

**Community Development Center** 

Ph. 503-543-7184 Fx. 503-543-5679 scappoosebuildingdept@cityofscappoose.org

# **DEMO-REMOVAL PERMIT**

PERMIT # \_\_\_\_\_

Date Rcv'd: \_\_\_\_\_

Date Issued: \_\_\_\_\_

ENTIRE BUILDING DEMO - REMOVAL	DEMOLITION CHECKLIST (by city inspection or provide proof)		NO- N/A-	T DATE
SITE INFORMATION (acquire data from tax assessor)	WATER SUPPLY			
Address:	A. Meter to be removed- line to be cap at			
Legal Description:	<ul> <li>property line</li> <li>B. Meter to remain and be protected.</li> </ul>			
Assessed Valuation:	<ul> <li>B. Meter to remain and be protected.</li> <li>C. Private well to be filled and capped</li> </ul>			
Existing Use:	<ul> <li>D. Private well to be used for other put</li> </ul>	moses		
Building Square Feet:		p0000		
Lot Size:	SANITARY SEWER			
Approx. date of demolition:	A. Sewer to be capped			
PROPERTY OWNER INFORMATION	B. Existing line to remain and be used	by new		
Owner Name:	structure			
Address:	SEPTIC SYSTEM	4		
City, State, Zip:	<ul> <li>A. Tank to be removed or drained/filled -permit via Columbia County Sanitaria</li> </ul>			
Phone/Fax:	B. Copy of County permit to be submit	tted to		
Email:	Scappoose Building Dept.			
APPLICANT CONTACT INFORMATION	ELECTRICAL SUPPLY	omoved		
Contact Info:	A. Electricity to be shut-off and meter removed -permit via Columbia County			
Firm/Company Name:	GAS			
Address:	A. Gas to be shut-off and meter removed			
City, State, Zip:	EXISTING FOUNDATION			
Phone/Fax:	A. Foundations destroyed and removed			
Email:	B. Basement – Destroyed or back-filled C. All debris removed from site: lot to be			
CONTRACTOR INFORMATION	<ul> <li>- c. All debits removed normalie, for to restored to original condition. Receipt</li> <li>- be submitted to the Building Dept.</li> </ul>			
Firm/Company Name:				
Contact Name:	DEMOLITIC	)N FFFS	\$	
Address:				.00
City, State, Zip:	Engineering Review (if required \$85)			5.00
Phone/Fax:	Planning Dept. Review (if req'd, \$85)			
CCB#: Exp. Date:	DEMO Fee			4.35
Email:	Plumbing Fee (water/sewer c	aps)	104	4.35
VERIFICATION OF DEMOLITION	12% State Plumbing Surchar	ge	1	2.52
Inspector Signature:	GRAND TOTAL	\$		
Date:	Date Paid: Recpt. #:			
ADD ADDITIONAL COMMENTS OR INFORMATION BELOW:				
pplicant must hold an Oregon Construction Contractors license (CCB) to conduct a contract to my knowledge, the above information is true and correct. All work to be perform				reby certify

that, to my knowledge, the above information is true and correct. All work to be performed shall be in accordance with all governing laws PERMIT EXPIRES IF WORK IS NOT STARTED WITHIN 180 DAYS OF ISSUANCE OR IF WORK IS SUSPENDED FOR 180 DAYS.

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO REQUEST INSPECTIONS.

Owner's Signature:

Date: \_\_\_\_\_

Date:

Contractor Signature:

