

City of Ketchikan Building Department

Building Division Handout #15

Revised 9/29/10

BUILDING DEMOLITION PERMIT REQUIREMENTS

Pursuant to Section 19.04.010 of the Ketchikan Municipal Code, under Section 3303 of the 2006 Edition of the International Building Code governing demolition work, the following documentation must accompany the required Demolition Permit Application:

Site Plan: Must show existing lot lines, bearings and distances, elevations, set-backs, streets, easements, excavations, and located building (s) to be demolished.

Grading Plan: Must show proposed lot changes due to building removal, excavation and fill, revised slopes, surface water drainage control, public utilities protection measures so that continued use will not be affected, and general lot clean-up measures. (A separate Site Development permit may be required.)

Demolition Plan: Please provide a schedule for the demolition process to include timelines for the start and finish of the following: pedestrian and adjacent property protection, access and use of the public way, asbestos abatement, physical demolition of building, and lot grading.

Provide details for the methods of protection for the adjacent properties, with provisions to restrain building components from causing damage during the demolition process. Provide plans showing the protection of pedestrians at the adjacent public ways such as boardwalks, sidewalks and streets with railings, fences, covered walkways, scaffolding, etc. Provide information containing types and sizes of equipment to be used. Provide contractor liability insurance and bonding verification.

Fire Plan: You may be required to submit a fire plan to the Fire Department per Chapter 14 of the International Fire Code, which governs fire safety during construction and demolition. Precautions against fire during demolition may include non-smoking areas, proper waste disposal, open burning, spontaneous ignition controls, fire watches and the like. Other areas of concern are provisions for access by the fire department to the site, owner's responsibility for fire protection, water supply at the site for fire fighters, portable fire extinguishers and the like.

Asbestos Survey: The City of Ketchikan Solid Waste Facility will not accept any regulated asbestos containing materials (RACMs). A certified asbestos survey clearing the demolition material as being regulated asbestos free must be supplied to the landfill, or the materials may be refused. Further information and options will be discussed later under general information and waste disposal.

Additional Public Works Department required permits:

All Utility Divisions, Fire and Police Departments, and Public Works must be notified of a pending building demolition so that underground utility locations may be identified; safe traffic flows are provided in emergency situations, precautions against potential fire hazards during the demolition may be provided, and proper terminations of utilities may be completed.

In order to satisfy the notification processes, a **Permit to Excavate** will be required. A **Traffic Permit** (also covered under the Permit to Excavate) may be necessary for building demolition if any parking spaces are to be used, or re-routing of pedestrians/vehicular traffic is proposed. A **Side Sewer** permit is required for capping of the sewer line. All three permits may be obtained at the same Public Works Department office located on the second floor of the KPU Building, 2930 Tongass Avenue, or on the City of Ketchikan web site: www.city.ketchikan.ak.us . Prior to start of any demolition, the required permits must be signed and approved by all appropriate offices. A copy of the completed permits must accompany the demolition permit application. Further information concerning these permits may be obtained by calling 228-4726 or 228-4725.

General Information:

The electrical disconnect/removal of service and proper capping of sewer and water lines at property line are mandatory measures. All building and accessory building components including the foundation must be completely removed unless they are to be incorporated into a future structure. If reconstruction is projected, or the renovation of a portion of a building is planned, sewer and water lines may be capped and protected within the property line during the demolition phase. The designees of the Building Official or Public Works Project Engineer will need to see the final disconnections prior to bury. The following City Department phone numbers are provided for your convenience, should you need any clarification or additional information.

Building Official: 228-4737
Building Inspector: 228-4728
Fire Marshal: 225-9617
Water Division Director: 225-1000, Ext. 399
Public Works Project Engineer: 228-4726 or 228-4725
Electric Division Director: 225-5505
Solid Waste Facility Director: 225-2370

Disposal of Waste Materials and Asbestos Issues:

If the City of Ketchikan Solid Waste Facility is to be used for final disposition of materials, please review the information contained in the following paragraphs. It is **highly recommended** that you contact the **Ketchikan Solid Waste Facility Director at 225-2370** for further information concerning regulated and non-regulated asbestos, and disposal options by private contractors.

- 1) **Commercial:** An asbestos survey must be performed on commercial/industrial buildings and for residential buildings with more than four dwelling units. A certified asbestos survey company must conduct the assessment for any demolition or renovation project if the work disturbs more than 160 square feet/260 linear feet of possible asbestos containing material (ACM). Per EPA regulations, a NESHAP notification form must be provided to the US EPA, Region 10 Office, 10 working days in advance of any activity that would disturb ACM. For further information/clarification please contact **EPA Region 10 Asbestos Inspector** at (907) 271-3688.

- 2) **Residential:** EPA does not regulate asbestos abatement for one or two family dwellings nor do they require a survey. The City of Ketchikan does require an asbestos survey for all buildings including dwellings if the landfill will be utilized as the final disposition of materials. The City Landfill will not accept regulated asbestos containing materials (RACM). Our local ADEC permitted landfill falls under ADEC and OSHA jurisdictions and must comply with their regulations concerning the disposal of hazardous waste whether solid or liquid.

General Asbestos Related Recommendations: Employ the aid of a certified environmental engineer or asbestos inspector. Identify the hazardous wastes, especially friable RACMs (asbestos that can be turned into powder by hand pressure). If the survey clears the material as regulated asbestos free, you may furnish the report to the solid waste facility in order for the materials to be accepted. You may be refused entry if a report is not furnished. Abate the friable RACMs according to appropriate state and federal regulations and best practices. Handling and disposition of RACMs are highly regulated and will require the aid of a certified abatement contractor. Another option that is available to the homeowner is a bury permit that may be obtained through the **ADEC Solid Waste Program**. For further information, please contact the **ADEC Compliance Officer**, at (907) 465-5353.

Hazardous Wastes and Recyclable Recommendations: All other hazardous waste materials such as older fluorescent light fixtures, mercury vapor lamps and switches containing mercury, solvents, refrigerants, PCBs, lead, chemicals, computer monitors, etc. must be separated from the construction debris and deposited at the location as directed by the solid waste personnel. Appliances should also be separated from the debris for recycle and reduce the landfill fee.

- 3) **Burning and Air Quality Issues for Commercial and Residential:** Controlled burning of clean woody debris from construction or demolition projects is allowed by the State, and City Fire Department via a burn permit. The burn must be conducted in a manner that doesn't create a nuisance or health hazard to local residents. "Clean woody debris" means wood that has not been treated with any metallic paint such as cadmium or lead or weatherizing preservative such as pressure treated or creosote. City residents should contact the **City Fire Marshal** at 225-9617 for burn permit details. Borough residents should contact the **Borough Compliance Officer**, at 228-6621, and your local Fire Service Department.

Burning Hazardous waste or materials such as asbestos, treated wood, certain chemicals, tars, linoleum, plastic, foam insulation, rubber, toxic waste, lead pipes, pvc and abs pipes, electric wiring insulation, etc. that may emit black smoke and toxic gas is prohibited. For further details and clarifications for **ADEC's Air Quality Program**, please call (907) 465-5324, or (907) 465-5122. You can find the ADEC open burning regulations at the following web site: <http://www.dec.state.ak.us/air/ap/docs/obrguide.pdf>. The **ADEC local Compliance Officer** may also assist you and can be contacted at 225-6200. It is important to note that burning is not complete disposal because the ash and unburned debris from the burning of construction and demolition waste must be disposed of at a permitted landfill or EPA permitted bury site. You may be required to test the ash and debris in order to verify that it is non-hazardous prior to acceptance at the landfill.

Charles Dearden
Building Official