



CITY OF HAYDEN LAKE

DEMOLITION PERMIT APPLICATION PACKET

PLEASE SUBMIT TO:
deputyclerk@cityofhaydenlake.us
9393 North Strahorn Road
Hayden Lake, ID 83835
208 772-2161

REQUIREMENTS:

- **Completed Application**
- **Project Site Plan**
- **Building Plans (digital file)**
- **Written Narrative of Proposed Work**
- **Permit Fee \$150**
- **Site Disturbance/Grading Plan Fee \$50 (50 or more cubic yards of fill.)**
- **Materials list from the construction, renovation, repair, and demolition of houses and large building structures.**
- **Materials from project such as roads, bridges, swimming pools, and docks.**
- **Hazardous Materials Inspection if expected to be found in structure of project.**

Examples include concrete, asphalt, brick, wood, gypsum, fixtures, roofing, lumber, metal, plastic, pipe, cardboard, carpet and carpet pad, composition roofing materials, and land-clearing debris. (Plaster—i.e., sheet rock or plaster board—or any other material, other than wood, that is likely to produce gases or a leachate during the decomposition process and asbestos wastes are not considered to be demolition waste.)

Most construction and demolition (C&D) debris can be diverted from landfills and reused or recycled. Reducing and recycling C&D materials conserves landfill space, reduces the environmental impact of producing new materials, creates jobs, and can reduce overall building project expenses through avoided purchase/disposal costs.

Please complete the demolition application and attach a detailed site plan (aerial view of the property showing all structures, surrounding streets, property lines, easements, and drain field location), digital building plan, site disturbance plan, written narrative, materials list, and all associated fees to the Clerk's office located at 9393 N Strahorn Rd.

If you require assistance, please call the City Clerk's office at (208) 772-2161

For most projects, you must first:

- 1.) **Obtain an asbestos survey by an AHERA (Asbestos Hazard Emergency Response Act) certified inspector.**
- 2.) **File a Notice of Intent (NOI) for asbestos removal with our agency.**

We encourage you to take time to review the information on this page. If you have any questions about the requirements and how they pertain to your specific project, please contact us. We are here to help.



CITY OF HAYDEN LAKE
DEMOLITION PERMIT APPLICATION PACKET

PLEASE SUBMIT TO:
deputyclerk@cityofhaydenlake.us
9393 North Strahorn Road
Hayden Lake, ID 83835
208 772-2161

Applicant Name: _____
Mailing Address: _____
Job Site Address: _____
Contractor Name: _____ **Contractor License #:** _____
Contact Person: _____ **Email:** _____
Phone Number: _____ **Project Square Footage:** _____
Property Legal Description: _____

DEMOLITION TYPE

Residential Structure: _____ **Shop/Accessory Structure:** _____ **Pool:** _____
Commercial Structure: _____ **Deck:** _____

DEMOLITION FEES & REQUIREMENTS

Demolition Permit Fee : \$150 **Site Disturbance/Grading Plan: \$50**

Please give a brief description of the project:

Materials being dispose of:

Estimated yards of debris: _____

Dates requested for loads to be removed and route of travel: (enter travel route below)

Please list the route intended to enter and exit the city by street names.

(To view the City of Hayden Lake map and street details, please visit our website at the link below.)

<https://citvofhaydenlake.com/city-map/>

Entering: _____

Exiting: _____

**Required inspections or reviews not listed are subject to additional fees*



CITY OF HAYDEN LAKE

DEMOLITION PERMIT APPLICATION PACKET

PLEASE SUBMIT TO:
deputyclerk@cityofhaydenlake.us
9393 North Strahorn Road
Hayden Lake, ID 83835
208 772-2161

I (printed name) _____, have read and consent to the filing of this application as the owner of record of the property being considered in this application, located at (physical address of property) _____.

Name: _____

Mailing Address: _____

Permit #: _____

CERTIFICATION

I (printed name) _____ being first duly sworn, deposes and says that as owner(s) of the property and building or structure in this application, knows the contents thereof to be true to the best of my knowledge. The undersigned is the owner of the property described in the Permit Application to which this Affidavit is attached. The undersigned has been advised, and thus agrees, that it is the responsibility of the property owner to locate and determine property corners and property lines for all permits as part of the application process. It is the responsibility of the property owner to accurately depict on the site plan property lines and accurate dimensions, locations and measurements associated with setbacks from property lines. The property owner indemnifies and holds harmless the City of Hayden Lake from any action related to property lines associated with any aforementioned permit.

