



# SUBMITTAL CHECKLIST

## DEMOLITION

[www.cityofmlt.com](http://www.cityofmlt.com)  
[permitspecialist@ci.mlt.wa.us](mailto:permitspecialist@ci.mlt.wa.us)

Application No. \_\_\_\_\_

### Demolition Submittal Checklist

This submittal checklist identifies minimum application elements necessary for the City to accept an application. If any of the required items are not provided, the application will not be accepted at the counter. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist (425-744-6267) at least ten days before your permit application appointment and have an address assigned.

**Three (3) complete plan sets** (all drawn to scale at ¼ inch = one foot, minimum) are required. The application fee is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to your intake appointment to have the items initialed as not required.* We strongly recommend a preapplication conference if you believe items on this checklist should be waived.

Application submittals are accepted Monday through Friday from 8:00 a.m. to 4:30 p.m.

### General Submittal Requirements:

Staff	Applicant
<input type="checkbox"/>	<input type="checkbox"/> A completed & signed Permit Application form .....
<input type="checkbox"/>	<input type="checkbox"/> Address and Assessor's Parcel No.
<input type="checkbox"/>	<input type="checkbox"/> The applicable fee .....
<input type="checkbox"/>	<input type="checkbox"/> Copy of Preapplication Letter or Checklist, if you attended at Preapp Conference

### Additional Submittal Requirements:

Staff	Plan Sheet #	Applicant
<input type="checkbox"/>	_____	<input type="checkbox"/> <b>Title sheet</b> with a title block indicating name, address, phone number of applicant and owner, and property address (contact the Community Development Department for address verification or to apply for new addresses <b>prior</b> to intake appointment) .....
<input type="checkbox"/>	_____	<input type="checkbox"/> <b>Vicinity/Area map</b> locating project area within a one-mile radius and including collector arterials
<input type="checkbox"/>		<input type="checkbox"/> <b>SEPA Checklist</b> if more than four residential units or more than 4000 square feet of commercial space will be demolished.

