CITY OF McMINNVILLE
BUILDING DIVISION

231 NE 5th Street, McMinnville, OR 97128
Office: (503) 434-7314 FAX: (503) 474-4955
24-Hour Inspection Request Line: (503) 434-7542

DEMOLITION PROCEDURES

Permit Required - a demolition permit is required prior to demolition of any building in the City of McMinnville as follows. A Demolition Application must be submitted to our office, two site maps and floor plans (showing rooms and fixtures) of the existing structure. This will ensure proper credit is given to the parcel for the demolished structure.

Burn to Learn - When the Fire Department burns a structure for training purposes. This is a "no fee" permit (a permit is still required). Please contact the Fire Department at (503) 435-5800, for additional requirements with their office.

All other partial or total demolitions - the permit fee is based on the cost of demolition and cleanup of a project.

Processing Time - All demolition permits must be approved by various departments prior to release. As a result, processing time from date of application is approximately two weeks.

Sanitary Sewer Cap Required - A $1,000 sewer cap deposit is required for each building being demolished that is connected to the City's sanitary sewer system*. After the cap has been made and prior to cover, approval must be obtained from the Engineering Department. Please arrange for inspections through the Building Division at (503) 434-7314 or by using the 24-hour inspection request line at (503) 434-7542. Upon approval, the deposit refund will be processed and returned by mail. Failure to obtain approval prior to cover may result in loss of the deposit.

All sewer lines must be located and capped within 30 days of permit application. If you have any questions regarding how to properly cap the sewer line, please contact the Engineering Department at (503) 434-7312.

*If the building was on a septic tank, there will be no deposit required. However, the septic tank must be properly abandoned, approved by Yamhill County, and a copy of their approval submitted to this office. Contact their office at (503) 434-7516.

Cleanup - in an effort to keep our city a safer, more livable community, the property must be cleaned of debris promptly after demolition. This also prevents the property from becoming an attractive nuisance to the community, and in particular, to children. Proper cleanup consists of removal of all materials from the building, i.e., brick, nails, glass, concrete, etc. The basement, if applicable, must be filled in.

A basement foundation wall may be left without fill for 90 days from the date of issuance if a four-foot fence is installed around the site.

Any damages to sidewalks, curbs, or street surfaces must be repaired prior to final approval by this office.

Well Abandonment - If the property has an unabandoned well, it is important that it be properly abandoned. For more information contact Yamhill County at (503) 434-7516.

Inspections Required - In addition to the above mentioned sewer cap inspection, an inspection is required after cleanup is complete. If the property had a septic tank and/or well, these must be properly abandoned and inspected by the proper agencies prior to final approval by our office. When all items are complete, please contact our office at (503) 434-7314 for final inspection.

Pedestrian Protection – Pedestrian projection required traffic shall be protected by a railing on the street side when the walkway extends into the roadway, by a railing adjacent to excavations and by such other protection as set forth in the Table below. The construction of such protective devices shall be in accordance with the provisions of this chapter.

Railings shall be substantially built and, when of wood, shall be constructed of new material having a nominal size of at least 2 inches by 4 inches. Railings shall be at least 3 feet 6 inches in height and when adjacent to excavation shall be provided with a midrail.

Fences shall be solid and substantially built, be not less than 8 feet in height above grade and be placed on the side of the walkway nearest to the building site. Fences shall extend the entire length of the building site and each end shall be returned to the building line. Openings in such fences shall be protected by doors which normally are kept closed. All fences shall be provided with 2-inch by 4-inch plate, top and bottom, and shall be well braced. The fence material shall be a minimum of ¾-inch boards or ¼-inch plywood. Plywood fences shall conform to the following requirements:

> Plywood panels shall be bonded with an adhesive identical to that for exterior plywood.
> Plywood ¼-inch or 5/16-inch in thickness shall have studs spaced not more than 2 feet on center.
> Plywood 3/8-inch or ½-inch in thickness shall have studs spaced not more than 4 feet on center, provided a 2-inch by 4-inch stiffener is placed horizontally at the mid-height when the stud spacing exceeds 2 feet on center.
> Plywood 5/8-inch or thicker shall not span over 8 feet.

