



Permit Number: _____
 Project Number: _____
 Related Permit(s): _____
 Pre-App Complete? Yes No Not Applicable

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum submittal requirements the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted. Acceptance does not deem the application complete.

Check each box on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate reviewer and/or department prior to intake, to have the item(s) initialed as not required.

SECTION 2: IMPORTANT INFORMATION

- Permit and land use applications are accepted online at www.MyBuildingPermit.com ("MBP").
- Once accepted, an invoice will be uploaded to MBP by the department. All permit application fees are due at intake and upon receipt of the invoice. Failure to pay fees may result in an incomplete application and/or late fees.
- Late fees: Pursuant to KMC 20.05.040, invoices not paid after the thirtieth (13th) day after receipt of an invoice are considered late and are subject to penalty. A late penalty payment equal to one and one-half percent (1.50%) of the delinquent unpaid balance, compounded monthly, shall be assessed on the delinquent unpaid balance.
- Forms are available online at www.kenmorewa.gov/developmentservices.
- A demolition permit is required for each structure (one permit cannot be used for multiple structures).

SECTION 3: PROJECT DETAILS

Property Address: _____ Kenmore, WA 98028
 Parcel Number: _____
 Does the property contain any environmentally critical areas and/or buffers? Yes No Don't know
 If yes, check all that apply: Lake Washington Stream Wetland
 Floodplain Floodway Other: _____
 Is SEPA required? Yes No Don't know See SEPA categorical exemptions in KMC 19.35.040 and WAC 197-11-800

Demolition Type:
 Full SF Partial SF Interior SF Other (explain): _____
 Project Valuation: \$ _____ (fair market labor + materials)
 Please confirm that rodent abatement has been completed: _____ (applicant initials)

Structure Type and Details:
 Commercial Mixed-Use Multi-Family Accessory Building
 Single-Family Duplex/Triplex Other (explain): _____
 Size of structure, in square feet: _____ SF
 What year was the building constructed? _____ (year) Is the structure 70 years or older? Yes No
 Is the building, or any part of the property, a historic landmark? Yes No
 Does the demolition result in a loss of dwelling units (even if temporary)? Yes No
 If yes, provide the total number of dwelling units removed: _____

SECTION 4: REQUIRED DOCUMENTS

- Owner Authorization** (form #102)
- Copy of Asbestos/Demolition Notification Form**
 - Filed with Puget Sound Clean Air Agency (PSCAA) at www.pscleanair.org/asbestos.

**Copy of Construction and Demolition (C&D) Notification Form**

- Filed online with Green Halo at <https://kenmore.wastetracking.com/>.

SECTION 5: REQUIRED PLANS & REPORTS**SEPA Environmental Checklist** – if required

- See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.
- Use Washington State Department of Ecology’s most recent version of the checklist.
- If you’re unsure if SEPA is required, check with the planner at (425) 398-8900 or planner@kenmorewa.gov.

Notes:

- Property owners interested in allowing the Shoreline Fire Department to conduct training operations prior to demolition of a structure may contact the Fire Department at (425) 354-1780.
- If your project contains a pre-1978 built residence, or pre-1978 built child-occupied facility, Washington’s Lead Renovation Rule (WAC 365-230-360) requires certification to perform this work. For details, call Washington State Department of Commerce at 360-586-5323 or email lbpinfo@commerce.wa.gov.
- On February 26, 2024, Kenmore City Council adopted the 2021 International Residential Code (IRC) Appendices Y and Z and 2021 International Building Code (IBC) Appendix P (ordinance no. 24-0602) with an effective date of March 15, 2024. The code applies to new construction, alterations/remodels, additions, and demolition of existing structures greater than 750 square feet in size and/or project with a valuation of equal to or greater than \$75,000. For more information on the new code, contact our permit tech at permittech@kenmorewa.gov.
- To get started you will need to set-up an account or log on top Kenmore’s waste tracking system through the Green Halo portal: <https://kenmore.wastetracking.com/>. Once there it will walk you through the process of creating a Waste Management Plan. The Waste Management Plan will need to be reviewed and approved by the City prior to issuing the permit. For additional requirements, forms, and reports visit King County’s construction and demolition website <https://kingcounty.gov/legacy/depts/dnrp/solid-waste/programs/green-building/construction-demolition.aspx>.
- A **pre-demolition** (pre-demo) inspection is required prior to any demolition work to verify:
 - All utilities (water, sewer, storm, and electric) are properly disconnected at the property line – a separate permit is required from Northshore Utility District (NUD). Contact NUD at www.nud.net.
 - Any fuel tanks (above or below ground) are properly removed – a separate permit from Shoreline fire department may be required.
 - All septic tanks are properly removed or abandoned – a separate permit from King County Department of Public Health may be required.
 - Wells may not be abandoned they must be sealed by an approved method – a separate permit from King County Department of Public Health may be required.
 - The applicant is responsible for obtaining all required permits prior to the start of any work.
- **During Demolition:**
 - Remove all floors, foundations, footing, basement, and retaining walls down to 18 inches below grade. Basement sections below this level must be broken into pieces that do not exceed eight inches in dimension. Demolition debris must be removed from the site and delivered to a licensed landfill or recycling facility. For information on disposal sites, call King County Solid Waste Division at (206)296-4490;
 - Fill excavations and other cavities with clean fill material that is smaller than eight inches in dimension, and cover so that no broken concrete is exposed. If filling or site grading exceeds 100 cubic yards, or the site is located in a sensitive area (if within an area with special P-suffix requirements), a separate grading permit may be needed.
 - Grade the site so the surface is smooth and water will run off. Be sure grading conforms to existing neighboring grades on all sides of the lot or site.
 - Use water to control and reduce dust impact on neighboring properties.
 - When demolition activities are complete, leave the site clean, in safe condition, and protected from erosion and drainage problems.
- Sites with septic or wells must submit an approved plan from the King County Department of Public Health prior to issuance of the permit.
- Where structural load-bearing members and assemblies are constructed by fabricators, the fabricator will need to be approved prior to the issuance of the permit.
- If your project is in a pre-1978 built residence or child-occupied facility, Washington’s Lead Renovation Rule (WAC365-230-360) requires certification to perform work on these structures. For details, call the Department of Commerce at (360) 586-5323 or email lbpinfo@commerce.wa.gov.