

CITY OF LYONS DEMOLITION PERMIT PROCESS

- 1. The applicant must own the property or the applicant must have a letter from the owner giving permission to file the application for a demolition permit.**
- 2. Applicant applies in person at Lyons City Hall with the application, 2 plot plans, and pay the permit fee.**
- 3. The demolition permit is issued when the permit fee is paid.**
- 4. The City will mail or hand-deliver the application to Linn County Planning & Building Department.**
- 5. Follow the Linn County instructions provided with this packet.**
- 6. Request inspections as required by Linn County – see this packet for inspection information.**

LINN COUNTY PLANNING AND BUILDING DEPARTMENT



Requirements and Submittal for Structural Demolition

Application Fee 100.80

A building or structure which is demolished is regulated by the Oregon State Building Codes Division. This Demolition Permit and an inspection are required for ***destruction and/or removal*** of a structure.

A demolition permit also ensures that you no longer are assessed property taxes for a structure that has been removed. Once the building inspector has verified the demolition, the property may be re-assessed accordingly.

Demolition Permit – This application is reviewed and approved by the Planning and Building Department.

- *To replace a dwelling in a resource zone (EFU or F/F zone), you will need to obtain zoning approval before you demolish the existing structure. For more information call (541) 967-3816, option 4 to speak to a land use planner. The zoning approval will require, at a minimum, photographs of the old dwelling to show habitability. These photographs will require interior and exterior views of the dwelling, walls, intact roof, functioning electrical wiring and plumbing, heat source, etc.*
- *To replace a structure devoted to a “non-conforming use”, you will need to obtain zoning approval. For more information call (541) 967-3816, option 4 to speak to a land use planner. A “non-conforming use” is the use of any building or land that was legally established prior to the enactment of a current land use regulation with which the use does not comply. Alteration or expansion of a non-conforming use requires zoning approval.*
- *Also note when replacing one dwelling with another, using the existing septic system, a separate **Septic Authorization/permit application** from Linn County Environmental Health Department is required. For more information regarding septic systems, call Environmental Health Department at (541) 967-3821.*

Demolition Requirements

Asbestos – Before any demolition activities begin, the property owner and a contractor certified in asbestos removal are responsible for safely removing all asbestos-containing material and disposing it at an authorized landfill, in compliance with the requirements of the Department of Environmental Quality (DEQ). For more information, call DEQ at (503) 378-5086 or (800) 349-7677, or visit their website at www.dew.state.or.us/aq/asbestos/.

Asbestos in a damaged state can cause health problems. Items prior to 2004 that commonly contain asbestos include: popcorn ceiling texture, cement siding and vinyl flooring. Other items that may contain asbestos include: insulated furnace ducts, wood stove door gaskets, asbestos cement flooring and siding, patching and joint compounds, textured paints, and 1930 to 1950 house insulation. This is not a complete list. Contact DEQ for more information.

Removal of Structure – The structure and foundation, including basement walls and floors and utility systems are required to be removed. All building material remaining after the demolition, including wire, plumbing, concrete, or other material are required to be removed from the building site and taken to an approved dumpsite. Contact and obtain pre-authorization from the local fire department if the intent is to burn the structure. Prior to inspection, all remaining material must be removed.

Basement and Foundation Cavities – Basement and foundation cavities are required to be back-filled in six-inch lifts and compacted to prevent settlement. In areas where extensive excavation has occurred, a compaction report to be certified by a licensed engineer may be required.

Septic Systems – If a demolished structure is connected to a septic system and the septic system is abandoned, the septic system is required to be decommissioned. The applicant shall have the septic tank, cesspool, or seepage pit pumped by a licensed sewage disposal service to remove all seepage. Provide a record of the tank pumping to the Environmental Health Department. The tank, cesspool, or seepage pit shall then be filled with reject sand, bar run gravel, or other material approved by Linn County Environmental Health or the container shall be removed and properly disposed. For more information, call Environmental Health at (541) 967-3821.

Other Utilities – Water, gas, and other utility lines must be capped at the service entrance to the property. In the event a well is to be abandoned, the applicant must contact the Oregon Water Resources Department at (503) 986-0889 or online at www.wrd.state.or.us for specific abandonment requirements. This may include removal of casement or capping the well with concrete. Utility companies must also be contacted to terminate services to the site.

Other Consideration – If demolition occurs in areas where pedestrians may be present, suitable barriers and other protective measures must be provided and approved by the building official. In the event the demolition will interrupt or interfere with traffic flow on an adjoining street or public way, adequate signs and traffic controls must be provided and approved by Linn County Road Department at (541) 967-3919 or Oregon Department of Transportation (ODOT) at (541) 757-4166 (if your driveway is off a state highway).

To Apply for a Demolition Permit

The following items are required for submitting an application for a demolition permit:

- One (1) completed Demolition application. Include a demolition schedule or date of demolition.
- Two (2) plot plans (on 8.5" X 11" paper). *See Sample Plot Plan* for complete information on plot plan requirements.
 - Label the structure *to be demolished or removed* and its distance to property lines.
 - Label the septic tank and drain field areas.
 - Label the utility connections.
 - Label the driveway and all other structures on the property.

This application, plot plans, and payment are required at the time of application.

Inspection Requirements

Contact and obtain pre-authorization from the local fire department if the intent is to burn the structure. After burning, all remaining material must be removed before you schedule the final inspection.

Inspections are required prior to back fill of basement areas, if applicable, and after the structure is completely removed from the site and the area is cleared of debris.

Call the inspection line at (541) 967-3816, option 1 to schedule the inspection.

