

# Demolition Permit Application

## City of Happy Valley

16000 SE Misty Drive, Happy Valley, OR 97086

Phone (503) 783-3800

Schedule Online: [hvworks.com](http://hvworks.com)

(Same day inspections/cancellations must be in by 6:00am)

Email: [permits@happyvalleyor.gov](mailto:permits@happyvalleyor.gov)



| DEMOLITION APPLICATION                   |  |
|--|--|
| Development (over 1 acre)                | Existing Commercial / Industrial Structure |
| Existing Residential Single Lot          | High Density Residential                   |
| DEMOLITION SITE INFORMATION AND LOCATION |  |
| Demolition Site Address:                 |  |
| City/State/ZIP:                          |  |
| Suite/Bldg./Apt. No.:                    | Project Name:                              |
| Cross Street:                            |  |
| Subdivision:                             | Lot No.:                                   |
| Tax Map/Parcel No.:                      |  |
| DESCRIPTION OF WORK                      |  |
|  |  |
|  |  |
|  |  |
| Erosion Control Required:                | Yes No                                     |
| Disposal Site:                           |  |
| <input type="checkbox"/> PROPERTY OWNER  |  |
| Name:                                    |  |
| Address:                                 |  |
| City/State/ZIP:                          |  |
| E-Mail Address:                          |  |
| Phone:                                   | Fax:                                       |
| <input type="checkbox"/> APPLICANT       | <input type="checkbox"/> CONTACT PERSON    |
| Business Name:                           |  |
| Contact Name (print):                    |  |
| Address:                                 |  |
| City/State/ZIP:                          |  |
| Phone:                                   | Fax:                                       |
| E-Mail:                                  |  |
| DEMOLITION CONTRACTOR                    |  |
| Business Name:                           |  |
| Address:                                 |  |
| City/State/ZIP:                          |  |
| Contact Persons Signature:               |  |
| Contact Person (print name):             |  |
| Contact Phone:                           | Fax:                                       |
| E-mail: CCB lic.:                        |  |

| DEMOLITION REQUIREMENTS   |          |
|---|----------|
| <ol style="list-style-type: none"><li>1. Submit a site plan indicating the location of all structures to be removed. Scale 1:50</li><li>2. The owner of record is responsible for the complete removal and completions of the required sewer, water, electrical and gas disconnects.</li><li>3. Private sewer line connections to the public sewer must be disconnected and capped, with a City inspection prior to the covering of the trench.</li><li>4. Water meters must be removed by the water district. (Provide documentation)</li><li>5. Private sewage disposal systems must be decommissioned per County and State requirements. (Pump receipt required)</li><li>6. Private well systems must decommission per County and State requirements. (Provide documentation)</li><li>7. Letter stating there are no hazardous materials at the site or contained within the structures.</li><li>8. Commercial / Industrial, and High Density Residential (more than four residential units) require an Asbestos site survey conducted by an accredited inspector. In addition to the copy of the inspection, to be kept on site per DEQ, submit a copy to the City of Happy Valley.</li><li>9. Inspections: Initial full site inspection with the owner or their representative. At least one inspection during the course of the demolition. A final inspection to verify that the demolition was per the permit requirements, and no deficient items remain to be done.</li></ol> |          |
| NOTICE  |          |
| <b>I HAVE READ &amp; COMPLETED THE ABOVE LISTED REQUIREMENTS. DOCUMENTATION IS ATTACHED</b>   |          |
| Authorized Signature:   |          |
| Print Name:   |          |
| Contact Phone:  |          |
| Date:   |          |
| DEMOLITION PERMIT FEES*   |          |
| <i>Please refer to fee schedule</i>   |          |
| Fee For Demo Permit   | \$110.00 |
| Fee for Sewer/Septic Disconnect   | \$35.00  |
| State Surcharge (12%) on utility disconnect   |          |
| Total Fee   |          |
| Date Received:  | By:      |

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete

**Revised 2.1.2024**