



DEMOLITION REQUIREMENT CHECKLIST


For information on recycling construction, demolition and landclearing (CDL) debris, please see <http://www.metrokc.gov/dnpr/swd/facilities/cdl-stations.asp>

To submit for a separate demolition permit:

1. **Submit your application, completed checklist, and signed Rodent Abatement declaration.**
2. **Submit 4 Site plans** showing structures to be **demolished, significant trees** to be retained, or proposed to be removed. **Show location, type, diameter and drip line of all trees.**
3. **Submit the applicable Tree plan.** Call the Planning Department for the ordinance and to find the appropriate Tree Plan for your intended project at 425-587-3225.
4. **Construction projects which involve demolition or land surface modification activities shall complete a rodent baiting program** prior to demolition/modification/construction (Pursuant to Kirkland Municipal Ordinance 9.04.040). Rodent abatement could take from 2 to 6 weeks depending on the vegetation/rodent population on the site. All applicants for a demolition or a land surface modification permit and those persons undertaking a land clearing project shall initiate a rat baiting program on the project site at least fifteen days prior to the start of demolition, clearing, or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official.

The following items must be completed prior to issuance of a demolition permit:

We must receive a Rodent abatement letter from the abatement company and the signed declaration from the applicant that the requirements of KMC Chapter 9.04 have been complied with prior to issuance. Attached are copies of the Rodent Abatement declaration and the ordinance, and a list of licensed rodent abatement companies.

 **WATER METER DISCONNECT PROCEDURE (FOR SINGLE FAMILY INFILL PROJECTS ONLY – REPLACING LIKE FOR LIKE) – MAINTAINS WATER SERVICE AT YOUR PROJECT SITE: (NO SUBDIVISIONS)**

1. The customer’s service line will be disconnected from the customer side of the water meter. The meter will remain in the meter box, account will remain active, and the customer will be billed only for water.
2. Sewer billing will start after the Rough Plumbing inspection for the new house.
3. Call Utility Billing at 425-587-3150 to arrange for the service to be disconnected and the account to be designated for Construction use only.
4. The customer must take a copy of the Disconnect Service Request to the Building Department in order to be issued a Demolition Permit.

WATER METER REMOVAL (FOR ALL OTHER PROJECT TYPES) –

1. The customer needs to request to have the water meter removed permanently. The account will be closed.
2. When the meter is removed and water is needed during construction, the contractor will need to arrange for a water truck; or arrange with the City to use water from a hydrant (requires a hydrant meter and a nearby hydrant), or arrange to have permanent water service installed (by the utility contractor). Once the permanent water service is installed, the meter can be installed and the account will be activated. Only water will be charged until the rough plumbing inspection is complete.
3. To have the meter pulled, call Utility Billing at (425) 587-3150 to arrange for the meter to be removed and to get an estimated final utility billing. You will be required to show your receipt of payment to the Building Department when you pick up your demolition permit.

Water is required for asbestos removal. It is recommended that asbestos be removed prior to water service being discontinued. If it is not, you will be required to install a hydrant meter. A \$450 deposit is required for a hydrant meter. You will be charged for water usage, plus a minimum \$5.00 monthly fee. Contact Public Works at (425) 587-3800 for further information.

You must contact the Puget Sound Clean Air Organization regarding Asbestos requirements.

For full details and to obtain asbestos forms, instructions and regulations go online to:

Contractors: <http://www.pscleanair.org/asbestos/asbe-cont-info.shtml>

Homeowners: <http://www.pscleanair.org/asbestos/asbe-home-form.shtml>

or to ask other questions, by phone 1-800-552-3565. Failure to comply with asbestos requirements may result in penalties.