Signed: _____

SUBSCRIBED and SWORN to before me this ____ day of _____, 20_____.

Notary Public in and for the State of Idaho

Residing at: _____

Commission Expires: _____

Upon permit issuance, work must begin within 60 days to avoid permit expiration. The applicant may submit for an extension, in writing, to the Clerk's office *BEFORE* the expiration of the active permit, and must pay a fee of 50% the original permit fee. Extensions are limited to 60 additional days, beginning on the date of request approval.

<i>FOR OFFICE USE ONLY</i>	
DATE RECEIVED: _____	RECEIVED BY: _____
PERMIT FEE: _____	SITE DISTURBANCE/GRADING PERMIT FEE: _____
CASH/CHECK/MONEY ORDER: _____	PERMIT #: _____
AMOUNT RECEIVED: _____	



CITY OF HAYDEN LAKE

DEMOLITION PERMIT APPLICATION PACKET

PLEASE SUBMIT TO:
deputyclerk@cityofhaydenlake.us
9393 North Strahorn Road
Hayden Lake, ID 83835
208 772-2161

Harmful properties disclosure: If a demolition application does have harmful properties, applicant must provide additional information per Hayden Lake City Code Ordinance 8-2-1-C.

Detailed description of the plan for proper removal, containment, and disposal of hazardous substance.

Proof that all agencies with jurisdiction over hazardous materials have been informed of the proposed removal or demolition of the building or structure and have approved the mitigation plan for the removal, containment, and disposal of hazardous substance.

Review of hazardous mitigation plans require approval from authorized agencies.

ADDITIONAL RESOURCES

Please visit the following links for contact information regarding hazardous materials and mitigation resources.

United States Environmental Protection Agency (EPA)-

<https://www.epa.gov/>

American Society of Civil Engineers (ASCE)

<https://www.asce.org/>

Idaho Division of Occupational and Professional Licenses (DOPL)

<https://dopl.idaho.gov/>

Idaho State Fire Code

<https://doi.idaho.gov/state-fire-marshal/state-fire-marshal-contacts/>

Hayden Lake City Code

<https://cityofhaydenlake.com/hayden-lake-city-ordinances/>

CITY OF HAYDEN LAKE

9393 N. Strahorn Road
Hayden Lake, ID 83835
772-2161

SITE DISTURBANCE/GRADING PLAN

(fifty or more cubic yards)

SUBMITTALS

An application for approval of a grading permit is made by submitting the following information to the City Clerk:

1. The completed attached form and checklist;
2. Copy of all documents required by the City Engineer including an accurate scale drawing of the site showing any affected adjacent property, the area proposed for grading and the nature of the grading, the location of all existing and proposed structures, streets, easements, property lines, driveways, pedestrian walkways, off-street parking and off-street loading facilities and landscaped areas;
3. A FEE of \$50.00 paid at the time the application is submitted plus the estimated cost of inspection of the property and grading plan and other related work by the City Engineer, City Attorney and other City Officials payable to the City of Hayden Lake.
4. The Permit, if granted will expire 60 days after the date it is granted unless work is begun on the project. The Applicant may apply in writing to the City Clerk for an extension of the permit, and for good cause appearing, the City Clerk may grant a 60 day extension.

DEADLINE FOR SUBMITTALS

The completed form and map must be submitted to the City Clerk not later than thirty (30) days prior to the date that grading is expected to begin. The completed application shall be deemed accepted for the thirty (30) day processing period as of the date when all maps are and information have been filed, checked and accepted as complete by the City Engineer, as noted below.

