



# BUILDING DEMOLITION PLAN REVIEW PROCESS & PROCEDURES

Demolition is defined as the deliberate destruction of a building or other structure, or significant portion thereof. A demolition permit is required to demolish any building that required a building permit. Structures exempt from a building permit to construct do not require a permit for demolition.

A demolition permit is issued when all, or essentially all, of a building is being demolished. The removal of a portion of a building is considered an *alteration* to that structure, and is usually reviewed and permitted as part of a larger project, not as a stand-alone permit.

## Applying for the Permit

The following information must be submitted when applying for a demolition permit. Since every project is unique, there may be some situations where you will be asked to provide additional information.

### Site Plan

Show the following information on the site plan:

- Scale the site plan to the most appropriate scale, e.g. 1"=10', or 1/4"=1'.
- Property lines
- Dimensions
- Adjacent walkways, streets and any easements
- Location of building to be demolished and remaining buildings on site, with dimensions
- North arrow

### Demolition Plan

Include the following items:

- Anticipated timeframe for the demolition
- Details of pedestrian protection, where required. Refer to Oregon Structural Specialty Code Section 3306.
- Description of how the site will be secured against accessibility by children and other unauthorized persons.
- Description of how wind speed will be monitored at the site during demolition.
  - *No demolition or moving of demolition debris may take place when wind speeds exceed 25 m.p.h.*
- Description of the means and methods for protection of any adjacent or neighboring structures.

## To Apply

- Applications must be submitted online at [www.eugene-or.gov/ebuild](http://www.eugene-or.gov/ebuild).
- Written notice must be provided to adjoining properties and properties across the street(s), at least 48 hours prior to obtaining the permit.

## Implosion or Explosion

No demolition may occur by implosion or other explosive means except when a special demolition permit has been issued that expressly authorizes use of such means and establishes specific conditions that address health, safety and livability concerns.

## Things to Consider

The site must be restored to a safe condition. If the building to be demolished has a basement or foundation that will result in replacement fill of 12" or greater, a design for the fill by a qualified licensed design professional will be required. Special inspection will be required for placement and compaction of fill.

In certain situations, City regulations require a separate Tree Removal Permit. Whether a permit is required depends on the number and size of trees to be removed, and the site where the trees are located. Tree Removal permit requirements apply only to "significant trees", which are live trees having a minimum size of 8" d.b.h. (diameter at breast height), which is the diameter of one or more trunks measured at 4.5 feet above the ground. For more information please contact Land Use staff at 541-682-8336 or [landuseinfo@ci.eugene.or.us](mailto:landuseinfo@ci.eugene.or.us). Please contact the Urban Forestry office at 541-682-4800 for removal of a tree located in the public right-of-way.

A sewer cap is required if the building to be demolished is connected to the city sewer. If the sanitary system was a septic tank, the tank must be properly decommissioned.

Contact Lane County Public Works, Land Management Division for more information regarding decommissioning existing septic tanks.

**Additional Information** Contact the Permit & Information Center at 541-682-5505 or by [email](mailto:).