



# CITY OF COEUR D'ALENE Demolition Permit Application

Address: \_\_\_\_\_ Approximate Square Footage: \_\_\_\_\_

Legal Description: Lot \_\_\_\_ Block \_\_\_\_ Subdivision \_\_\_\_\_ OR Serial Number \_\_\_\_\_

Commercial  Residential  Has a basement  No Basement  Interior only  Partial Demo  Complete Demo

A site plan is required for a complete demolition and/or if there is a basement. If it is a partial or interior demolition, you must provide a floor plan reflecting where the demolition is taking place and what is being removed. **DESCRIPTION OF WHAT IS BEING DEMOLISHED:** \_\_\_\_\_

Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor Registration No.: \_\_\_\_\_ Expiration: \_\_\_\_\_

- I understand the requirements for capping any abandoned sewer, water, or gas lines on the property and will arrange for inspections by the City Departments involved.
- I understand that I must also contact the Building Department for a final inspection after the site is cleaned and graded.
- I understand that I may need to contact the Environmental Protection Agency (EPA) regarding any possible asbestos containing materials on site.

Fee:  \$70 Residential  \$110 Commercial

### APPROVALS/CONDITIONS:

- The attached sheet from the City Wastewater Department (WWTP) must be made available to the City Plumbing Inspectors for inspection of the capped sewer line. The owner/contractor must schedule an inspection (after the sewer line is capped and prior to covering the line) with the City Building Department at 208-769-2391. The signed WWTP sheet must be returned to the City Building Department after inspection.
- The attached sheet from the EPA has been provided for information only. Please contact the EPA office in Boise 208-323-8287 to obtain information about their requirements.

Owner/Authorized Agent \_\_\_\_\_

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



## CITY OF COEUR D'ALENE Demolition Permit

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### NOTICE

This attachment is part of the Demolition Permit number \_\_\_\_\_ issued \_\_\_\_\_ for  
(address) \_\_\_\_\_

When demolishing buildings that have a connection to the City water and wastewater system, it is necessary to cap the existing abandoned sewer and water line. The City's plumbing inspectors must approve the caps before you backfill the excavation. **All sewer stubs are to be capped 5 feet from the property line. All water lines should be capped back to the meter stub. You are required to have the capped lines inspected prior to backfilling.** Call the City Building Department at 769-2391 a minimum of one business day prior to the time you need the inspection. Capping of the abandoned line is necessary to prevent damage to the City's water and wastewater system.

I have read the above and I understand that a sewer and water inspection is required prior to backfilling and, it is my responsibility to schedule this inspection with the City Building Department. I will make this form available to the City inspectors at the time of inspection. **After obtaining a sign-off, I will return the completed form to the City Building Department.**

\_\_\_\_\_  
Owner/Authorized Agent Signature

\_\_\_\_\_  
Date

#### INSPECTION SIGN-OFF

Capped sewer line inspected and approved by: \_\_\_\_\_

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

EPA 910-F-00-009

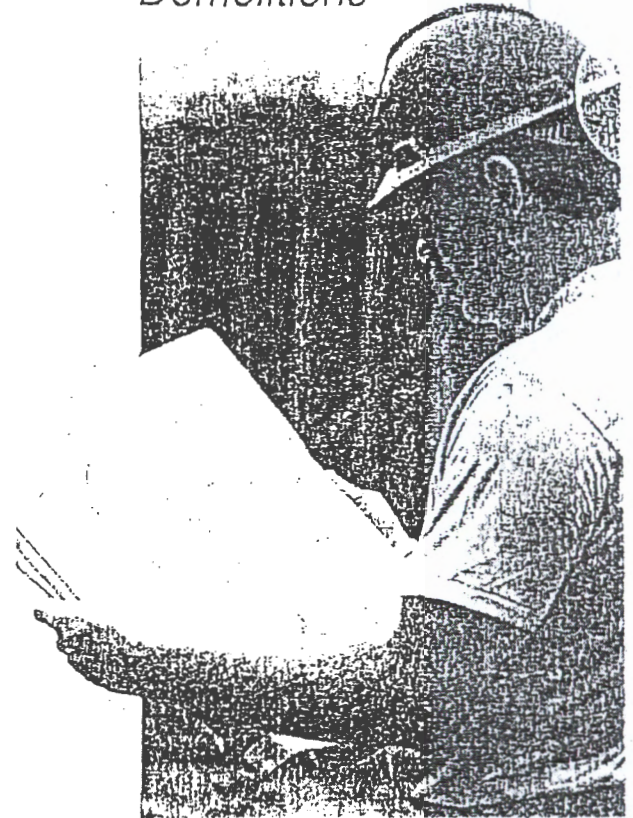


United States  
Environmental Protection  
Agency

Region 10  
1200 Sixth Avenue  
Seattle, WA 98101-1128

## Guidelines

*For Submitting National  
Emissions Standards for  
Hazardous Air Pollutants  
(NESHAP) Asbestos  
Notification Forms for  
Renovations and  
Demolitions*



U.S. Environmental Protection Agency  
Region 10  
1200 Sixth Avenue (QAQ-107)  
Seattle, Washington, 98101-1128



The Environmental Protection Agency's (EPA) Region 10 office has prepared the following guidelines for submitting asbestos notifications to help you comply with the regulations. Mistakes can result in delays to your projects and can lead to enforcement actions and penalties. Please read the guidelines carefully and call us if you have questions.

Original notifications must be delivered by mail, delivery service, or in person. Faxed originals are not acceptable. Please do not send an advance fax copy because it can result in confusion and delays when the mailed original arrives. If you believe a notification is unusual or needs clarification, feel free to call ahead of time, so we'll understand it when it arrives. Mail notifications to the address listed on the EPA Region 10 web site ([www.epa.gov/r10earth](http://www.epa.gov/r10earth) - Go to the asbestos listing in the Index). Please call for this information if you do not have internet access.