After a demolition permit is issued, but before the building is demolished, **the owner must have the side sewer capped.** If this is not done, the full sewer capital facility charge will be required. Please call the Public Works Department at (425) 587-3805 prior to 6:00 am for a same day inspection. If the building being demolished is on a septic system, **you must either retire or remove the septic tank.**

- If you have a New Single Family or Multi-Family Residence application that is ready to pick up, you must have the Side Sewer or Septic Tank inspection signed off on your demolition permit before it can be issued. After the inspection is done, ask the Public Works Inspector to call a Permit Technician (425-587-3600) to confirm that this inspection is signed off.
- Tree fencing must be installed and Planning Department inspection must be completed and signed off in the City's permit-tracking system prior to issuance of the Demolition permit.** Call 425-587-3225, give your demolition application number and site address to arrange for this inspection. Please allow **2 days** for the inspection to be done and signed off in the computer system.
- Check with the Planning Department 425-587-3225 to determine if the subject property is in an environmentally sensitive area. An environmental review and submittal of an Environmental Checklist may be required which will extend the time period before a demolition permit can be issued. The Planning Department can provide information on review fees and an estimated time frame for this environmental review.



RODENT ABATEMENT DECLARATION

I, _____, have read and hereby certify
That I will comply with Sections 9.04.010 through 9.04.050 of the Kirkland Municipal Code at
The following project location:

Property Owner Name

Project Address

Permit Number

Signature (Required Owner or Contractor)

Date

Chapter 9.04 RODENT CONTROL

[9.04.010](#) Chapter purpose.

[9.04.020](#) Duty to keep buildings and premises free of rodents—Right of entry for inspection.

[9.04.030](#) Duty to eradicate rodent infestation.

[9.04.040](#) Rat baiting.

[9.04.050](#) Violations of this chapter.

9.04.010 Chapter purpose.

It is the purpose of this chapter to protect the public health and safety and prevent the spread of infectious and contagious diseases by rats, mice, and other rodents. (Ord. 3873 § 2 (part), 2002)

9.04.020 Duty to keep buildings and premises free of rodents—Right of entry for inspection.

The owner or occupant of real property shall keep all buildings and premises free from rats, mice and other rodents, to the extent reasonably possible, as determined by the building official. A property owner or occupant shall take all necessary measures to ensure that rats, mice or other rodents do not come into contact with food, food products, goods or merchandise. Subject to applicable constitutional and statutory constraints on entry, the building official or his appointed representative shall be permitted access to property or buildings for the purpose of ascertaining the presence of rats, mice and other rodents. (Ord. 3873 § 2 (part), 2002)

9.04.030 Duty to eradicate rodent infestation.

If rat, mice or other rodent infestation occurs, a property owner or occupant shall take all necessary measures to eradicate the infestation and prevent future infestation. In addition, the owner or occupant of the property shall perform all eradication measures as reasonably required by the building official. The provisions of this section shall not apply to wetlands, unimproved parks, greenbelts or other unimproved property if the property owner or occupant has not committed any acts or omissions that increase the likelihood of rat, mice or other rodent infestation. (Ord. 3873 § 2 (part), 2002)

9.04.040 Rat baiting.

All applicants for a demolition or a land surface modification permit and those persons undertaking a land clearing project shall initiate a rat baiting program on the project site at least fifteen days prior to the start of demolition, clearing or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official. The rat baiting program shall be approved by a qualified pest control agent and be consistent with the Seattle-King County Health Department guidelines and recommendations for rat baiting. The use of any pesticides shall fully comply with WAC 162-28-1380. The building official shall not issue or deliver any demolition or land surface modification permit, nor shall any land clearing begin, until the applicant has filed with the city a copy of the rat baiting program and a declaration, under penalty of perjury, that the requirements of this section have been complied with. The rat baiting program may be terminated at any time, due to the lack of rat activity, upon a written recommendation of the pest control agent or upon approval of the building official, however, the program must be reinstated upon discovery of additional rat activity by the pest control agent or the building official and all work may be required to be stopped until the additional rat activity has been abated as determined in writing by the pest control or upon approval of the building official. At the discretion of the building official, a project unlikely to disturb a nesting place of rats may be exempted from the requirements of this section. (Ord. 4053 § 1, 2006: Ord. 3873 § 2 (part), 2002)

9.04.050 Violations of this chapter.

The building official is hereby authorized and empowered to enforce this chapter. Violation of this chapter constitutes a misdemeanor. Violation of this chapter also constitutes a public nuisance which may be abated or remediated pursuant to Chapter 11.24 of the Kirkland Municipal Code. The remedies prescribed in this chapter are in addition to all other remedies provided for or authorized by law. (Ord. 3873 § 2 (part), 2002)

