



DEMOLITION SUBMITTAL CHECKLIST

(Removal of an entire structure include the foundation)

All applications must be submitted **electronically** by following these steps:

- First-time users must create an online account at Citizens Connect, log-in and apply for any permit.
- Log-in and follow the prompts to fill in the required information on the application.
- Submit your application and upload the required items from the checklist depending on project. City staff will check for completeness; this can take up to 3 business days.
- An e-mail response will be sent letting you know that:
 - More information is needed, or
 - Your application has been accepted and invoiced for payment. You may use a MasterCard or Visa to process your payment.

Electronic Plan Standards:

City staff may reject files that are improperly named or formatted incorrectly during the online intake check.

- All plans and reports must be dated. Plans must be drawn to scale and have a scale noted on each submittal.
- All plans must be uploaded in landscape orientation (horizontal position) **except** residential **Site Plan** and **Small SWIPP Plan**.
- All documents must be uploaded as PDF. PDFs must be flattened, and the file size reduced, to less than 200 mb.
- All plans must be named as one of the three types accepted by the city listed below under submittal items in **Bold**.

Demolition Permit Submittal Items:

1. **Site Plan**
2. **PSCAA Approval** – Submit application to the city for our records, but please contact PSCAA for their approval process. www.pscleanair.org.
3. **Asbestos Report** - Performed by a certified AHERA (Asbestos Hazard Emergency Response Act) including abatement certificate, and Notice of Intent.
4. **Small SWPPP Plan** - Stormwater Pollution Prevention Plan (SWPPP plan and/or report)

Applications are received by the Building Official under the provisions of the 2021 International Building/Residential Code and shall expire by limitation and become null and void if permit is not obtained within 180 days of this application.

For questions or assistance please contact a Permit Specialist at Permits@lakestevenswa.gov or 425-622-2400