

POLICIES & PROCEDURES



**City of Wilsonville
Building Division**
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Demolition Permits	Adopted: November 1, 2022
BPP 123	Last Reviewed: Future Date
	Next Review: Future Date

Summary

Outlines the process for obtaining a demolition permit for a structure.

Background

There are several important issues which must be addressed by City staff and the applicant before the issuance of a permit to demolish a structure.

The Oregon Building Codes Division (BCD) has interpreted that the scope of the statewide building code does not include the regulation of demolition activity or demolition permits per ORS 455.020. BCD has indicated that jurisdictions who administer the codes may adopt local provisions for such activities. The City of Wilsonville has chosen to do so through City Council adoption of a resolution for local adoption of the base model ICC code.

Discussion

City Council through the adoption of a resolution, has provided code backing for the local administration and enforcement of permits for structures and buildings that are intended for demolition. There are a number of code provisions that apply to demolition activities besides building codes. The procedure below outlines various topics and provides direction for staff in the issuance of demolition permits.

Additionally, there has been a request and direction by Council to obtain photos of the structures prior to demolition. The procedure below outlines the guidelines for obtaining and submitting pre-demolition photos.

Procedure

When reviewing an application for the demolition of a structure, the following procedure is to be followed:

1. Ensure that the online permit application is filled out completely.
2. Prior to any demolition, the applicant must provide in electronic format, a minimum of six (6) digital photos of sufficient resolution. The recommended size is 1024 pixels wide to ensure that they are legible when printed at 300 dpi. Photos should include a minimum of the following views:
 - a. From the street context: The entire structure from grade to the topmost point;
 - b. From each direction (N,S,E,W): The entire structure from grade to the topmost point;
 - c. The subject structure in relationship to any other structures on the site;
 - d. Unusual or other significant architectural features.

Photos taken at night or where the result is an obstructed view (ex, behind trees or shrubs) are not acceptable. Photos will be uploaded to the demolition permit case prior to permit issuance. The Building Division will proof the photos for quality and if acceptable, save them into a consolidated PDF with a cover sheet. Once a PDF is created staff will transfer to Laserfiche ([instructions here](#)). A script will be run daily in GIS. This script will look for new demolition cases in Laserfiche and if found, add the location as a new pin on the GIS map. The Demolition Permit Map located at [WilsonvilleMaps.com](#).

3. Determine if the structure is on the local or national register of historic structures. Parcels that are associated with such structures will be “tagged” in Energov. If the property is tagged as historic, the applicant should be informed that the City’s historic preservation provisions relating to the demolition of a historic structures applies. The applicant will be referred to Planning staff for the necessary historic preservation permit follow-up. Once the necessary historic review has been completed, Planning staff will alert the Building Division of the outcome.
4. Determine if a tree preservation is required and if so, a separate tree preservation permit must be obtained from Planning. Tree protection fencing will be required to be installed and inspected prior to any additional work including ESC or demolition.
5. Determine if the demolition will expose 500 sq. ft. of soil surface and if so, a separate Erosion & Sediment Control (ESC) permit is required from Engineering.
6. Do not issue the demolition permit until the tree preservation permit and ESC permit have been issued where applicable.
7. If underground storage tanks (fuel oil or septic) are located on the site, inform the applicant of the procedure to follow to obtain a permit for removal or abandonment. While abandonment is not regulated by the City, inspection staff will require evidence of approvals prior to granting final approval of the demolition permit.
8. Determine if the structure has a basement. If so, discuss with the applicant how it will be filled (i.e. structural fill - a compaction certification will be required).
9. If a water meter is serving the site, it is required to be removed and service capped. A water meter removal card must be completed and sent to Utility Billing. Wells may be left on site and decommissioned with permits through the County, or be left for irrigation purposes as long as a backflow preventer is installed.
10. Obtain the number and type of plumbing fixtures, the number and type of dwelling units, and the impervious area square footage for determination of SDC credit.
11. If the tree preservation, erosion control, and land use review processes have been completed, and pre-demolition photos have been uploaded as describe above, the demolition permit may be issued. Additional permits may be required for the following:
 - Plumbing permit for capping of any City provided water and /or sewer services at the property line.

12. The applicant should be informed that he/she is responsible for contacting the utility companies that provide electricity, natural gas, telephone, and T.V. cable.
13. The applicant should be informed that he/she is responsible for contacting DEQ regarding asbestos, lead abatement, or other hazardous materials abatement.
14. Determine the fees for the various permits. The demolition permit plan review and permit fees are based upon the cost (valuation) of the demolition. A building plan review and permit fee will be charged. State surcharge fees do not apply.
15. The demolition permit fee for plumbing has been established a fixture cap in the plumbing fee schedule. Each system is considered as one fixture cap. This fee is designed to cover costs associated with administering the permit, at least one inspection, and to obtain and record the number and type of plumbing fixtures demolished to ensure accurate SDC credits to the parcel.

Policy

The review and approval of demolition permits shall adhere to the process outlined above.