PEST CONTROL COMPANIES

Name	Address	Phone	E-mail
Advantage Pest Control	P.O. 12663 Mill Creek, 98082-0663	425-453-4529	
Alderwood Pest Control	P.O. Box 55173 Seattle, WA 98155	800-499-2985	
Arrow Pest Control	P.O. Box 2176 Mount Vernon, WA 98273	425-259-8117	
Cascade Pest Control	14950 SE Allen Rd. Bellevue, WA 98006	425-641-6264	nopests@cascadepest.com
Eastside Exterminators	12535 Totem Lake Blvd NE Kirkland, WA	(425) 820-1137 (425) 454-6107	
Eden Advanced Pest Tech.	309 S. Cloverdale STE B6 Seattle, WA 98108	206-571-8262	waynes@edenpest2.com
Homegard Pest Control	11410 NE 124 th #514 Kirkland, WA 98034	425-821-7038	homegardservices@aol.com
Orkin Exterminating CO Inc	5113 Pacific Highway East Tacoma, WA 98424	425-803-0454 800-562-5610	
Pestec	P.O. Box 2972 Renton, WA 98056	425-643-1664	
Sprague Pest Control Specialists	***Commercial Only 1136 Poplar Pl S Seattle, WA 98144.	800-421-0083	
Terminators Pest Control	14243 SE 22 nd St Bellevue, WA 98007	425-823-8351	pestguy1@aol.com
Townsend Pest Control	11630 Slater Ave NE #5 Kirkland, WA 98034	425-392-2213	info@sunrisepest.com
United Pest Solutions	1341 N. Northlake Way, Ste 200 Seattle, WA 98103	425-747-1003	
Willard's Pest Control	13611 NE 126 th Pl, Ste 200 Kirkland, WA 98034	425-451-7288	
Terminix Pest Control	11822 North Creek Pkwy N. #103 Bothell, WA 98011	800-772-8173	Tmx2141@terminix.com

NOTE: This is a list of certified rodent abatement companies who have submitted their names for your convenience. Please be advised that it is your responsibility to establish whether or not the services of a particular company are suitable for your needs. The City of Kirkland is not responsible for the work performed by the company that you retain.



