



## 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. The owner, owner representative, or contractor must contact the Planning Division, and where applicable, obtain Planning approval through a [Zoning Certification](#) application.
2. Submit the appropriate building permit application\* through the [City of Boise Permitting and Licensing page](#). The application includes a Deconstruction and Demolition Material and Waste Management Plan – Estimation Proposal section, and will prompt you to upload photos of the building and available materials for recycling or reuse.

**\*#414 Residential Demolition-Deconstruction Application** or a **#530 Commercial Demolition-Deconstruction Application**, whichever applies.

3. The City will send an email with a link to the application(s), which includes your uploaded photos (front, back, kitchen, doors, fixtures, etc.), notifying reuse/recycle companies of available materials. See Reuse Companies to be notified on the City [Reuse Companies, Recycling Companies, and Reuse Stores \(Boise Area\) list](#).
4. Allow up to five (5) business days for any response or communication of interest in materials from Reuse Companies.
  - a. If a response of interest, coordinate with the Reuse Company on a schedule and timeframe for the work to salvage materials and/or for pick-up of materials.
  - b. If no interest or no response, continue to proceed through the process.
5. A Building Inspector determines amount of bond to be posted and in some cases, a site visit may occur.
6. The Public Works Sewer Plug reviewer determines if a Sewer Plug is required.
  - a. If sewer plug is required, a notification will be sent via email instructing the applicant to apply for a Sewer Plug Permit through the [City of Boise Permitting and Licensing page](#).
  - b. If sewer plug is not required, a notification will be sent via email to the applicant and the review will proceed.
7. The permit desk will request remaining documentation required to proceed to issuance. Documentation that may be requested is as follows:

- Name and License for Responsible Person
  - [#302 Contractor Declaration Form](#)
  - Sewer Plug Permit or Waiver
  - Bond payment
  - Liability Insurance
8. Building permit review is completed, bond is posted, and the permit, along with other associated permits (sewer cap, erosion and sediment control), are issued.
  9. 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.**
  10. Any other desired recycle/reuse materials can be further salvaged by the contractor or are to be coordinated with Reuse 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:** Early surface level type work to salvage materials for recycle or reuse may be acceptable to occur prior to permit issuance.)
  11. The remainder of the project work is completed.
  12. After project completion, submit appropriate documentation to the City Building Division. Documentation can be sent via email to [permits@cityofboise.org](mailto:permits@cityofboise.org).
    - Deconstruction and Demolition Material and Waste Management Plan – Actual Diversion Report (#450-A form)**
    - Include **copies of recycling, reuse, and landfill receipts, weight tickets, hauler receipts**, and other diversion documentation.
  13. The contractor schedules a final inspection through the City of Boise Building Division.
  14. Once the final inspection has passed, contact the City of Boise Permit Desk to request the bond be released.
  15. The City Building Division reviews and approves the documentation provided and returns the bond.

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