**Commercial Demolition Permit Process**
**Case Prefix: BLD, BND, ESC**
**Public Version**

**Notes:**

**First Review Period:**
- 3-5 working days.

- This permit process is for demolition of entire structures. Partial demolition of structures are done under a separate process (Major Tenant Improvement).

- The owner’s signature is required on the application.

- Demolitions in an historic district require a Certificate of Appropriateness. (See the Certificate of Appropriateness application and flowchart).

- If the site is in the Floodplain or Hillside additional review by Public Works may be required.

- Demolition sites containing below grade fuel/ storage tanks require a separate permit from the Fire Department for removal.

- Demolition permit cost is based on the footprint of the building(s) and not the entire parcel.

- All Commercial demolition requires an Erosion and Sediment Control Permit. Depending on the scope and site location, an Erosion & Sediment Control Plan may be required. (See Erosion and Sediment Control application and applicable flowchart).

- Permit Technician will request Certificate of Liability Insurance from the demolition contractor and a bond is required to be posted.

- Permit Technicians verify the amount of outstanding job values are not over the amount of the bond on file for the contractor.

**Required Submittal Documents:**
- Commercial Demolition Application
- Erosion & Sediment Control Application
- Waiver Request Letter for an Erosion & Sediment Control Plan (where applicable)
- Erosion & Sediment Control Plans (where applicable)

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**Flowchart Diagram:**

1. **Applicant submits/faxes/e-mails application to Permit Technician Counter.**
   - A site appointment with the Special Projects Coordinator is scheduled.

2. **Special Projects Coordinator conducts site inspection and notifies Permit Technician with the estimated value of demolition project.**

3. **Contractor obtains Sewer Cap Permit at Addressing Counter, then posts the bond and provides proof of liability insurance at the Permit Technician Counter.**

4. **Permit Technician processes application and routes documents for Erosion & Sediment Control review.**

5. **Erosion and Sediment Control reviews documents (see Erosion and Sediment Control flowcharts).**

   - **Erosion & Sediment Control documents approved?**
     - **Yes:**
       - Applicant to make corrections and submit updated documents to the Permit Technician Counter.
     - **No:**
       - Applicant submits/faxes/e-mails application to Permit Technician Counter.
Applicant requests inspections (208) 608-7070

Inspections performed

Corrections required?

Yes

Inspector notifies applicant

Applicant makes corrections

No

Permit case is finaled and bond is returned to applicant

Notes:
- The site will need to be stabilized or have an application for new construction under review prior to final approval.
- A Structural/Building Final Inspection shall be requested for final approval.
- Once final inspection is approved, the applicant will need to contact the Permit Technician Counter to initiate the process on returning the bond.

Applicant pays fees at Permit Technician Counter and permit is issued

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Documents routed to Permit Technician Counter - applicant is notified permit is ready for issuance and the fees due

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