

**City of Hillsboro
Demolition Permit
Checklist**

The following shall be addressed prior to any demolition:

For Information Only

- Ascertain whether the presence of asbestos exists inside or outside the structure. [DEQ](#)
- All hazardous materials in the building or on the site must be removed by an authorized person, including but not limited to, the underground and aboveground flammable and combustible liquid tanks (contact the [Hillsboro Fire Department](#) and The Department of Environmental Quality for specific requirements). Other permits may be required. [IFC](#), [DEQ](#) & [Oregon Administrative Rules \(OAR\)](#), [DEQ \(503\) 229-5066](#).
- On-Site personnel involved in the process must comply with the Oregon Safety and Health Administration standards (OSHA) for construction sites (e.g. Personal Protective Equipment). [OR-OSHA](#)
- The area around the site must be adequately protected from falling walls or debris (e.g. roadways, sidewalks as well as adjoining or adjacent buildings). [OSHA](#) & [IFC](#)
- Burning of construction material is prohibited. [DEQ](#) & [IFC](#) (ORS 478.960)
- Site security must be established and maintained to discourage unauthorized entry from a public safety standpoint (e.g. chain-link fencing). [IFC](#)
- All public and private utilities must be properly disconnected (e.g. gas, electric, sewer, septic, storm, well, water, phone and cable). [International Building Code \(IBC\)](#), [International Fire Code \(IFC\)](#) & [Clean Water Services \(CWS\)](#) (503) 681-3600.

Building Department (Contact 503-681-6144)

- Does the property have a sanitary sewer connection? Yes / No
- Does a septic tank exist on site? Yes / No Will the septic tank be removed? Yes / No
- If a commercial building: please attach a sewer fixture count sheet.
- Does the property have a storm sewer connection? Yes / No

Water Department (Contact 503-615-6576)

- There is an existing ____ inch water meter on the property. The SDC credits shall be used by (give lot number or tax lot) _____.
- There is an existing well on the property. Yes / No - - If yes, an approved backflow device shall be installed behind the meter unless the well is decommissioned as required by the Washington County Water Master.

Engineering Department (Contact 503-681-5315)

- Obtain grading and erosion permit. [Engineering Department](#) (Contact the Engineering Division to determine whether a Grading & Erosion permit is required.
- Obtain a Sensitive Area Prescreen Letter from the Engineering Division. If the site is determined to be in a “Sensitive Area”, please contact CWS for a Service Provider Letter. Contact CWS Technical Information Line at 503-681-5100

Planning Department (Contact 503-681-6179)

- Verify the zoning of the property.
 - Is the property zoned SCR-DNC Station Community Residential – Downtown Neighborhood Conservation district or SCR-OTC Station Community Residential – Orenco Townsite Conservation district, consult with the Planning Department. Development Review approval, in accordance with Hillsboro Zoning Ordinance Volume II Section 138.XIII.C.1&2, and photographs of the structure must be obtained prior to approval of a demolition permit. Demo permits in conservation zones can be denied. Yes / No
 - Does the property have a Station Community Planning Area designation and mature trees eight inches in diameter and larger will be removed or damaged as a result of the demolition, then the applicant shall submit, to the Planning Department for review and approval, documentation from a certified arborist or registered engineer in accordance with Hillsboro Zoning Ordinance Volume II Section 137.XIII.B.4. This documentation shall be reviewed and approved prior to approval of a demolition permit. Yes / No
- Is the structure or site on the Hillsboro Cultural Resource Inventory. If the structure or site is a Cultural Resource, consult with the Planning Department about obtaining a Cultural Resource Alteration permit in accordance with Hillsboro Zoning Ordinance Volume I Section 132.6. Cultural Resource Alteration approval shall be obtained prior to approval of a demolition permit. Yes / No

I, (we), _____ do hereby declare that the requirements and conditions listed above have been complied with to the best of my (our) personal knowledge.

Signed by _____ Date _____

Print Name and Title _____

Property Owner Signature (if different from applicant) _____

Print Name and Title _____ Date _____