



Checklist for a Demolition Application: *The following must be included with your application.*

- Completed Application: *incomplete applications will not be accepted.*
- Site Plan (current) must include the following:
 - Indicate North Arrow
 - Property dimensions and boundary lines
 - Existing structure(s) dimensions and setbacks (front, side, and rear – marked in feet)
 - Type of structure
 - Driveway location
 - Street(s) or alley's (if applicable)
 - Major feature(s) of property (ravines, seasonal creeks, wetlands, etc.)
 - Existing well or sytem system location
- One (1) Set of Electronic Plans (complete) OR Two Sets of Hard Copy Plans (complete)
- Approved Demolition Permit from the Southwest Clean Air Agency:** *must show Asbestos has been properly removed.*
- Contact Lewis County Solid Waste (360) 740-1451
 - **Note:** *Lewis County Code (LCC) prohibits any person from disposing of solid waste generated or collected within Lewis County in a manner inconsistent with the process described in LCC 8.15. This code requires that all solid waste collected or generated within Lewis County, unless source seperated recycling, must be disposed of at a Lewis County owned, operated, and permitted facility.*
- A site inspection must be completed after demolition is complete.**
 - Note: Once inspection is completed the information is submitted to the Lewis County Assessor's Office and the demolished building(s) are removed from the tax rolls.

NOTE: *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at city hall (fee applies).



Community Development Department Demolition Application

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

TYPE OF DEMOLITION		
<input type="checkbox"/> Building	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Pool <input type="checkbox"/> Fuel/Chemical Tank
<input type="checkbox"/> Residential	<input type="checkbox"/> multi-family	<input type="checkbox"/> Commercial
PROPERTY INFORMATION		
Address:		Parcel #(s):
DESCRIPTION OF WORK		
# of Buildings:	# of Tanks:	Valuation Amount: \$

BUILDING DEMOLITION					
Building Type	Sq. Footage	Abandon Water Supply		Abandon <input type="checkbox"/> Sewer <input type="checkbox"/> Septic	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FUEL/CHEMICAL TANK					
Tank Size (gallons)	Tank Content	Is Tank within 5' of Structure		Tank Abandoned or Removed*	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*If tank will be an abandoned tank, it's required to be cleaned prior to fill and then filled with slurry or other approved inert material (NO sand).

GRADING INFORMATION			
Cut Volume:	Fill Volume:	Fill Material:	Structural Fill: <input type="checkbox"/> Yes <input type="checkbox"/> No

CONTRACTOR		PROPERTY OWNER	
Business Name:		Name:	
WA State License #:		Address:	
Address:		City/St/Zip:	
City/St/Zip:		Email:	
Email:		Phone:	
Phone:			

A completed application with required documents and any required information must be submitted to obtain a permit. Incomplete applications and/or application fees not paid will result in the rejection of the application and plan review will not begin. It is the responsibility of the applicant/property owner to comply with all private conditions, covenants and restrictions associated with this property. By signing below, I/we agree that the City of Winlock staff has my/our full permission to enter upon the subject property at any reasonable time to consider the merits of the application, take photographs and post public notices.

Applicant/Property Owner Signature _____

Date _____

FOR OFFICIAL USE ONLY					
Date Rec.		Received By:		Approval Date	
Fee Amount	\$	Rct #:		Approved By:	
Notes/Comments:					

City of Winlock



Community Development Department Permission to Enter Form

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winplan@cityofwinlock.com

Date: _____ Permit #: _____

Owner/Agent: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Site Address: _____

Parcel #: _____

I understand that the City of Winlock requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1. _____
2. _____
3. _____

Which may require onsite permit processing, review, and inspection by employees of the Community Development Department and/or Public Works Department for the property state above.

By my signature below, permission is granted for representative(s) of the Community Development Department and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is: NOT Required Required

If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone: _____

For Official Use ONLY

Date Received:	
Received By:	



Community Development Department INSPECTION CARD

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NOTICE

To request an inspection call (360) 785-3811, ext. 203 **at least 24 hours in advance**. It is the applicant's responsibility to call at the appropriate stages of the permitted project to request the required inspections noted below.

To avoid costly re-inspection fees: **CALL ONLY WHEN READY FOR INSPECTION.**

PERMIT #: _____

ISSUED DATE: _____

EXPIRATION DATE: _____

SITE ADDRESS: _____ PARCEL #: _____

PROJECT DESCRIPTION: _____

APPLICANT NAME: _____

PHONE #: _____

PROPERTY OWNER: _____

PHONE #: _____

CONTRACTOR NAME: _____

PHONE #: _____

Setback Certification: Initials: _____ Date: _____

Group: Initials: _____ Date: _____

Occupancy Notification: _____

INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS	INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS
Footings/Potholes				Insulation:			
Foundation				Vapor barrier			
U-Floor Framing				Floors			
U-Floor Plumbing				Walls			
under Slab Insulation				Ceiling			
Under Slab Plumbing				Fireplace/Chimney			
Sub-Floor Nailing				Masonry			
Shear Nail				Woodstove/Fireplace Insert			
Hold Downs				Poles & Beams			
Framing				HVAC			
Rough in Heating				Fire Suppression System			
Rough in Plumbing				Sprinkler System			
Sheet Rock				Sign Installation			
Mechanical				Gas Piping			
Water Meter Connection/RC				Life Safety			
Sewer Connection/RC				Other:			
Stormwater/RC				Conditions of Approval			
Water/Sewer/Storm				Final Inspection			
DCVA Backflow				L&I Final Inspection			
Fire Stop/Draft Stop							

FINAL - Occupancy APPROVED: _____ Date: _____

When final inspection is signed, this is your Certificate of Occupancy.

INSPECTION RECORD AND PLANS

****MUST BE POSTED AND KEPT DRY AT THE JOB SITE.****

Community Development Fee Schedule**REFUND POLICY FOR COMMUNITY DEVELOPMENT PERMIT AND REVIEW FEES ON THIS SCHEDULE:**

- All refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.

PLANNING ACTIVITIES

- For any application that has been reviewed and granted approval (preliminary to final), there will be *NO-refund if the application is withdrawn by the applicant.*
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, *NO fees associated with the publicatoin will be refunded.*
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, *NO fees associated with SEPA will be refunded.*
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, *the maximum allowable refund will be 50% of the fee.*
- *NO Hearing Examiner fees will be refunded once the material hs been submitted to the Hearing Examiner.*
- *The maximum allowable refund for any submitted application will be 80% of the fees.*

BUILDING ACTIVITIES**For applications/permits withdrawn by the owner or applicant the following shall apply:**

- For any permit application that has been submitted, but no reviews completed, *the maximum allowable refund will be 80% of the permit fees.*
- If a plan review has been completed and construction plans approved, *there will be NO refund allowed for plan review fees.*
- If a plan review has been initiated but not completed and construction plans have not been approved, *the maximum allowable refund will be 50% of the plan review fees.*
- For any permit application that has been issued and inspections completed, *there will be NO refund allowed.*
- For any permit application that has been issued and no inspections completed, *the maximum allowable refund will be 50% of the permit fee.*
- **For applications that have been reviewed and DENIED, NO refund will be allowed for applicable fees.**