



**Permit Center**  
 Location: 400 W. Gowe  
 Kent, WA 98032-5895  
 253-856-5300  
 KentWA.gov/PermitCenter

# Demolition Pre-Application Checklist

**Site Address/Location:** \_\_\_\_\_ **Parcel No.:** \_\_\_\_\_

**Description of work:** \_\_\_\_\_

**City of Kent Public Works Inspection required – Call Public Works at 253-856-5500 to schedule inspection.  
 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS**

**UTILITY BILLING – CUSTOMER SERVICE**

Call Customer Services at 253-856-5201

Verified \_\_\_\_\_ Date \_\_\_\_\_ All utilities have been paid on account.

**TEMPORARY EROSION CONTROL INSPECTION:**

PW Inspector \_\_\_\_\_ Date \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Stabilized Construction Entrance | <input type="checkbox"/> Catch Basin Inserts Installed |
| <input type="checkbox"/> Silt Fencing Installed           | <input type="checkbox"/> Dust Control                  |
| <input type="checkbox"/> Haul Route Identified            | <input type="checkbox"/> Other                         |

**UTILITIES DISCONNECTION INSPECTION:** PW Inspector \_\_\_\_\_ Date \_\_\_\_\_

The utilities shall be disconnected and services performed, if applicable, prior to issuance of the demolition permit. Inspection is required prior to backfilling.

- |   |  |
|---|--|
| <p><input type="checkbox"/> Sewer line is plugged at property line with a similar material as the stub. (PVC cap or plug, concrete plug at bell or concrete mix in spigot end.) Inspection is required prior to backfilling.</p> <p><input type="checkbox"/> Private water line is cut at property line behind the meter. Contact Customer Service Utility Billing at 253-856-5201 to remove City of Kent meter, if applicable. Inspection is required prior to backfilling.</p> <p><input type="checkbox"/> If the structure is on a private septic system, the septic tank will be removed or the septic tank will be pumped and filled with 5/8 minus crushed rock or sides broken down and filled with inert material. Pumping invoice must be available on-site at time of inspection.</p> | <p><input type="checkbox"/> If the property is on a well, the well must be capped by a certified well contractor in accordance with DOE standards. Copy of well decommissioning report to be provided to the PW Inspector.</p> <p><input type="checkbox"/> If not in the City of Kent Sewer District, contractor shall contact the sewer utility district to determine procedures for disconnecting the side sewer from the structure. Provide documentation signed by sewer district, i.e. sewer availability certificate or cap off permit.</p> <p><input type="checkbox"/> If not in the City of Kent Water District, the contractor shall contact the water utility district to determine procedures for disconnecting the water service to the structure. Provide documentation signed by water district i.e. water availability certificate or water abandonment form.</p> |
|---|--|

Building Owner	
Name _____	
Address _____	
City _____	Zip _____
Phone _____	
Signature _____	

Contractor	
Name _____	
Address _____	
City _____	Zip _____
Phone _____	
Contractor ID # _____	Exp Date: _____



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# Demolitions

## General Information

A demolition permit is required for demolition of an entire building or structure, including the foundation. For interior demolition or the removal of a portion of the building only, please apply for an alteration permit. Basic information must be provided, such as property ownership, location identification, contractor name and license number, and a site plan. The site plan should include the following:

- North arrow and scale
- Location of structure to be removed and any other structures on site, noting the square footage of impervious surfaces to be removed and remaining.
- Location of driveways and the square footage of impervious surfaces to be removed and remaining.
- Property lines and setbacks.
- Street and location of water and sewer lines and connections to the structure.

Demolition generally involves the removal of certain materials and termination of a number of services and utility connections. These must be properly done so that no hazards are created by the demolition and the public is protected. Some of these are as follows:

## Water and Sewer

The Demolition Pre-Application Checklist must be signed off by a Public Works inspector to verify that water and sewer service piping have been properly capped or plugged. If a septic tank is pumped and filled, a copy of the pumping invoice must be provided to the Public Works inspector. The completed and signed-off checklist must be presented when applying for a demolition permit. Demolition Pre-Application Checklist and Demolition Permit application forms are available in the Permit Center self-help area or on the Permit Center's web page at [KentWA.gov/PermitCenter](http://KentWA.gov/PermitCenter). Contact the City of Kent Permit Center Public Works representative at 253-856-5301 for more information.

If a private well serves the site, a certified well contractor must decommission the well. Please contact the **Department of Ecology Well Decommissioning Program** at 425-649-7000 for more information.

If a septic system serves the site, the septic system must be abandoned in accordance with Seattle-King County Health Department requirements. Refer to the Demolition Pre-Application Checklist or contact the **Seattle-King County Health Department** at 206-296-4932 for an abandonment form and additional information on proper termination.

## City Utilities

All outstanding balances on city utilities for the site must be paid prior to obtaining a demolition permit. To stop services and have a closing billing statement issued, contact Customer Service at 253-856-5201. Utilities can be paid at the Customer Service counter in the Centennial Building located at 400 W Gowe Street.

## Electricity and Natural Gas

Any electrical power supply must be properly disconnected and verified by the utility company.

Any natural gas supply must also be properly terminated and verified by the utility company.

Call **Puget Sound Energy** at 1-888-225-5773 to terminate electrical power or natural gas supply.

## Underground Tanks

Removal of underground tanks requires a City of Kent fire permit and/or other approvals. Some underground tanks may be decommissioned, rather than removed, with approval of the Fire Marshal and acquisition of all applicable fire permits. Visit [KentWA.gov/permitcenter](http://KentWA.gov/permitcenter) to apply for a Fire Minor Work application.

## Asbestos

Asbestos is a carcinogen that is easily transported by air and breathed into the lungs so it must be handled very carefully. Prior to performing any renovation or demolition, Puget Sound Clean Air Agency (Clean Air Agency) and Washington Department of Labor and Industries (L&I) regulations require an asbestos survey be performed to determine if there are asbestos-containing materials in the work area or structure. The asbestos survey must be conducted by an EPA certified (AHERA) Building Inspector and be kept on the work site during the entire demolition project, including site cleanup.

A Clean Air Agency "notification", which may entail a waiting period of up to 10 days, is required for **ALL** demolition projects and those renovation projects containing asbestos, except the renovation of a single-family dwelling performed by the homeowner living in the residence. All asbestos must be removed by an L&I certified asbestos abatement contractor before any demolition activities begin and be properly disposed of in accordance with state regulations.

For more information, please contact the **Puget Sound Clean Air Agency** through their web site at [www.pscleanair.org](http://www.pscleanair.org) or by phone at 1-800-552-3565 or 206-689-4058.

Contact the **Department of Labor and Industry** at [www.lni.wa.gov/wisha/p-ts/asbestos/asbestos.htm](http://www.lni.wa.gov/wisha/p-ts/asbestos/asbestos.htm), or by phone at 206-281-5470.