City of Kirkland

Fire/Building Department • 123 Fifth Avenue • Kirkland, WA 98033 • 425-5873600

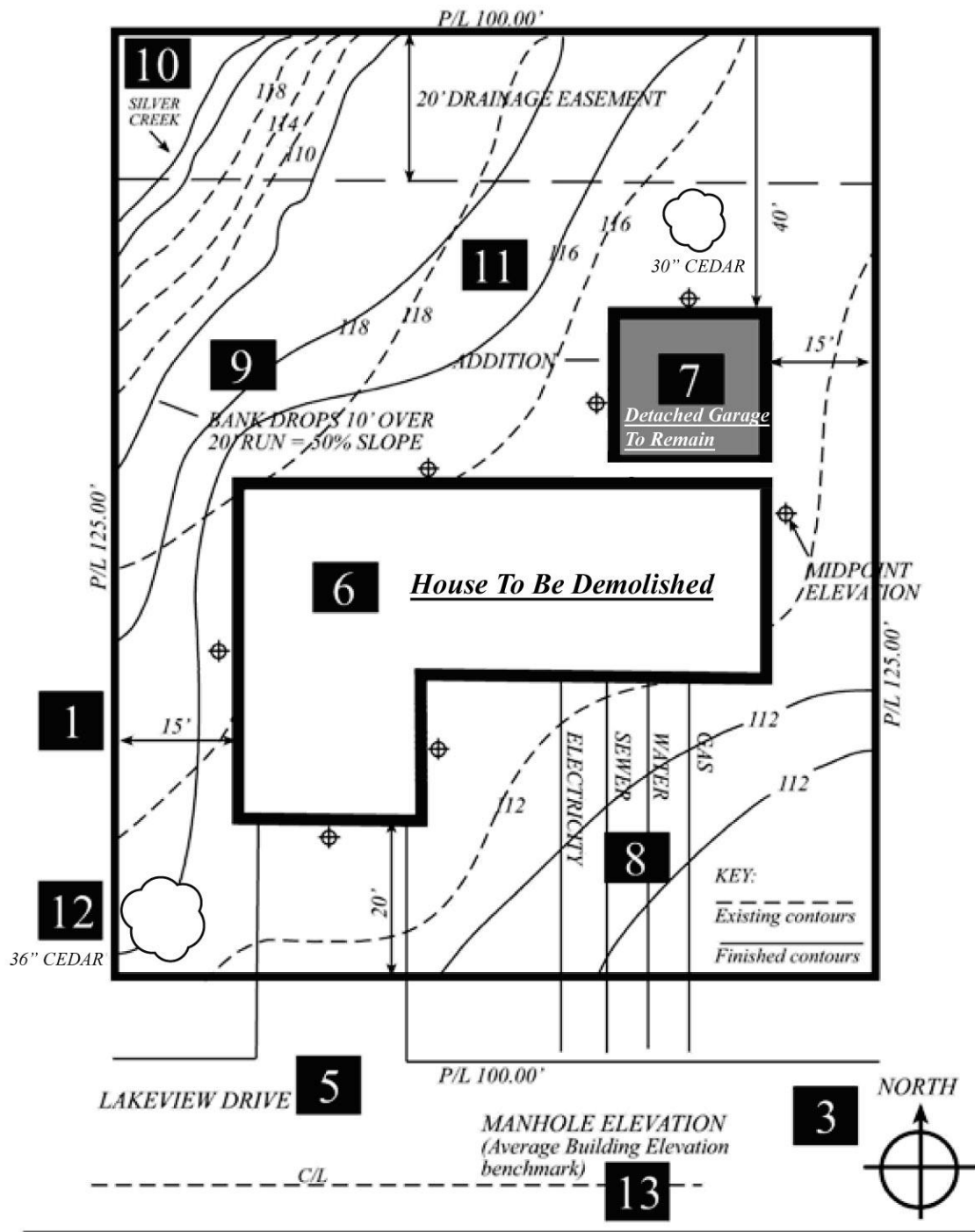
Single Family Demolition Site Plan General Requirements

Many different permits **require** a site plan (sometimes called a “plot” plan), which is a detailed and accurate map of the subject property. A complete and accurate site plan, drawn to scale, is important to avoid delays in the review and approval of your project. A complete site plan will include all the site features and information (depending on your site, of course) listed below. **On the next sheet** is a typical site plan.

1. The **property owner’s name**, the assessor’s **parcel number** and the site’s **address**.
2. The map **scale**. A scale of 1”=20’ is typical, but others, 1/8”=1’0” for example, are also acceptable.
3. A **North arrow** indicating the direction North.
4. All **property lines**, all **easements** (utilities, access, etc.), and site **dimensions**.
5. All **streets** and **alleys**, with **street names**.
6. The **location and dimensions** of all **existing** buildings. Identify each building by its use (garage, residence, etc.). Include **decks**, **retaining walls** and **rockeries**, and whether they are to remain or be demolished.
7. Clear **distinction** between the **existing** buildings to remain and any buildings to be **demolished**.
8. Locations of any **underground storage tanks**.
9. All **surface water** (creeks, streams, ponds, wetland, etc.) within 100 feet of the property.
10. **Location, type and diameter of significant trees**. **Show drip line**. See Planning Department 2006 Tree regulations for **Tree Plan I** requirements (attached). An Arborist report may be required.

Note: **Show structures to be demolished.** Describe structures to be demolished; i.e. detached garage, shed, single family house.

Note: **Erosion and Sedimentation Control** plan required on site per example ESC plan (attached).