Notifications must be postmarked or hand delivered at least 10 working days before the start of the asbestos removal or demolition. Do not count from the day you sign the notification unless it will be delivered or postmarked the same day. Working days are defined as Monday through Friday, including holidays. We count ten days including the day of postmark, with work starting on day 11. The easiest way to calculate is to look at a monthly calendar, and move straight down two weeks from the day of postmark; that's the day you can start. That is,

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Notice mailed

First day work may begin

You will find a copy of our notification form at the web site listed in the first column. We also can fax or mail a copy or send you an electronic version. It is slightly different than the standard form we have supplied in the past. You are not required to use this form, but the information on this form is required by the regulations. Be sure to include all of the required information in your notification. Include a complete address for the facility. Include the amounts of asbestos to be removed and, for a demolition, the amounts of non-friable asbestos to remain in place. Under the "description of planned renovation or demolition work" include the types and amounts of asbestos materials involved, if these are not specified elsewhere in the notice. Note also that EPA's use of "Category I" and "Category II" refer to different types of non-friable asbestos, and are not the same designations as the Occupational Safety and Health Administration's (OSHA) "Class I" and "Class II" asbestos. For more information about the differences, refer to the OSHA and NESHAP asbestos regulations.

Most important, watch for typing errors. Common mistakes include leaving off zeroes in the asbestos amounts, incorrect dates, misspelled addresses, and incorrect phone numbers. These mistakes can seriously affect whether and when you can legally conduct the work.

If you submit your notification with a removal contractor name of "To Be Determined" because the bid is still out, make sure that you remember to submit a revision with the chosen contractor's name before work begins.

**JOHN PAVITT**  
**ASBESTOS INFORMATION LINE**  
**(907) 271-3688**

For information about the  
 NESHAP regulations  
 call EPA Region 10:

1-800-424-4372

The following are important requirements that often are not followed:

- A revised notification must be submitted when the amount of asbestos changes by at least 20 percent.
- A revised notification must be submitted when the start date changes.
- When changing to a later start date, you must revise your notification before the original start date.
- When the start date is changed to an earlier date, there must still be 10 working days from the date of the change to the start of the project.
- When a project will continue past the end date listed on the notification, submit a revision before the original end date. If work continues without a revision, you are working without a notification.

These all constitute violations, but are not the only violations and we will at a minimum send warning letters for them. Even the simplest violations could result in an action with financial penalties.

Revisions can and should be submitted by fax when possible; do not follow up with a hard copy. We will fax back the first page of a revision with a date stamp, so that you will be sure that we received it. Make sure your revision includes your fax number. Sometimes there will be a delay of a day in faxing back the notice, generally when we are out of the office. Refer to the web site listed above for our current fax number. A cover sheet is not necessary (but is okay). You can simply include a line on the revision, Attn: Asbestos NESHAP Program. Many revision styles are acceptable, but please draw attention to the changed portion(s). We have enclosed a short and easy revision that several contractors use. This is an example of a changed start date.

Thank you for your attention to these guidelines. Many of the notifications that we receive are clear and accurate, and those make our record keeping much easier. Our goal is to help you comply with the notification requirements. Please feel free to call if you have any questions.



# Kootenai County Solid Waste Department

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Administration Office  
P.O. Box 9000  
Coeur d'Alene, ID 83816-9000  
(208) 446-1430  
Facsimile: (208) 446-1432

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Transfer Station Location  
3650 N. Ramsey Road  
Coeur d'Alene, ID 83815  
(208) 446-1430  
Scale House: (208) 446-1431  
Facsimile: (208) 446-1432

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Landfill Location  
18335 S. Hwy 95  
Coeur d'Alene, ID 83814  
(208) 446-1450  
Shop: (208) 446-1451  
Facsimile: (208) 446-1452

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www.kcgo.us  
E-mail: kcsrw@kcgo.us

August 25, 2005

To our customers:

With the increase of construction and demolition that is taking place in Kootenai County, the Solid Waste Department has taken the step to adjust the requirements regarding the handling of demolished buildings.

Attached you will find a copy of the Kootenai County Solid Waste Department Asbestos Policy and Procedures, with an addendum dated August 24, 2005.

Please be aware that if you are disposing of demolished buildings within the Kootenai County Solid Waste System, you are now required to have the material certified asbestos-free. If the material contains Asbestos, the handling procedures of the Asbestos policy must be followed.

Effective on August 24, 2005, waste consisting of demolished buildings brought into any Kootenai County Solid Waste collection area without this certification will be refused.

Should you have any questions regarding this please feel free to contact me.

Sincerely,

  
Roger D. Saterfiel  
Solid Waste Director

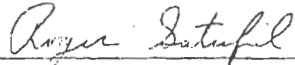
Enclosures

FORMS AVAILABLE UPON REQUEST

## Kootenai County Solid Waste Department

### *Addendum to Asbestos Policy and Procedures*

*This department policy governing the disposal of solid waste is promulgated under the authority of Kootenai County Ordinance #350 and is effective on August 24, 2005.*

  
\_\_\_\_\_  
Roger D. Saterfiel, Solid Waste Director

#### **Addendum to Asbestos Policy and Procedures**

All demolished buildings must be certified asbestos free by a certified and/or licensed person or business before it can be disposed of at any Kootenai County Solid Waste collection area.

The Solid Waste Department must be assured that any demolition is asbestos-free as required by the Environmental Protection Agency (EPA) before it can be disposed of in the Fighting Creek Landfill.

If asbestos is detected, the rules and regulations set within this policy must be followed before disposal is allowed.