Rvs. 9-2021

Page 1 of 2

### CITY OF SCAPPOOSE Requirements & Conditions of Demolition Permit:

- A. Submit a plot plan showing property lines with dimensions and the location & size of all structure(s) on the property and show driveways, utilities & septic location. Mark which structure(s) are to be demo/removed.
- B. Submit the Assessor's Summary Report from the Columbia County Assessor printable from their website or them (503-397-1501) for more info; <u>http://www.co.columbia.or.us/departments/assessors-office-main</u>
- C. Submit Before and After photos of the site to the Building Dept., these can be dropped off or emailed.
- D. When actual demolition has commenced, including importation of demolition equipment to the property, the demolition work shall continue uninterrupted during permitted work hours until all approved demolition work is completed. Per the current City of Scappoose Noise Ordinance; work is allowed <u>7am-7pm Mon. Fri.</u> and 9am-4pm on Sat. Commercial construction, excavation, demo, exterior alterations/repairs or exterior use of heavy construction equipment is prohibited on Sundays and major holidays (New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas) without prior approval from the City Manager. If donating structure(s) to the Fire Dept.'s Learn/Burn program; advise our dept. the date & time.
- E. All debris shall be promptly removed from the site and disposed of in a proper manner. Receipts from disposal sites must be submitted to the Building Dept.. Products containing asbestos must be disposed of in an approved manner. Contact the Department of Environmental Quality at (503) 229-5696 for rules and regulations pertaining to asbestos abatement.
- F. Erosion control is required at any time dirt, debris, or erodible material can be carried off-site by drainage/runoff leaving the site.
- G. All water wells, sanitary and storm sewer lines, septic tanks, cisterns, vaults, open pits, or similar items shall be capped (at property line), removed, or filled in an approved manner and inspected by the City.
  - Abandonment of well State of Oregon Water Resources Department 503-846-7785
  - Abandonment of septic Columbia County Land Development 503-397-1501
  - Removal of water meter Scappoose Public Works 503-543-8404
  - Electrical, gas, telephone, cable Contact the appropriate utility provider
- H. Streets shall be kept clear of dirt and debris at all times. This includes:
  - Removing dirt and debris by use of shovel, scoop, or similar mechanical means
  - Sweeping the streets as required to keep them clean (Call Public Works for local street sweepers)
  - Washing of streets shall not be permitted unless the storm drain inlets are protected with a filter system.
- I. Gravel ramps in the public right-of-way to 'jump' curbs are NOT allowed. Contact City Engineer for alternate ramps for access, if needed. Protective measures must be provided for Pedestrian Safety.
- J. Dust control shall be provided if work creates dusty conditions for nearby properties.

#### Issuance of this demolition permit is limited to the demolition and removal of the existing structure only. Other on-site work may require additional permits, for example;

- 1. PLANNING DEPT; Street Tree Removal Permit if removing Street Trees (call Planner for confirmation).
- 2. ENGINEERING PERMITS;
  - a. Grading Permit required for grading, excavation, importing, depositing, placement, filling, or the stockpiling of soil, sand, gravel, crushed rock, demolition materials, recycled concrete, asphalt or other materials, or combination thereof.
  - b. Right of Way Permit required if performing any operations upon the City's Right of Way.
  - c. State of Oregon ODOT or County Road permits could be required if moving home onto their roadways or working within their Right of Ways.

Additional requirements or staff comments; \_\_\_\_\_

 City Planner
 Date
 Building Inspector
 Date

 City Engineer
 Date
 Office Administrator
 Date

 Page 2 of 2



## INSTRUCTIONS

This form and all supporting documents must be filed with the taxation/assessment office of the county where the home is currently located.

If the county refuses to process this transaction, forward this form along with the county refusal form to the State of Oregon, Building Codes Division, P.O. Box 14460, Salem, OR 97309-0404.

#### Filing information

Box 1. Nature of filing. This is a multipurpose form; mark the box that reflects the purpose of this filing.

#### Home information

- **Box 2.** Home ID number. Identification numbers are assigned by the state of Oregon for all manufactured structures for which ownership has been established in the state. An existing number is located on the Ownership Document or Status of Manufactured Home Ownership. If this is an initial filing for a new structure, leave this space blank. If you are an agent for BCD, enter the ID number on this form after building the account. If the home was previously titled by the Driver and Motor Vehicle Services Division (DMV), you may provide the DMV license plate number (X-plate) in Box 4 instead of the home ID number.
- Box 3. Dwelling type. Mark the appropriate dwelling type for this home using the following criteria:

**Manufactured dwelling -** a structure built on a permanent chassis, being used for residential purposes; for example: a residential trailer, mobile home, or manufactured home.

**Pre-fab housing -** a building or subassembly, more than 8½ feet wide, built in a factory according to the Oregon Residential Specialty Code, for assembly at a site.

**Recreational unit/park model** - a structure designed to be an RV or park model. RVs/park models more than  $8\frac{1}{2}$  feet wide must be recorded with the county taxation/assessment office. RVs/park models less than  $8\frac{1}{2}$  feet wide are to be titled with DMV.

