



## DEMOLITION PERMIT APPLICATION

Effective January 1, 2026, this document is no longer a requirement for the application; instead, it serves as a guide to the information needed to complete the Permit Application in [Citizen Connect](#).

<b>SITE ADDRESS:</b> _____	
<b>PARCEL NUMBER:</b> _____	
<b>PROPERTY OWNER</b> Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-mail Address: _____	<b>CONTRACTOR</b> Company: _____ Contact Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-mail Address: _____ State Contractor's License #: _____ UBI #: _____
<b>Lender/Bond Issuer:</b> _____ Address: _____ Phone: _____	
<b>PROJECT DESCRIPTION:</b> _____	
Number of dwelling units: _____ Zoning: _____ Structure (sq. ft.): _____ Lot area (sq. ft.): _____	
<input type="radio"/> Well <input type="radio"/> Water District: _____ <input type="radio"/> Septic <input type="radio"/> Sewer district: _____	
<b>INCOMPLETE APPLICATIONS MAY RESULT IN THE DELAY OF PROCESSING:</b> <u>Electronic Plan Standards:</u> Files that are improperly named or formatted incorrectly may be rejected during online counter check. <ul style="list-style-type: none"><li>All plans must be drawn to scale and have a scale noted on each submittal.</li><li>All documents must be uploaded as PDF.</li><li>All plans must be uploaded in Landscape orientation (horizontal position) except residential site plans.</li><li>All plans must be named according to the submittal requirements in <b>Bold</b> below.</li><li>All plans must be flattened and reduced.</li></ul> <ol style="list-style-type: none"><li><b>Application Form</b></li><li><b>Site Plan</b> - Include location of all structures, wells, septic tank and drain field, sewer, water meter, etc., with dimensions. Also indicate the Temporary Erosion Sediment Control measures. Decommission of Oil Tanks will require a separate Fire Permit.</li><li><b>PSCAA Approval</b> - Provide Puget Sound Clean Air Agency (PSCAA) Permit notification, either a copy of the permit and/or email noting one is not required. Contact Puget Sound Clean Air Agency at (206) 343-8800 / <a href="http://www.pscleanair.org">www.pscleanair.org</a>.</li><li><b>Asbestos Survey</b> - Performed by a certified AHERA (Asbestos Hazard Emergency Response Act) building inspector, (b) abatement certificate, and (c) Notice of Intent.</li><li>Snohomish Health Department Abandonment of Septic Tanks – Every septic tank that has been abandoned or has been discontinued from use shall have the sewage removed, the lid removed, and be completely filled with earth, sand, gravel, or other approved material, or be removed completely from the site in accordance with WAC 246-272A0300 and Snohomish County Health District Statutory Authority: RCW 43.20.050</li></ol>	
<b>FINAL INSPECTION IS NECESSARY UPON COMPLETION OF DEMOLITION</b>	

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

**All applications must be submitted electronically by following the steps listed below:**

- First-time users must create an online account at the [Citizen 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. This sends the application to City staff for a completeness and accuracy review, which is typically completed within 3 business days\* (\*Depending on workload and staffing conditions).
- Watch for a return email letting you know that your application has been accepted and invoiced for payment. You can use a MasterCard or Visa to process and provide payment.

**Once approved and issued, you MUST print a copy of your approved permit packet (which can be found in the “Attachments” section when viewing your permit online), including stamped plans to have onsite and available for inspections.**