

## **Demolition Information**

***The City of Roseburg*** requires a site review and fire department demolition checklist for all demolition projects proposed inside of our City Limits.

*The length of review by the City depends on the type of construction proposed for demolition. See below for typical review periods:*

- Residential (1-2 Days)
- Multifamily, Commercial, Industrial (2 Weeks)

*In order to complete a City demolition site review, you will need to 1) complete a site review application form 2) Submit a demolition site plan (see backside for example) 3) complete a fire department demolition checklist and 4) pay the associated review fees.*

***\*\*Please note that if you intend to close off portions of the street, you will need to obtain approval from the City of Roseburg Public Works Department – 541-492-6730\*\****

*Once the City's review is complete, you will need to coordinate the demolition with the following additional agencies. Please contact each agency below to determine their necessary process prior to demolition.*

### **Douglas County Building Department**

Room 106 Justice Building  
1036 SE Douglas Ave.  
Roseburg, OR 97470  
541-440-4559  
[www.co.douglas.or.us/building/](http://www.co.douglas.or.us/building/)

### **Roseburg Urban Sanitary Authority**

1297 NE Grandview Dr.  
Roseburg, OR 97470  
541-672-1551  
<https://www.rusa-or.org/>

***\*\*Asbestos Testing and Abatement is required prior to demolition in accordance with Oregon Administrative Rule 340-248. Please see the Oregon Department of Environmental Quality's webpage for more information:***  
<https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx>

### **Manufactured/Mobile Homes:**

Demolition of manufactured home requires additional review through the Oregon State Department of Consumer and Business Services (Building Codes Division) and the Douglas County Assessor's Office.

### **Department of Consumer & Business Services Building Codes Division**

1535 Edgewater St. NW, Salem, Oregon  
Phone: 503-378-4530  
Web: [oregon.gov/bcd](http://oregon.gov/bcd)  
Email: [mhods.bcd@oregon.gov](mailto:mhods.bcd@oregon.gov)

### **Douglas County Assessor's Office**

Courthouse Room 206  
Roseburg, Oregon 97470  
541-440-4222

### **Additional Contacts:**

#### **Avista Utilities**

800-227-9187  
[www.myavista.com](http://www.myavista.com)

