



# Demolition Permit Guidesheet

Rev.20240422

## Procedure for Demolition Permits:

A neighborhood notification ordinance was adopted by the Spokane City Council and went into effect November 4, 2015. It requires the City to notify neighborhood councils when an application to demolish a structure has been received. The adopted ordinance and background information can be found at <https://my.spokanecity.org/projects/neighborhood-notice/>. The portion of the adopted ordinance related directly to demolition permits is located in the Notes section on Page 9.

**The ordinance adds a mandatory 10-day neighborhood review and comment period after the City of Spokane accepts an application and before the Demolition Permit is issued.**

## Application Process:

1. The applicant must contact Spokane Regional Clean Air Agency (SRCAA) at (509)-477-4727 and obtain a Notice of Intent Permit for demolition and/or removal of asbestos prior to the issuance of the City of Spokane Demolition Permit. SRCAA requires a 3-day or 10-day notice period depending on the scope of the demolition work and allows the applicant to pay a fee to shorten their waiting period for emergency situations.
2. The applicant must submit a Demolition Permit application to the City of Spokane Planning and Development. The application is accepted after a preliminary review for application completeness and begins the minimum 10-day review process. Applicants are allowed to start the application process with the City and SRCAA at the same time to allow both agency reviews to progress simultaneously, but SRCAA Notice of Intent Number needs to be submitted to the City prior to the final issuance of the City Demolition Permit.  
**A separate application is required for each building.**
3. Once accepted by the City, the demolition application packet is emailed to the neighborhood council encompassing the proposed demolition property, thus initiating a 10-day comment period. Neighborhoods located within 600 feet of the demolition property are also notified per department policy. Any comments received in the 10-day period are acknowledged as received by the City and forwarded to the permit applicant.
4. The application is sent to City Engineering and Historic Preservation departments to begin their review of the application. Certain demolition projects will also require a SEPA review. Engineering, Historic Preservation and SEPA reviews may take longer than the minimum 10-day council notification and comment period.
5. After the completion of the 10-day neighborhood notification period, approval from all relevant City departments and payment of permit fees, the Demolition Permit will be issued to the contractor and demolition work can commence.
6. A sewer cap permit and a water cap permit will need to be purchased prior to demolition permit issuance.

## Helpful information:

- Neighborhood Council info - <https://my.spokanecity.org/neighborhoods/councils/>
- SRCAA – (509) 477-4727 or <https://spokanecleanair.org/asbestos/demolition-removal/>



# Demolition Permit Application

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## Please use a separate application for each building.

Prior to any demolition work, contact Spokane Regional Clean Air Agency (SRCAA) at (509) 477-4727 regarding an asbestos survey and advance notification requirements. A Notice of Intent number must be provided prior to the issuance of the demolition permit.

Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

SRCAA Notice of Intent (NOI) #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor License #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Foundation Type (Check one):  Crawl Space  Basement  Slab on Grade

Building Use (Check one):  Commercial  Residential

Date Built (Required): \_\_\_\_\_

Attachments (Both required):  Map(s)  Building Photo(s)

Building/Project Description:

Type of structure	Square Footage	Demolition Permit Application Fee	Additional Requirements
Single-Family Residence or Duplex	N/A	\$35.00 per structure	State Building Code Fee .....\$6.50 Processing Fee .....\$25.00
Multi-Family Residential Building		\$35.00 per 1,000 square feet	State Building Code Fee .....\$25.00 Processing Fee .....\$25.00
Commercial Buildings		Structures over 12,000 total square feet require a SEPA Review. Please contact us for information.	