



City of Bothell

# DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) to submit your application online.

## DEMOLITION PERMIT APPLICATION

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Type of building (check where applicable):

Single family     Accessory building     Non-Residential     Mixed Use     Manufactured Home

The City's Fire Department is currently seeking training opportunities for their personnel. Property owners interested in allowing the City to conduct training operations prior to demolition of a structure may contact the Fire Department Training Division at (425) 806-6242.

A demolition permit is an over-the-counter permit when the application is complete and fees are paid, EXCEPT any structure listed in the City of Bothell Historic Resources Inventory or Historic Register shall require additional review. Demolition permits requiring additional review shall not be issued until the associated underlying permits are approved.

*If the structure is listed in the City of Bothell Historic Inventory resources, you will need to provide the city with additional information prior to demolition. See page 2 of this form.*

Subject Property Address: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Plat Name (if any): \_\_\_\_\_ Parcel No. \_\_\_\_\_

Year of Building Construction: \_\_\_\_\_ Building Sq. Feet: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Description of Structure(s) to be Demolished: \_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Owner name:** \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Contractor name:** \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

State license number: \_\_\_\_\_ Expiration: \_\_\_\_\_ City of Bothell License #: \_\_\_\_\_

Demolition may not proceed prior to conduction and approval of a pre-demo inspection.

## Puget Sound Clean Air Agency requirements.

If the roof area is greater than 120 square feet, a notice is required even if no asbestos is present. The Agency will not accept a demolition notification after the demolition has occurred. You may receive a Notice of Violation from the Agency for failure to notify. An Asbestos/Demolition Notification and a filing fee must be submitted to Puget Sound Clean Air Agency before any asbestos removal or demolition begins. This applies to all structures, including mobile homes with greater than 120 square feet of roof area. Please see the FAQs page on the PSCAA website. You must submit notification electronically at [www.pscleanair.org/185/asbestos](http://www.pscleanair.org/185/asbestos).

**If the structure to be demolished is on the historic inventory/register OR is greater than 50 years old, please provide two (2) copies of the following documentation:**

- Development Review Billing Form D. Review time for historic structures will be billed hourly by the Planner.
- Pictures showing all sides of the subject building if listed in the City of Bothell Historic Resources.
  - Interior and exterior architecture
  - Windows and window details
  - Basement (if applicable)
- Any building, district, object, site or structure which is more than 50 years old may be designated for inclusion in the Bothell register if it is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the community. Anyone applying for a demolition permit for a property on the historic register or within a district on the historic register, or for a property on the historic inventory but not on the historic register, shall prepare a report analyzing the following alternatives (listed in descending order of preference) as to their feasibility:
  1. Redesigning the project to avoid any impact to the structure or its setting;
  2. Incorporating the structure into the overall design of the project;
  3. Converting the structure into another use (adaptive reuse);
  4. Relocating the structure on the property;
  5. Relocating the structure to another property within the city of Bothell or its planning area; or
  6. King and Snohomish County; or
  7. Washington State;
  8. Salvaging from the structure historically significant architectural features and building materials;
  9. Documenting the structure as a whole and its individual architectural features in photographs, drawings, and/or text. Such documentation shall be submitted to, and archived by, the city.

The report shall consist of thorough, deliberative analyses of each of the alternatives, explaining why each alternative is or is not feasible.

## Demolition may not proceed prior to on-site verification of the following items by City of Bothell Construction Inspector:

- All utilities must be disconnected and verified by the Construction Inspector.
- Water service shall be disconnected with written notification from purveyor that disconnection is satisfactory.
- If City of Bothell water, contact the City of Bothell Finance Department to disconnect service. Water meter shall be pulled by city water crew upon receipt of **Finance Department's notification** (approximately 2 to 3 days).
- All tanks (septic or fuel) must be pumped and removed by an approved method.
- Any fuel tanks (above or underground) are to be removed in accordance with State regulations. A fire permit for tank removal must also be obtained.
- Wells may not be abandoned, they must be sealed in accordance with State regulations.
- **If asbestos containing materials are present, contact PSCAA for permit.** An asbestos survey is performed by an AHERA Building Inspector. An AHERA inspector can be located in the Yellow pages under "Asbestos". A single-family resident homeowner can perform an asbestos survey for their renovation project, but not for the demolition of their residence.
- Side sewer must be disconnected and capped (by an approved method) at a property line nearest to the street/sewer main.
- Disposal of construction, demolition and land clearing (CDL) waste at facilities outside of King County are prohibited. Source separated recyclable material may be taken to any permitted recycling facility (KCC 10.30).
- Electricity disconnected and meter removed by utility (PUD or Puget Sound Energy).
- Gas meter removed and gas supply capped at property line.
- Cable disconnected.