#### **Pacific Power**

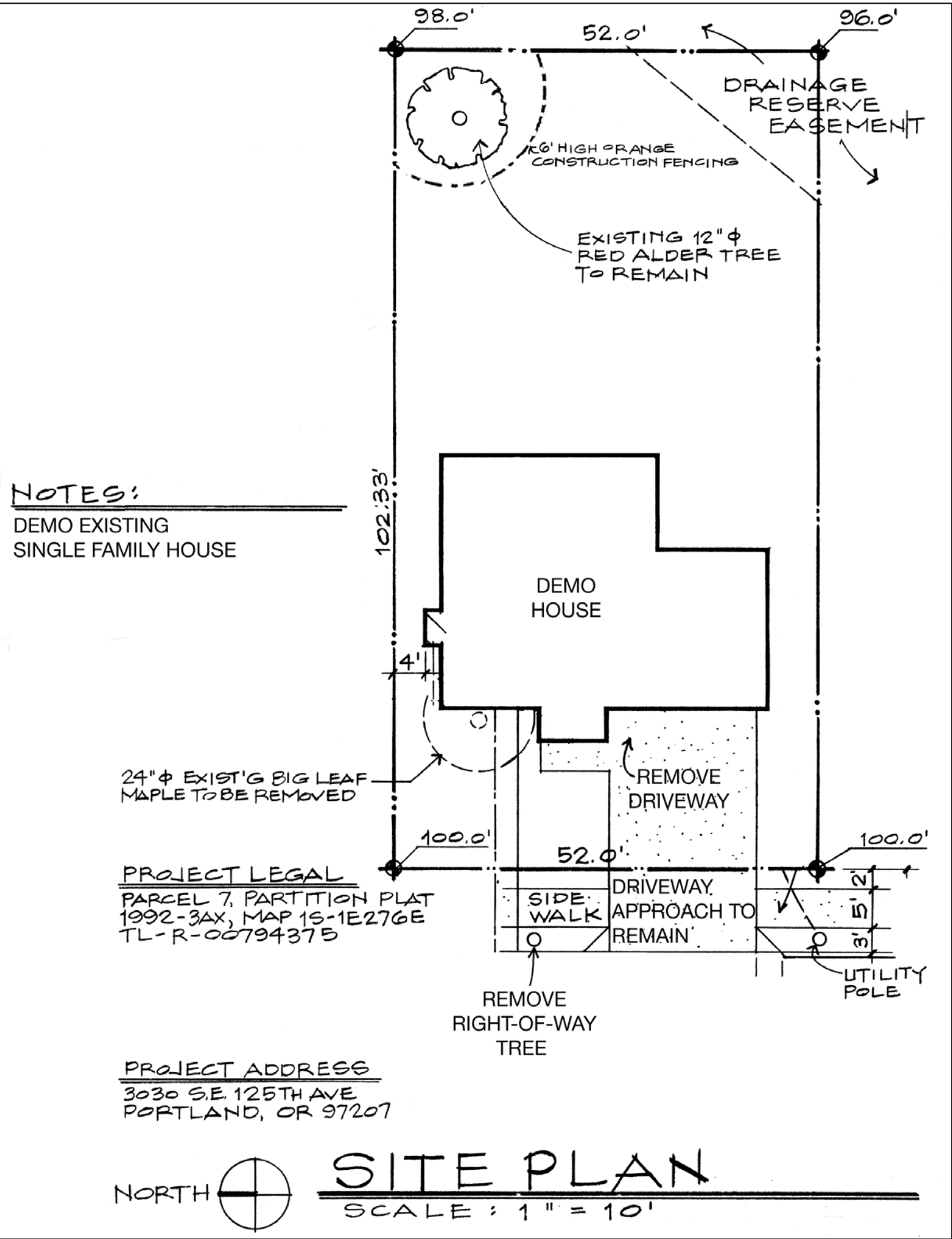
Residential: 1-888-221-7070  
Business: 1-866-870-3419  
[www.pacificpower.net](http://www.pacificpower.net)



# Sample Demolition Site Plan

Site/Plot plan must be accurately drawn to scale and show:

- ☐ Lot and building setback dimensions
- ☐ Property corner elevations  
(If there is more than a 4 foot elevation differential, the site plan must also show existing and proposed contour lines at 2 foot intervals. A separate Grading Plan may be required to legibly show grading changes.)
- ☐ Location and dimensions of easements and driveway
- ☐ Existing structures (including decks)
- ☐ Dimension distances between structures and property
- ☐ North Arrow
- ☐ Impervious area (structures, paving, roof overhangs, etc.)
- ☐ Location of utilities and connections (storm and sanitary sewers, water, gas, etc., including size of service and street location)
- ☐ Location of stormwater facility
- ☐ Surface drainage
- ☐ Row configuration
- ☐ Minimum scale is 1 inch = 10 feet
- ☐ Any additional requirements specific to your site or project



## Sample Site Plan

Site Plans must be clearly legible and reproducible.

This sample drawing has been designed to help you prepare a complete Site Plan for your project. Make sure your Site Plan includes all the information on the Site Plan Checklist.

**PLEASE NOTE:**

The sample site plan to the left is provided as a reference tool showing how and what must be included in your site plan.

This sample site plan is not to scale, nor is it the size that we require you to submit.

Your site plan must be to scale. Our required scale is minimum 1 inch = 10 feet.