Date Application and Fee Received: _____, 20____,
by City Clerk: _____

Date Application Accepted as Complete: _____, 20____,
by City Engineer: _____

A narrative describing your request, stating:

1. The exact nature of the grading being requested and amount of grading proposed: _____

2. What, if any, effect the requested grading would have on adjacent property and improvements: _____

3. Why the grading is necessary: _____

CERTIFICATION

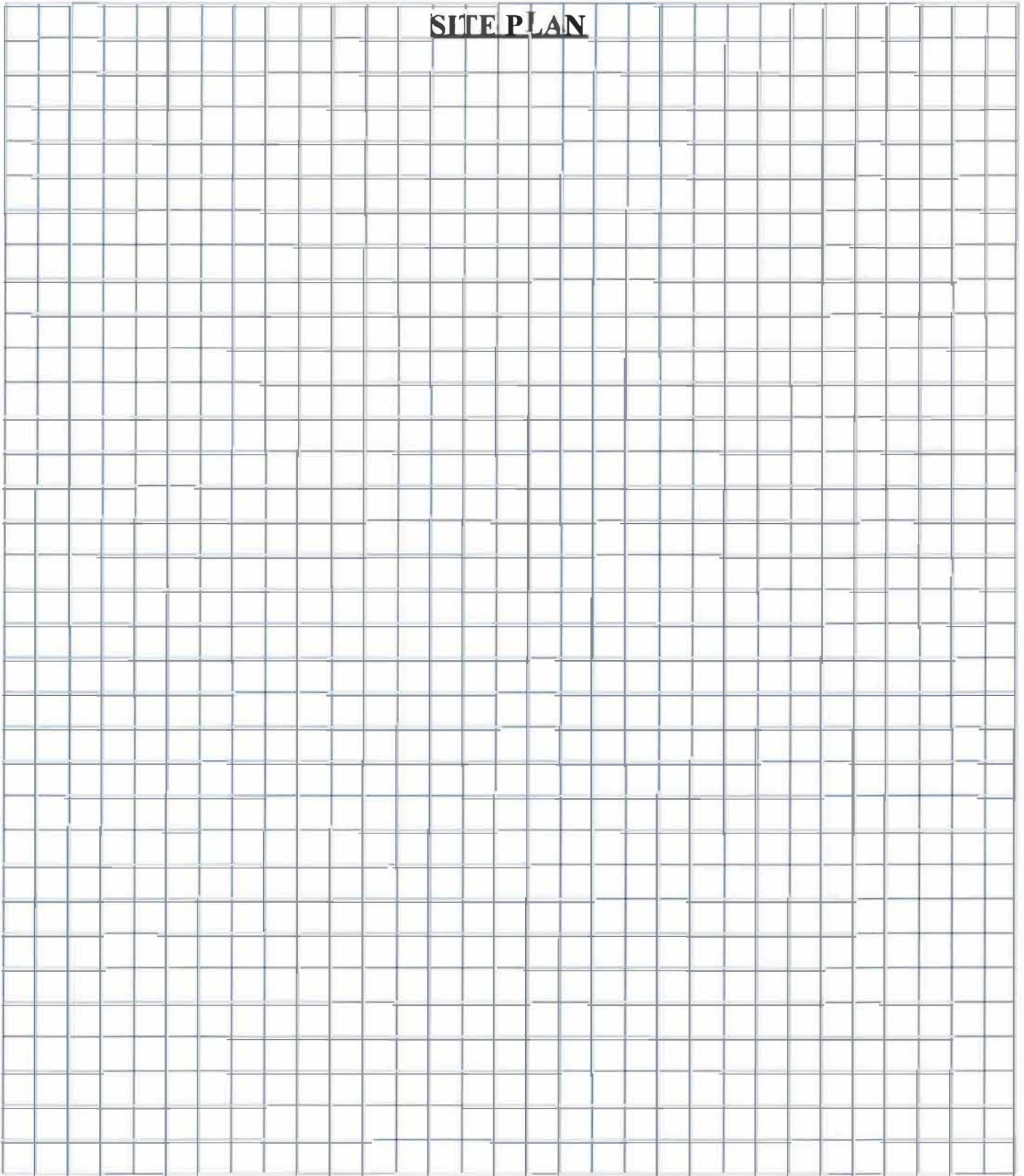
_____, being first duly sworn, deposes and says that _____
_____ is the applicant in this application and knows the contents thereof to
be true to _____ knowledge.

Signed: _____

SUBSCRIBED and SWORN to before me this ____ day of _____, 20__.

Notary Public in and for the State of Idaho
Residing at _____
Commission Expires: _____

SITE PLAN



I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval. I/ We certify that the proposed construction, alteration and/or repair will conform to the local planning and zoning requirements that will be in effect on the date of the granting of the building permit.

Owner Name _____ Site Address _____

Signature _____ Date _____