- **Box 4. DMV X-plate number.** If ownership of the structure was established with DMV prior to May 2005, enter the X-plate number, if known. Either the X-plate number or the home ID number must be provided to identify the structure.
- Box 5. Manufacture year. The year the structure was manufactured.
- Box 6. Manufacturer. The manufacturer's business name.
- Box 7. Model. The name that differentiates this structure from other structures produced and sold by the manufacturer.
- **Box 8.** Dwelling section information. Include the full manufacturer's serial number and HUD label numbers for each section of the structure, if available.

Instructions continued on next page



#### Instructions (continued)

#### Site information

- **Box 9.** Current site address. Enter the physical address where the structure is currently located. Include the county. This must be filed with the taxation/assessment clerk in the designated county.
- **Box 10.** Current park name and space number. If the home is in a manufactured-dwelling park, enter the park name and space number.
- **Box 11.** New or corrected site address. Enter the address where the home will be sited after the move. If the home will be moved into storage or dealer inventory, check the appropriate box. Note that the structure must be relocated to the new address within 30 days or the owner must refile to correctly reflect the location of the structure.
- **Box 12.** New or corrected park name and space number. If the home will be located in a manufactured-dwelling park after the move, provide the name of the park and the space number.

#### Exemption declaration

**Box 13.** Exemption. Ownership documents for a manufactured structure must be filed with the state of Oregon unless the purchasers declare that the home is exempt from this requirement for one of the reasons listed. Select only one exemption status. Owners claiming exemption because the structure will be filed as real property in the county real estate records must file in the county where the home will be sited within 25 days of the date the notice of sale is filed.

#### **Owner information**

Complete the following fields for each owner. If there are more than four owners, submit the required information on a supplemental sheet.

- **Box 14.** Owner name. Enter the owner's full name. Note that owners have the option of being notified by mail when any change of site, ownership, or security interest is filed. The first individual/entity listed will always be notified; other owners may indicate that they wish to be notified by checking the "Notify" box.
- Box 15. Owner. Check the appropriate box.
- **Box 16.** Mailing address. Enter the mailing address of the new owner. If the address is the same as the owner immediately above, check the "Same as above" box. The first owner listed must have an address listed; other owners must provide a mailing address if they wish to be notified of changes.
- **Box 17.** Means of possession. Occasionally an individual or entity may secure ownership in a particular manner (e.g., minor or trustee). Check the appropriate box, if applicable.

#### Security-interest holder information

Complete the following fields for each security-interest holder. If more than two security-interest holders are to be filed, submit the appropriate information on a supplemental sheet.

- Box 18. Security-interest holder name. Enter the full personal or business name of the security-interest holder.
- Box 19. Check the appropriate box stating whether the security-interest holder is a business, individual, or trust.
- **Box 20.** Mailing address. Enter the mailing address of the security-interest holder. Addresses of security-interest holders are required to fulfill statutory notification requirements.

#### Owner affidavit

**Box 21.** Owner affidavit. All owners must acknowledge that they have read and understand the legal requirements. Owners are also certifying that the information provided, which will be public record, is true and correct. All owners must print their name, and sign and date the form. By checking the box, owners declare *rights of survivorship*. Signers must be owners as listed on Page 4.



## NOT USED FOR OWNERSHIP TRANSFERS

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I his form may	v ne usea tor a	επαπσιπσ ειτε ετατιί	s, an information lin	date, or requesting an	ownership document.
1 mis tor m ma	y be used for t	changing site statu	s, an mior mation up	unity of requesting an	i ownersnip aocument.