City of Bothell™

## Property Research Guide

In accordance with Bothell Municipal Code (22.28.060 A.9), the following documentation shall be completed, reviewed and accepted as adequate by City of Bothell's Community Development Department prior to issuance of a demolition permit for any property listed on the Bothell Historic Resource Inventory (accessible online via the Department of Archaeology and Historic Preservation's WISAARD database).

### Historical Report

- Sketch site plan showing footprint of subject resource, surrounding buildings and historic landscape
- Historic and common name of property
- Property address (street address, city, county and section/township/range)
- Date of construction (justified through documented sources)
- Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
- Description of architectural and/or associative significance using reliable sources
- Contextual information, which equates the significance of the property
- Original and current function
- Ownership/occupancy history (submit supporting documentation – King County Property Record Card, etc. – along with the demolition application)
- Name and biographical information of architect and/or builder

Please refer to the following websites for information on resource reporting:

[http://www.dahp.wa.gov/sites/default/files/ArchitecturalDescriptionGuide\\_0.pdf](http://www.dahp.wa.gov/sites/default/files/ArchitecturalDescriptionGuide_0.pdf)

<http://www.dahp.wa.gov/learn-and-research/architectural-style-guide>

<http://www.dahp.wa.gov/sites/default/files/CR%20Update%202015%282%29.pdf>

### Photographs

Required to be submitted as high resolution digital images stored on a compact disk. Each photo must be labeled and keyed to site plan sketch. Required images include:

- Settings (surrounding area, buildings)
- Outbuildings (garages, sheds, etc.)
- Each exterior elevation

- Each significant interior space
- Important exterior architectural features unique to the structure

## Researching Property Ownership History

Save time and call ahead for an appointment to view files and photos pertinent to the address you are researching. For properties in King County, the best place to begin is the Puget Sound Regional Branch of the Washington State Archives located at the west end of the Bellevue College Campus:

Puget Sound Regional Archives (appointment required)  
Pritchard-Fleming Building  
3000 Landerholm Circle SE, MS-N100  
Bellevue, WA 98007-6484  
Phone: 425-564-3940  
Email: [PSBranchArchives@sos.wa.gov](mailto:PSBranchArchives@sos.wa.gov)  
Website: [http://www.sos.wa.gov/archives/archives\\_puget.aspx](http://www.sos.wa.gov/archives/archives_puget.aspx)

For properties in Snohomish County, the best places to begin is by requesting a property record card from the Snohomish County Assessor at [contact.assessor@snoco.org](mailto:contact.assessor@snoco.org). For information prior to 1970, contact the Northwest Regional Branch of the Washington State Archives located on the southern edge of the Western Washington University campus at the corner of 25<sup>th</sup> Street and Bill McDonald Parkway in Bellingham:

Northwest Regional Branch  
Western Washington University, MS-9123  
Bellingham, WA 98225-9123  
Phone: 360-650-3125  
Email: [NWBranchArchives@sos.wa.gov](mailto:NWBranchArchives@sos.wa.gov)  
Website: [http://www.sos.wa.gov/archives/archives\\_northwest.aspx](http://www.sos.wa.gov/archives/archives_northwest.aspx)

### Suggested Research Steps

1. Request a County Property Record Card (requires parcel number, and brief legal description – subdivision, block & lot). These were done as a Works Progress Administration project beginning in 1938. The document typically contains a photograph, information on any buildings, and some ownership history.
2. Using the property record card as a starting point, research the County tax assessment rolls (1866-1937) to assist in determining property ownership prior to and after the owner(s) listed on the card.
3. Metsker Maps are useful in determining ownership in some cases. The Washington State Archives branches have a small selection of these maps.