



Demolition Permit Checklist

The following shall be addressed prior to any demolition:

For Information Only

- Ascertain whether the presence of asbestos exists inside or outside the structure. [DEQ](#)
- All hazardous materials in the building or on the site must be removed by an authorized person, including but not limited to, the underground and aboveground flammable and combustible liquid tanks (contact the Hillsboro Fire & Rescue Department and The Department of Environmental Quality for specific requirements). Other permits may be required. [OFC](#), [Oregon Administrative Rules \(OAR\)](#), [DEQ](#) (503) 229-5066.
- On-Site personnel involved in the process must comply with the Oregon Safety and Health Administration standards (OSHA) for construction sites (e.g. Personal Protective Equipment). [OR-OSHA](#)
- The area around the site must be adequately protected from falling walls or debris (e.g. roadways, sidewalks as well as adjoining or adjacent buildings). [OSHA](#) & [OFC](#)
- Burning of construction material is prohibited. [DEQ](#) & [OFC](#) (ORS 478.960)
- Site security must be established and maintained to discourage unauthorized entry from a public safety standpoint (e.g. chain-link fencing). [OFC](#)
- All public and private utilities must be properly disconnected (e.g. gas, electric, sewer, septic, storm, well, water, phone and cable). [Oregon Structural Specialty Code \(OSSC\)](#), [Oregon Fire Code \(OFC\)](#) & [Clean Water Services \(CWS\)](#) (503) 681-3600.

Building Division

- Does the property have a sanitary sewer connection? Yes / No
- Does a septic tank exist on site? Yes / No Will the septic tank be removed? Yes / No
- If a commercial building: please attach a sewer fixture count sheet.
- Does the property have a storm sewer connection? Yes / No

Water Department

- There is an existing _____ inch water meter on the property. The SDC credits shall be used by (give lot number or tax lot) _____.
- There is an existing well on the property. Yes / No -- If yes, an approved backflow device shall be installed behind the meter unless the well is decommissioned as required by the Washington County Water Master.



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Public Works Department

- Obtain grading and erosion permit. Contact the Public Works Department to determine whether a Grading & Erosion permit is required.
- Obtain a Sensitive Area Prescreen Letter from Clean Water Services(CWS). If the site is determined to be in a "Sensitive Area," CWS can provide a Service Provider Letter (SPL).

Planning Division Requirement

- Verify the zoning of the property.
 - Is the property zoned SCR-DNC Station Community Residential – Downtown Neighborhood Conservation district or SCR-OTC Station Community Residential – Orenco Townsite Conservation district, consult with the Planning Department. Development Review approval, in accordance with Hillsboro Zoning Ordinance Volume II Section 138.XIII.C.1&2, and photographs of the structure must be obtained prior to approval of a demolition permit. Demo permits in conservation zones can be denied. Yes / No
 - Does the property have a Station Community Planning Area designation and mature trees eight inches in diameter and larger will be removed or damaged as a result of the demolition, then the applicant shall submit, to the Planning Department for review and approval, documentation from a certified arborist or registered engineer in accordance with Hillsboro Zoning Ordinance Volume II Section 137.XIII.B.4. This documentation shall be reviewed and approved prior to approval of a demolition permit. Yes / No
- Is the structure or site on the Hillsboro Cultural Resource Inventory. If the structure or site is a Cultural Resource, consult with the Planning Department about obtaining a Cultural Resource Alteration permit in accordance with Hillsboro Zoning Ordinance Volume I Section 132.6. Cultural Resource Alteration approval shall be obtained prior to approval of a demolition permit. Yes / No

I, (we), _____ do hereby declare that the requirements and conditions listed above have been complied with to the best of my (our) personal knowledge.

Signed by _____ Date _____

Print Name and Title _____

Property Owner Signature (if different from applicant) _____

Print Name and Title _____ Date _____

Development Services & Permitting Center

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