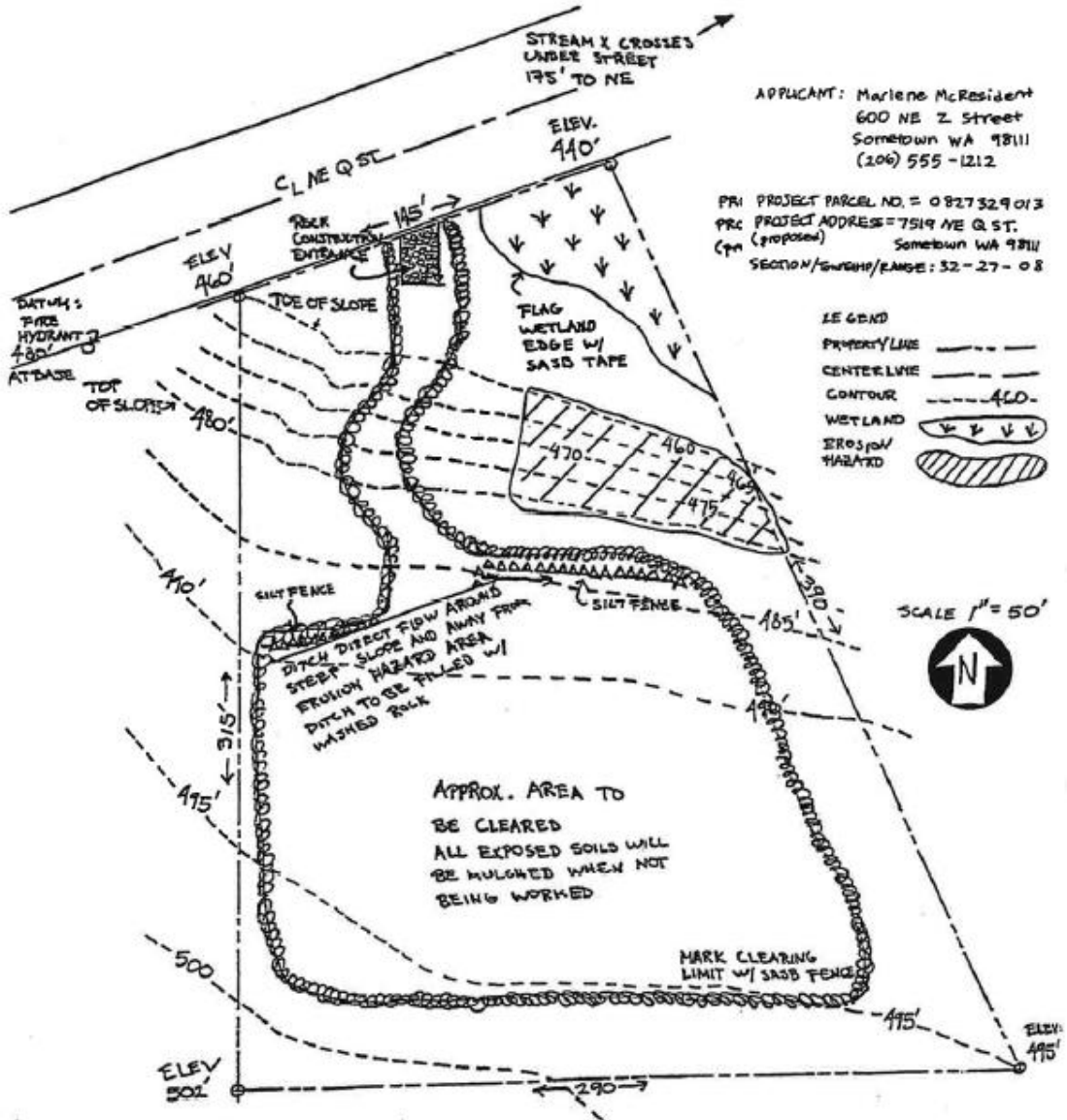


2 SITE PLAN
 1" = 20'
 1126 LAKEVIEW DRIVE
 PARCEL NO. 380223-5254
 JOHN DOE 1

SAMPLE SITE PLAN FOR DEMO ONLY

- **Erosion and Sedimentation Control plan** required on site per example ESC plan (see attached)
- **Show structures to be demolished.** Describe structures to be demolished.

FIGURE D.7.C SAMPLE SMALL SITE ESC PLAN



*******Notice to Our Customers*******

New Tree Regulations - Single Family and Duplex

Effective January 1, 2006

Purpose of the new tree regulations

Trees and other vegetation are important elements of the physical environment which protect public health, safety and general welfare in a variety of ways. These regulations establish a process and standards to provide for the protection, preservation, replacement, proper maintenance and use of significant trees, associated vegetation and woodlands located in the City of Kirkland.