Table – Type of Protection Required For Pedestrians

Height of Construction	**Distance From Construction**	**Protection Required**
8 feet or less	Less than 6 feet/6 feet or more	Railing required
More than 8 feet	Less than 6 feet	Fence and canopy
	6 feet or more but not more than one-fourth the height of construction	Fence and canopy
	6 feet or more, but between one-fourth to one-half the height of construction	Fence
	6 feet or more but exceeding one-half the construction height	None

Historical Requirements - if the building to be demolished is on the historical preservation list, all requirements of Ordinance No. 4401 must be followed. Please contact the Planning Department at (503) 434-7311 regarding the procedures set forth by this ordinance.

Use of existing foundation for future construction - Prior to any new structure being constructed on an existing foundation, an engineer's approval will be required prior to issuing a building permit.

ASBESTOS REMOVAL REQUIREMENTS

The Department of Environmental Quality (DEQ) has requirements regarding asbestos removal. An inspection (survey) must be performed BEFORE any demolition or renovation activities begin to determine the presence of asbestos-containing materials. A survey must be performed by an accredited inspector. If there is asbestos-containing material, various options are available.

DEQ defines a demolition as "wrecking that involves the removal of load-supporting members and/or intentional burning." Renovation is defined as "altering in any way one or more facility components that does not involve removing a load-supporting member."

We encourage you to contact DEQ for additional information as these requirements effect both commercial and residential buildings. *Various fact sheets and advisories are available, as well as a list of consultants and abatement contractors.* These can be obtained from the DEQ regional office in Salem – 1-800-349-7677. Information is also available on their web site at www.deq.state.or.us. Our office also has various fact sheets and guidelines available.

APPLICATION FOR DEMOLITION SUBMITTAL

Building Division
Community Development Center
231 NE 5th Street, McMinnville, OR 97128
(503) 434-7314 ◆ Fax (503) 474-4955

This permit is issued under OAR 918-440-0050.
Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

Applications may be obtained online at:
www.ci.mcminnville.or.us

1. **Job Site Location:**

   Address:_____

2. **Property Owner:**

   Name:_____
   Mailing Address:_____
   City/State/Zip:_____
   Phone No. _____

3. **Applicant:**

   Name:_____
   Mailing Address:_____
   City/State/Zip:_____
   Phone No.:_____
   Signature:_____

4. **Contractor Information:**

   Company Name:_____
   Mailing Address:_____
   City/State/Zip:_____
   Phone No.:_____
   CCB License No.:_____
   Print Name:_____
   Signature:_____

Office Use Only
Permit No.:
Date Received:

CATEGORY OF DEMOLITION	
❑ Residential	❑ Garage
❑ Industrial	❑ Commercial
❑ Multi-Family	❑ Other

DEMOLITION DESCRIPTION

BUILDING PREVIOUS USE

Example: Office/Warehouse/ SFR

Square Footage of Demolished Building:

PLUMBING FIXTURE INFORMATION

Complete the Plumbing Fixture List

Form **MUST** be submitted with application or it will not be accepted.

VALUATION

Permit fees are based on the value of the demolition and cleanup. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

$_____

NOTICE

LICENSING: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed.

Payment Accepted in Cash or Check

PLUMBING FIXTURE LIST

Site Address :

Completed by City staff :	
Permit # :	
Taxlot :	

Fixture type	# of EXISTING fixtures to REMAIN	# of EXISTING fixtures to be REMOVED	# of NEW fixtures to be ADDED
Baptistery / font			
Bath - jacuzzi/whirlpool			
Bath - tub/shower combo			
Car wash - each stall			
Car wash - drive thru			
Cuspidor / water aspirator			
Dishwasher - commercial			
Dishwasher - residential			
Drinking fountain			
Floor drain / mop sink or floor sink: 2"			
Floor drain / mop sink or floor sink: 3"			
Floor drain / mop sink or floor sink: 4"			
Garbage disposal: residential 3/4 HP			
Garbage disposal: commercial 3/4 to 5 HP			
Garbage disposal: commercial more than 5HP			
Ice machine / refrigerator drains			
Oil separator (gas stations)			
Recreational vehicle dump station			
Shower - each head			
Sink - bar or lavatory			
Sink - Commercial			
Sink - Service			
Sink - Wash fountain			
Swimming pool filter			
Washing machine			
Water extractor			
Water closet / toilet			
Urinal			
Other (description: _____)			

Submitted by : _____

Printed Name

_____

Signature

_____

Date