FILING INFORMATION				
1. Nature of	filing: (mark one)			
Change of site Correction or informa			ation update Demolition	
Change of	of exemption status	Request for ownersh	ip document Other	
		HOME INFORM	IATION	
2. Home ID	<pre>number (if known):</pre>	<b>3. Dwelling type</b> (mark one):	Manufactured dwelling Pre-fab housing	
			Recreational unit/park model	
4. DMV X-j	olate number (if know	<i>n</i> ):	5. Manufacture year:	
6. Manufact	turer:		7. Model:	
8. Dwelling	section information:	(Complete for all sections of th	ne dwelling; use additional sheets, if necessary.)	
Section	Manufactu	ırer serial number	HUD number	
(1)				
(2)				
(3)				
(4)				
		SITE INFORM	ATION	
<b>9. Current site address on record:</b> ( <i>Provide legal description if no street address available.</i> )			<b>10.</b> Current park name and space number on record ( <i>if any</i> ):	
County:				
11. New or corrected site address:		S:	<b>12.</b> New or corrected park name and space number ( <i>if any</i> ):	
County:				
This site	is a dealer inventory or	storage location (mark if applicab	le).	
		EXEMPTION DEC	LARATION	
<ul> <li>13. Exemption:</li> <li>Manufactured structures in Oregon must have an ownership document or be exempt. Check the box that applies.</li> <li>Ownership to be recorded with the state of Oregon (not exempt – results in issuance of an Ownership Document).</li> <li>Exempt (check the specific reason for exemption):</li> </ul>				
Home to be moved out of Oregon.				
Home to be placed on tribal lands.				
The buyer/owner is the United States government.				
The buyer/owner certifies that the structure will be destroyed.				
The buyer/owner certifies that the structure has been destroyed. Date:				
The buyer/owner will, within 25 days of the move or sale, apply to have the manufactured structure recorded in the county deed records.				



	OWNER INFORMATION (one name per box)				
	14. Owner name (Last, first, middle):		15. Owner (mark one)	:	
			Individual	Business	Trust
er	16. Mailing address:		17. Owner type (mark		
Owner			Minor		
0			Trustee		urvivorship
			Executor	Other (spe	cify):
	14. Owner name (Last, first, middle):	Notify	15. Owner (mark one)	:	
			Individual	Business	Trust
J	16. Mailing address:	Same as above	17. Owner type (mark	if applicable	e):
Owner			Minor	Conservate	or
Ó			Trustee	] Right of sı	urvivorship
			Executor	Other (spe	cify):
	14. Owner name (Last, first, middle):	☐ Notify	15. Owner (mark one)	:	
				Business	Trust
Ł	16. Mailing address:	Same as above	17. Owner type (mark		2):
Owner	8	_	Minor	Conservato	
Ő			Trustee		urvivorship
			Executor	Other (spe	-
	<b>14. Owner name</b> (Last, first, middle):	☐ Notify	15. Owner (mark one)	•	
	14. Owner name (East, first, muute).			Business	Trust
Ł	16. Mailing address:	Same as above	17. Owner type (mark		
Owner	8	—	Minor	Conservato	
Ő			Trustee	Right of survivorship	
			Executor	Other (spe	cify):
	SE				
V	18. Security-interest holder name:			1	19. 🗌 Business
Secured party					Individual
d pa	20. Mailing address:				Trust
cure					
Se					
					19. 🗌 Business
·ty	<b>18.</b> Security-interest holder name:			1	I.9. Individual
Secured party	20. Mailing address:				Trust
red					
ecu					
S					

## 21. Owner affidavit:

Owner affidavit	I/We affirm that the information provided herein accurately reflects the ownership, siting, and exemption status of the structure.			
	If I/we have declared the structure will become exempt from registration with the state of Oregon because it will be filed in the county deed records, I/we certify that I/we will apply within 25 business days of the move or sale to have the manufactured structure recorded in the county deed records of the county in which the structure is sited. ORS 446.626(5)(b)			
	I/We acknowledge that the structure must be located on the site address provided within 30 days, or an updated site address must be filed to reflect the actual location of the structure.			
	I/We understand that the home cannot be relocated without a trip permit, which may be purchased from the county assessor/tax collector in the county in which the structure is currently located.			
	I/We understand that each lessor, mortgagee, trust-deed beneficiary, lien holder of record, and security-interest holder must be listed on this notice, or, if none are listed, the manufactured structure must be free and clear of all mortgages, deeds of trust, security interests, and liens.			
	I/We acknowledge that any sections of this ownership document change form left blank are assumed to be unchanged from the information on record.			
Owner	Owner name (print):	Right of survivorship	Owner signature:	Date:
Owner	Owner name (print):	Right of survivorship	Owner signature:	Date:
Owner	Owner name (print):	Right of survivorship	Owner signature:	Date:
Owner	Owner name (print):	Right of survivorship	Owner signature:	Date: