

Demolition Policy



A demolition permit is needed to demolish any home, structure, and/or building that required a building permit to construct. This also includes structures that were improperly built without a permit. A separate demolition permit is needed for each structure to be removed. The contractor will need a demolition permit even if a building permit is issued to construct a new building in its place.

Application:

Contractors apply online through Oregon [ePermitting](#) for commercial and residential demolition permits in the City of Woodburn. The following documents are required to be downloaded to the documents tab with the application:

- A [Site Plan](#), drawn to scale, displaying structure and proposed demolition, identifying all trees, and marking trees to be removed. Underground utilities (Sewer, water, and storm) must be shown on the site plan and where they will be capped and removed. Erosion control measures must be included in the site plan, as well.
- [Proof of property ownership](#) (tax statement, deed, abstract of title, bill of sale, or owner/contractor demolition contract).

Notices:

There are occasions where separate permits are required, depending on the extent of the demolition. Review different types of notices, listed below, and reach out to the proper department with questions or required applications.

Notify Marion County:

- *Electrical and Plumbing:* If on-site, private plumbing and electrical removal is required as part of the demolition, you will need to reach out to Marion County for separate permits at co.marion.or.us/PW/Buildinginspection

Notify Public Works:

- *Utilities:* If demolition of the building also requires a sewer cap or water meter removal, located within the public right-of-way, the contractor must notify the Public Works Department and apply for a right-of-way permit. See <https://www.woodburn-or.gov/publicworks/page/permits-programs-references>

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- *Street Trees:* If trees are in the public right-of-way, then the contractor must notify the Public Works Department at (503) 982-5240 and apply for a permit to remove a street tree. See <https://www.woodburn-or.gov/publicworks/page/permits-programs-references>
- *SDC Credit:* If intending for future development to request system development charge (SDC) credit for what will have been demolished, consult the Public Works Department about what and how to document for that department, which administers the system development charges.

Notify Planning:

- *Trees:* If proposed demolition includes removal from private property of Significant Trees, Woodburn Development Ordinance (WDO) 1.02 defines, see the [Significant Tree Removal Permit Application webpage](#) .

Notify State of Oregon:

- *Well:* If demolition of the building also includes the removal of a water well, it is the responsibility of the owner/contractor to notify the State of Oregon, Water Resources Division at (503) 986-0900.
- *Septic:* If demolition of the building also includes the removal of a septic system, it is the responsibility of the owner/ contractor to notify DEQ at (541) 686-7905.
- *Asbestos:* If asbestos is located on the property, it is the responsibility of the owner/contractor to notify the Department of Environmental Quality at (503)378-5086 or at <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages?Asbestos-Information.aspx>

Building Application Review:

- A permit technician will review your building application and materials, if all documents are submitted (as shown above in the application section), the plan review process will start and routed in ePermitting.

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Building Inspection:

- Building, Planning and Public Work Inspections are scheduled through the Oregon ePermitting website, [located here](#). Staff provides same day inspections if the contractor makes the request before 7 a.m. Staff will schedule inspection requests, received after 7a.m. for the following day unless the contractor requests a later date.

Building Ordinance No. 2415 (subsection 12)

Adoption of Section 3303 (Demolition), from the Oregon Structural Specialty Code.

- Construction Documents. Construction documents and a schedule for demolition shall be submitted where required by the Building Official. Where such information is required, work shall not be done until such construction documents or schedule, or both, are approved.
- Pedestrian Protection. The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.
- Means of Egress. A horizontal exit shall not be destroyed unless and until a substitute means of egress has been provided and approved.
- Vacant lot. Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.
- Water Accumulation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.
- Utility Connections. Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the applicable governing authority.
- Fire Safety During Demolition. Fire safety during demolition shall comply with the applicable requirements of this code and the applicable provisions of Chapter 33 of the International Fire Code.