash bond is required at time of permit issuance. The bond may be paid with cash, cashier’s check or credit card. The bond is refunded once the demolition is complete, the site is cleaned, any damage to public property is complete and a final inspection has been requested and passed.
- f) The site plan shall be a minimum of 1:20 scale. The site plan needs to indicate location of buildings demolished and location of utilities.
- g) A Critical Areas Form PA-02 is required for all projects located in or near a Critical Area per EMC Title 15, Article 6. (i.e. wetlands, floodplains, streams, slopes, etc.).
- h) A Site Development Permit may be required for excavations, removal of vegetation and/or clearing and grading per EMC 15.250.020.
- i) If asbestos and/or lead paint may be present and disturbed during renovation/remodeling projects see Bulletin BB-016 and follow all state and federal laws and regulations.
- j) A SEPA checklist is required for all demolition projects that are not listed as “categorically exempt” under the WA State Environmental Policy Act. Contact CDS for information.