



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

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DECONSTRUCTION/DEMOLITION RECYCLE/REUSE PROCESS

1. Approval through Planning and Zoning must be obtained first, where applicable. Submit appropriate application and documents to the City Planning and Zoning Division (Staff Level – 14 days or less processing timeframe).
 - a. **Zoning Certificate Application**, when located in a design review “D” or downtown design review “DD” overlay. Reference Submittal Checklist.
 - b. **Zoning Certificate Application**, when located in all other areas for multi-family, office, commercial or industrial, and only for non-accessory residential structures completed more than 50 years ago. Reference Submittal Checklist.
 - c. **Certificate of Appropriateness** (Commercial or Residential), when located in an historic “HD” overlay.
2. Contractor to send an email notice, with exterior and interior photos (front, back, kitchen, doors, fixtures, etc.), of available materials to the **Reuse Stores/Companies** on the City **Reuse Stores/Companies & Recycling Companies (Boise Area)** list, and copy the City at permits@cityofboise.org, prior to the project scheduled start date.
3. Planning approval received. (10-day appeal period starts)
4. Allow up to seven (7) business days for any response or communication of interest in materials from Reuse Stores/Companies.
 - a. If a response of interest, coordinate with the Reuse Store/company on a schedule and timeframe for the work to salvage materials and for pick-up of materials. Then proceed to step #5 below.
 - b. If no interest or no response, directly proceed to step #5 below.
5. Submit appropriate application and documents to the City Building Division.
 - #414 Residential Demolition/Deconstruction Application** or **#530 Commercial Demolition/Deconstruction Application**, whichever applies.
 - A completed **Deconstruction and Demolition Material and Waste Management Plan – Estimation Proposal**.
 - Include a copy of the **Email notice sent to Reuse Stores/Companies**. Indicate acceptance of, rejection of or no response to offered material items.

6. A Building Inspector contacts the contractor and visits the project site for determination of the amount of bond to be posted. Also discusses/evaluates if any, and the amount, of woody yard debris will be recycled. Building Inspector then communicates appropriate information to the Permit Technicians.
7. Building permit review is completed, bond is posted, and the permit along with other associated permits are issued.
8. Work to salvage recycle/reuse materials occurs. **All appliances, solid metals accepted at local metal recyclers and woody yard debris 10 cubic yards or greater are required to be recycled at an area Recycling Company.**

Any other desired recycle/reuse materials can be further salvaged by the contractor or are to be communicated and coordinated with Reuse Stores/companies when materials are requested. Adequate time shall be provided for the contractor, or designated person, to carefully remove the requested material items, haul and/or set aside the materials for pick-up prior to project work completion.

Note: Some early surface level type work to salvage materials for recycle or reuse may be acceptable to occur prior to permit issuance.

9. The remainder of the project work is completed.
10. After project completion, submit appropriate documentation to the City Building Division.
 - Deconstruction/Demolition Material and Waste Management Plan – Actual Diversion Report***
 - Include **copies of recycling, reuse and landfill receipts, weight tickets, hauler receipts** and other diversion documentation.
 - Request **return of the bond** on the project.
11. The City Building Division reviews and approves the documentation provided, adds into the permit record, and returns the bond.

Note: The building official, or designee, may require independent third-party audit and/or verification where deemed necessary.