



**PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT**

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# DECONSTRUCTION & DEMOLITION PERMITS

A demolition permit is required for deconstruction/demolition of structures and decommissioning of underground storage tanks. A demolition permit is required for partial demolitions of structures when the proposed work is not otherwise covered by a building permit.

Applicant Checklist	STRUCTURE TYPE			
	Residential	Commercial	Underground Tank	For office use:
<b>Deconstruction / Demolition Permit Submittal Requirement Checklist</b>				
Deconstruction/Demolition Permit Application Form – Page 3	X	X	X	
<b>Site Plan, drawn to scale, including the following:</b> Property lines, easements, footprint of all existing structures, labeled as proposed to be demolished or retained, and all utilities that serve structures to be demolished, including: potable water, sanitary and storm sewers, electric service, natural gas, and propane (as applicable).  <i>Include proposed stormwater Best Management Practices to be employed during site work for erosion control and provisions for long term stabilization of the site.</i>	X	X	X	
<b>Documentation of approval by Northwest Clear Air Agency</b> Unless deemed exempt by the NWCAA, all city required demo permits also require a permit from NWCAA. Go to <a href="http://nwcleanairwa.gov">http://nwcleanairwa.gov</a> for more information.	X	X		
Asbestos Survey and Remediation Report, if required by NWCAA Prepared by a Washington State Certified Asbestos Abatement Contractor.	X	X		
Pedestrian Safety Plan		X		
City of Anacortes Fire Department Special Purpose Permit for Tank Removal			X	
Photographs of the building if it is 50 or more years old <ul style="list-style-type: none"> <li>Please include photos of all sides of the building's exterior architecture, and unique interior details.</li> <li>Submit digitally by email to <a href="mailto:pced@cityofanacortes.org">pced@cityofanacortes.org</a>, on a thumb drive, or printed paper copies with your permit application.</li> </ul>	X	X		
SEPA checklist (* <b>Only required</b> for structures with recognized historic significance or not exempted under WAC <a href="#">197-11-800(2)(g)</a> ). Check with PCED, 360-299-1984, for assistance.	*	*		
<b>Submit Application</b> Please send applications in PDF format to <a href="mailto:buildingpermit@cityofanacortes.org">buildingpermit@cityofanacortes.org</a> An email with a link to a file share site is also acceptable. Paper copies may be requested after initial review.	<b>Application Fee</b> <a href="#">See the Land Use Permit Fee Schedule</a>			

## BUILDING MATERIALS SALVAGE OPTIONS

Did you know that salvaging usable materials from your project can save money, conserve valuable material and energy resources, and help preserve Anacortes history?

Instead of demolishing and taking materials to the landfill, please consider relocation, salvage, or deconstruction. Here are several resources you may wish to consult while planning your project:

- The City of Anacortes Museum / Historic Preservation board can provide advice for researching the property's history, suggest potential alternatives to demolition, and identify historically significant architectural features of the structure that may be ideal for salvage during structure removal. Please contact the Anacortes Museum at 360-293-1915 or [coa.museum@cityofanacortes.org](mailto:coa.museum@cityofanacortes.org) for assistance.
- Contact your Habitat for Humanity Store at 360-428-9402 (<https://www.habitat.org/restores/donate-goods>) and they may remove or transport usable building materials from your project and give you a tax credit in exchange.
- Some private companies may offer full deconstruction services to remove an entire building.

A helpful resource is the Construction Recycling Toolkit published by Sustainable Connections available on their website: <https://sustainableconnections.org/programs/toward-zero-waste/>

## GENERAL PROCESS OUTLINE

- Notify the Northwest Clean Air Agency in writing and obtain needed permits: <https://nwcleanairwa.gov/permits-and-services/asbestos-and-demolition/>.
- [Call 811](#) (Call Before You Dig) to notify utility companies with potential facilities in the area of your dig site. They will send a locater to identify these facilities.
- Gather needed information and submit a deconstruction / demolition permit application to the City of Anacortes.
- After permit issuance, install erosion control Best Management Practices per plan.
- Ensure City water service is shut off.
- Cap side sewer per Anacortes Engineering Design Standards and call for an inspection (360-299-1972).
- Notify other non-City utility service purveyors (gas, electricity, cable, etc.) to determine requirements for service interruption or disconnection.
- Septic tanks must be pumped and abandoned per Skagit County Health Department requirements.
- Any fuel tanks (above or underground) must be removed / decommissioned in accordance with State regulations. Contact Anacortes Fire Department for a permit and inspection (360-293-1925).
- Dispose of building and construction materials in an approved manner.
- Stabilize the site to prevent stormwater/erosion impacts to surrounding properties and streets.

# PERMIT APPLICATION FORM

PROPERTY INFORMATION			
PROJECT ADDRESS (STREET, SUITE #):		ASSESSOR PARCEL NUMBER:	
TYPE OF STRUCTURE			
<input type="checkbox"/> Single Family <input type="checkbox"/> Multifamily, # of Dwelling Units: _____ <input type="checkbox"/> Commercial / Industrial <input type="checkbox"/> Duplex <input type="checkbox"/> Other Use Type: _____ <input type="checkbox"/> Underground Fuel Tank			
STRUCTURE INFORMATION			
FOR BUILDINGS:			
Description of Work:		Size of structure: _____ sq. ft.	
Method of Disposal:		Date of original construction of structure: _____	
HISTORIC RESOURCES INFORMATION:			
Is the structure listed on the <a href="#">City of Anacortes Local</a> , State, or National register of historic places? <input type="checkbox"/> YES* <input type="checkbox"/> NO Designation: _____		If identified prior to demolition, are you willing to salvage from the structure historically significant architectural features? <input type="checkbox"/> YES <input type="checkbox"/> NO	
*If yes, SEPA review is required prior to issuing a demolition permit. Note: Check with the City of Anacortes Museum and/or the WA State Dept. of Archaeological and Historic Preservation's <a href="#">WISSARD</a> system to answer this question.			
UTILITY & SERVICES DISCONNECTION / INTERRUPTION INFORMATION			
Identify which City services you would like to disconnect / stop:			
Water	<input type="checkbox"/> Disconnect <input type="checkbox"/> Retain	Storm	<input type="checkbox"/> Disconnect <input type="checkbox"/> Retain
Sewer	<input type="checkbox"/> Disconnect <input type="checkbox"/> Retain	Garbage	<input type="checkbox"/> Discontinue <input type="checkbox"/> Retain
<i>For private utilities (gas, electricity, cable, etc.), you will need to contact the applicable companies if their services are to be interrupted or disconnected.</i>			
FOR UNDERGROUND STORAGE TANKS:			
DECOMMISSIONING TYPE:			
<input type="checkbox"/> Abandonment in place (Fire Dept. Approval required) Date of pump & rinse: _____ Type of inert fill: _____		<input type="checkbox"/> Removal Disposal Location: _____	
Approximate age of tank: _____		ICC Certification #: _____	

PROPERTY OWNER INFORMATION		
NAME:	PHONE:	
ADDRESS (STREET, CITY, STATE, ZIP):	EMAIL ADDRESS:	
CONTRACTOR INFORMATION		
NAME:*	PHONE:	
<b>CONTRACTOR'S BUSINESS LICENSES</b> <i>*All Contractors &amp; Subcontractors must have a valid City of Anacortes business license prior to doing work in the City.</i>	STATE LICENSE #:	<b>CITY OF ANACORTES ENDORSEMENT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
	EXPIRATION DATE:	
ADDRESS (STREET, CITY, STATE, ZIP):	EMAIL ADDRESS:	
FINANCING INFORMATION (Required if project valuation exceeds \$5,000, per RCW 19.27.095)		
Lender administering the construction financing or firm issuance a payment bond (if any) on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project (if owner is self-financing, please indicate). <b>Completion of this information may be deferred until permit issuance.</b>		
NAME:	PHONE:	
ADDRESS (STREET, CITY, STATE, ZIP):		
CONTACT PERSON		
Select one person the city will contact for anything related to this project: <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER (LIST BELOW)		
NAME:	PHONE:	
ADDRESS (STREET, CITY, STATE, ZIP):	EMAIL ADDRESS:	
SIGNATURE		
I hereby declare that I am either the owner of the property listed on this application, or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form is in all respects, true, correct, and complete to the best of knowledge and belief.		
_____		_____
SIGNATURE		DATE