Helpful definitions to complete the tree plans described below:

1. **Significant Tree:** A tree that is at least 6" in diameter at breast height (DBH) (The diameter or thickness of a tree trunk measured at 4.5 feet from the ground).
2. **Dripline:** The distance from the tree trunk that is equal to the furthest extent of the tree's crown.
3. **Impact:** A condition or activity that affects a part of a tree including the trunk, branches, and critical root zone.
4. **Qualified Professional:** An individual that must possess and demonstrate the ability to perform tree risk assessments and prescribe appropriate measures necessary for the preservation of trees during development; must be at least ISA-certified.

Permit Submittal Requirements - Single Family/Duplex Permits

The following information is required for all permits in order for the application to be deemed complete. Incomplete applications will not be accepted.

I. Tree Plan I - Major: Shall be submitted with single family permit application, including:

- **Demolitions**
- **New or redeveloping Single Family homes or duplexes**
- **Major remodels (adding over 50% of existing square footage) on a single lot**

A. The following general information must be incorporated on the site plan:

1. Accurate location of all significant trees and their driplines measured relative to visible site features. Please number all trees (tag in field and label on plan) for reference purposes. *If the trees are not accurately located on a site plan, the Planning Official may require that their locations be surveyed.*
2. Size (DBH) and species (or at least type) of the significant trees;
3. General health of these trees;
4. Approximate trunk location and dripline of significant trees that are on adjacent property with driplines extending over the subject property line.
5. Tree density calculations of retained trees compared to the minimum tree density for the site. The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density:

Lot size in square feet/43,560) X 30 = Required minimum tree density

For example, the minimum tree density for a 7,200 square foot lot is five (5) tree credits and for 8,500 square feet, it is six (6) tree credits.

Use the following chart to calculate the tree density for existing trees that are going to be retained.

Tree Density for Existing Significant Trees (Credits per minimum diameter - DBH)					
DBH	Tree Credits	DBH	Tree Credits	DBH	Tree Credits
3-5"	0.5				
6-10"	1	24"	8	38"	15
12"	2	26"	9	40"	16
14"	3	28"	10	42"	17
16"	4	30"	11	44"	18
18"	5	32"	12	46"	19
20"	6	34"	13	48"	20
22"	7	36"	14	50"	21

6. **If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement.** Supplemental trees must be at least 6' tall if they are conifers or 2" caliper if they are deciduous or broad-leaf evergreens. They are worth one tree credit each. Larger supplemental trees may be awarded additional credits.

B. **If there are significant trees in the required yards (setbacks) or within ten (10) feet of any side property line, the tree plan must include a report from a qualified professional containing the following information:**

1. Size and species of these trees;
2. A complete description of each tree's health and viability. If a tree is not viable for retention, the reason(s) must be soundly based on health, high risk of failure due to structure, defects, unavoidable isolation (windfirmness), or suitability of species and for which no reasonable alternative action is possible (pruning, cabling, etc.). The impact of necessary tree removal to remaining trees, including those in a grove or on adjacent properties, must also be discussed.
3. The location of limits of disturbance around all trees potentially impacted by site disturbances and any special instructions for work within that protection area (hand-digging, tunneling, root pruning, maximum grade change).
4. A discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the Tree Protection Standards as outlined in KZC 95.35.6.
5. The suggested location and species of supplemental trees needed to meet the required minimum tree density. The report shall include planting and maintenance specifications pursuant to KZC 95.45 and KZC 95.50.

II. Tree Plan I - Minor: Shall be submitted for all other types of single family or duplex development activity not listed in Section I above.

A. **If any significant trees are potentially impacted by proposed development activity, the following general information must be incorporated on the site plan:**

1. Accurate location of all significant trees and their driplines measured relative to visible site features (survey not required). Please number all trees (tag in field and label on plan) for reference purposes.
2. Size (DBH) and species (or at least type) of the significant trees;
3. General health of these trees;
4. Approximate trunk location and dripline of significant trees that are on adjacent property where driplines extends over the subject property line.

B. **At least two trees must be on the property at the end of the development activity,** which may require planting of trees. Planted trees must be at least 6' tall if they are conifers or 2" caliper if they are deciduous or broad-leaf evergreens.

Note: This is an overview of single family tree requirements. For other types of projects, more details and information call 425-587-3225 and request a copy of Ordinance 4010.