LINN COUNTY PLANNING AND BUILDING DEPARTMENT



Building Permit Application

Linn County Planning and Building
 PO Box 100; Albany, OR 97322
 Phone (541) 967-3816
 Fax (541) 926-2060
 www.co.linn.or.us

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LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Notice

For Homeowner Installations:

This installation is being made on residential or farm property owned by me or a member of my family, and is exempt from licensing requirements under ORS 701.010.

Signature

Date

Manufactured Homes Fees

Manufactured Home Installation	\$	<input type="text"/>	
State Surcharge 12%	\$	<input type="text"/>	
State Service Charge	\$	<input type="text"/>	
Date <input type="text"/>	\$	<input type="text"/>	Total

Please Note: All plan review fees are collected at the time of permit issuance. If the application is expired or voided prior to permit issuance, all remaining plan review fees will be due. I have read and understand these terms.

Initial

*****This application is valid for 180 days*****

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

For Office Use Only
Approval for Demolition

Permitnumber

Planning Department Use

Historic Resource? Yes No

Current zoning of property

The Planning Department has reviewed this application for compatibility with appropriate land use regulations.

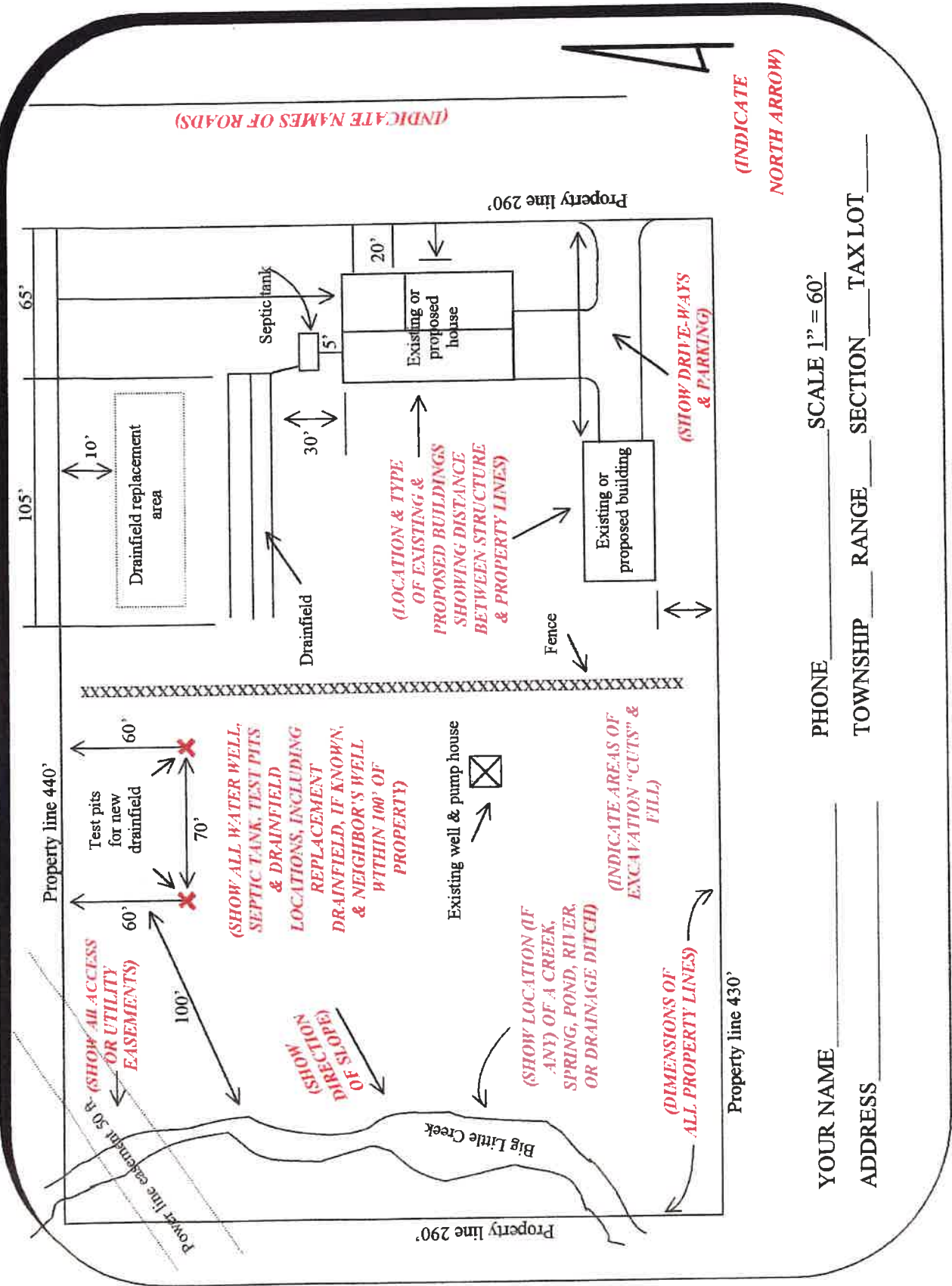
The following conditions shall apply to the proposed demolition:

Staff Name

Title

Date

NOTE: All plot plans must be drawn to scale



(INDICATE NORTH ARROW)

YOUR NAME _____ PHONE _____ SCALE 1" = 60'

ADDRESS _____ TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____

11" x 17" OR 8 1/2" x 11" SHEET OF PAPER

SAMPLE PLOT PLAN

Attach sample plot plan (see sample plot plan on Planning and Building webpage)