



STRUCTURAL DEMOLITION OR REMOVAL

APPLICATION FEE:

<input type="checkbox"/> I am not removing a dwelling, or I am removing a dwelling in a residential zone.	Building Division	\$59	<input type="checkbox"/> I am removing a dwelling in a farm or forest zone (EFU, MPA, FC)*	Building Division	\$59
	Planning Division	\$112		Planning Division	\$354
	Total	\$171		Total	\$413

***TO REMOVE A DWELLING IN A FARM OR FOREST ZONE (EFU, MPA, FC)**

- To replace a dwelling in a farm (EFU/MPA) or forest (FC) zone:
 - **EFU, MPA, FC Zones:** Your application must include evidence that the structure is currently a dwelling: (1) images of the dwelling (interior and exterior views of the dwelling documenting intact roof and all exterior walls, functioning interior electric lighting, kitchen sink, toilet, tub or shower, and heat source) and (2) the year the dwelling was established. For more information call 541-766-6819 and ask to speak to a planner at our Planning Division or email permitcheck@bentoncountyor.gov.

TO REPLACE A NON-CONFORMING USE OR STRUCTURE

- To maintain non-conforming setbacks, indicate the current setbacks and that you wish to maintain them. Non-conforming setbacks can remain valid for a year after the removal of the structure. For details and caveats call 541-766-6819 and ask to speak with a planner at our Planning Division or email permitcheck@bentoncountyor.gov. A “non-conforming use” is the use of any building or land that was legally established prior to the enactment of a current land use regulation with which the use does not comply. Alteration or expansion of a non-conforming use requires a separate land use application.

TO APPLY FOR A DEMOLITION PERMIT

The following items are required for submitting an application for a demolition permit. We are accepting these applications digitally, please send all documentation to permitcheck@bentoncountyor.gov.

- One (1)** completed Demolition application. Include a demolition schedule or date of the demolition.
- One (1)** site plan (no larger than 11”x17”). See [Sample Site Plan](#) for complete site plan requirements. A site plan is not complete without the following:
 - Label the structure to be demolished or removed and its distances to property lines.
 - Label the septic tank and drain field areas.
 - Label the utility connections.
 - Label the driveway and all other structures on the property.
- Photographs** – If the structure to be removed is a dwelling that will be replaced and is located in a farm or forest zone, attach pictures of the dwelling to be demolished. **Pictures must document these existing items:** intact roof and all exterior walls, functioning interior electric lighting, kitchen sink, toilet, tub or shower, and heat source.
- Payment** will be collected upon submission of a complete application documents or by phone if submitted by email.

INSPECTION REQUIREMENTS

Step 1: REMOVAL OF STRUCTURE – Remove the structure and foundation, including basement walls and floors and utility systems. All building material remaining, after demolition, including wire, plumbing, concrete, or other material shall also be removed from the building site and taken to an approved dumpsite. Call Fire Department: Obtain pre-authorization from the local fire department if the intent is to burn the structure.

Step 2: BASEMENT AND FOUNDATION CAVITIES – Basement and foundation cavities are required to be back-filled in six-inch lifts and compacted to prevent settlement. In areas where extensive excavation has occurred, a compaction report certified by a licensed engineer may be required.

Step 3: REQUEST AN INSPECTION

- After completing Steps 1 and 2, **schedule an inspection online at least 24 hours prior to inspection to verify structure removal and close this file.**
- You will the permit number to schedule the inspection.** The permit number is provided on your issued Building Permit. Schedule the inspection through the ePermitting website at <https://aca-oregon.accela.com/oregon/> and searching for your permit. If you have difficulty finding the IVR number, please call our office.

DEMOLITION REQUIREMENTS

The following requirements are the responsibility of the property owner and are not verified by this permit:

- NOTIFY ASSESSMENT** – To ensure the removed structure is no longer assessed property taxes: **(1)** If a manufactured home, pay any current taxes to the Assessment Department (541-766-6855) prior to applying for a demolition permit, **(2)** Once the demolition permit is issued, fill out the form: <https://assessment.bentoncountyor.gov/wp-content/uploads/2023/09/Application-for-Reduction-of-Maximum-Assessed-Value-of-Demolished-or-Removed-Buildings.pdf> and send it to the Assessment Department (541-766-6855), and **(3)** Call for inspections for the county inspector to verify the demolition.
- ASBESTOS** – Before any demolition activities begin, an asbestos survey performed by an accredited inspector is required to identify any asbestos materials in and on any public or private structure. A contractor licensed by DEQ in asbestos removal is responsible for safely removing all friable asbestos-containing material and disposing it at an authorized landfill, in compliance with the Department of Environmental Quality (DEQ). Contact DEQ at 503-378-5086 or 800-349-7677 or visit their website at <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx>.
Asbestos in a damaged state can cause health problems. Items that commonly contain asbestos include: popcorn ceiling texture, cement siding and vinyl flooring, insulated furnace ducts, wood stove door gaskets, asbestos cement roofing and panels, patching and joint compounds, textured paints and house insulation (other than fiberglass insulation). This is not a complete list. Contact DEQ for more information.
- SEPTIC SYSTEMS** – If the septic system for the demolished structure is abandoned, the septic system is required to be decommissioned. The applicant shall have the septic tank, cesspool or seepage pit pumped by a licensed sewage disposal service to remove all seepage. **Provide a record of the tank pumping to the Environmental Health Division** (541-766-6841). Once pumped, the container shall then be filled with reject sand, bar run gravel, or other material approved by Benton County Environmental Health or the container shall be removed and properly disposed.
- OTHER UTILITIES** – Remove and cap water, gas and other utility lines at the service entrance to the property. In the event a well is to be abandoned, the applicant must contact the Oregon Water Resources Department at 503-986-0889 or on line at www.wrd.state.or.us for specific abandonment requirements. This may include removal of casement or capping the well with concrete. Contact utility companies to terminate services to the site, if needed.
- OTHER CONSIDERATIONS** - If demolition occurs in areas where pedestrians may be present, suitable barriers and other protective measures must be provided and approved by the building official. In the event the demolition will interrupt or interfere with traffic flow on an adjoining street or public way, adequate signs and traffic controls must be provided and approved by Benton County Public Works Department at 541-766-6821 (if your driveway access is off a county or public road) or Oregon Department of Transportation (ODOT) at 541-757-4166 (if your driveway access is off a state highway).