## ROSEBURG FIRE DEPARTMENT FIRE PREVENTION DIVISION

fireprevention@cityofroseburg.org

700 SE Douglas Avenue  
Roseburg, OR 97470  
Phone (541) 492-6770

### Demolition Checklist

Location: \_\_\_\_\_ Date(s) of Operation: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

This demolition submittal checklist is designed to educate the owner/contractor regarding Fire Department requirements regarding the demolition of structures within the City of Roseburg. Please review the following items and note whether they will be abided by, if applicable. If the item is not applicable, please write N/A next to it.

- ☐ Demolition of buildings shall be in accordance with the currently adopted editions of Oregon Fire Code Chapter 14 and NFPA 241.
- ☐ Operations involving the use of cutting and welding shall be done in accordance with currently adopted edition of Oregon Fire Code Chapter 26.
- ☐ Qualified personnel shall be provided to serve as an on-site fire watch. Fire watch personnel shall be provided with at least one approved means for notification of the fire department and their sole duty shall be to perform constant patrols and watch for the occurrence of fire.
- ☐ Smoking shall be prohibited throughout the demolition areas.
- ☐ Fire doors shall be closed at the end of each working day.
- ☐ Where a building is equipped with sprinklers, the sprinkler protection shall be retained in service as long as the condition requiring the use of sprinklers exists.
- ☐ Electrical service shall be reduced to a minimum, and the identity of energized circuits shall be ensured to avoid any uncertainty.
- ☐ Prior to demolition, gas supplies shall be turned off and capped at a point outside the building.
- ☐ Combustible debris shall not be accumulated within buildings. Combustible debris, rubbish and waste material shall be removed from buildings at the end of each shift of work. Combustible debris, rubbish and waste material shall not be disposed of by burning on the site unless approved.
- ☐ Flammable and combustible liquids shall be drained from tanks and machinery reservoirs in a safe manner and removed from the building immediately. Particular attention shall be paid to the removal of residue and sludge accumulations if hot work operations are involved.

- ☐ Where the sprinkler protection is regularly turned off and on to facilitate removal and capping of segments, the sprinkler control valves shall be checked at the end of each work shift to ascertain that protection is in service.
- ☐ Fire extinguishing equipment shall be available subject to the authority having jurisdiction.
- ☐ Inspection records shall be available for review by the authority having jurisdiction.
- ☐ Temporary protective coverings used on fire protection devices during renovations, such as painting, shall be removed promptly when work has been completed in the area.
- ☐ Entrances (e.g., doors and windows) to the structure under construction, alteration, or demolition shall be secured where required by the authority having jurisdiction.
- ☐ There shall be a readily available public fire alarm box near the premises, telephone service to the responding fire department, or equivalent facilities.
- ☐ Instructions shall be issued for the immediate notification of the fire department in the case of a fire. Where telephone service is employed, the local fire department number and site address shall be conspicuously posted near each telephone.
- ☐ A suitable location at the site shall be designated as a command post and provided with plans, emergency information, keys, communications, and equipment, as needed.
- ☐ Where access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the authority having jurisdiction shall be permitted to require a key box to be installed in an accessible location.
- ☐ Every building shall be accessible by fire department apparatus by means of roadways having an all-weather driving surface of not less than 12 ft. of unobstructed width, having the ability to withstand the live loads of fire apparatus, and having a minimum of 13 ft. 6 in. of vertical clearance.
- ☐ Access for use of fire department apparatus shall be provided to the immediate job site at the start of the project and maintained until completion.
- ☐ The required width of access roadways shall not be obstructed in any manner, including obstruction by parked vehicles.
- ☐ "No parking" signs or other appropriate notices, or both, prohibiting obstruction shall be permitted to be required and shall be maintained.
- ☐ In all buildings over one story in height, at least one stairway shall be provided that is in usable condition at all times and that meets the requirements of NFPA 101, Life Safety Code.
- ☐ This stairway shall be extended upward as each floor is installed in new construction and maintained for each floor still remaining during demolition.

- ☐ The stairway shall be lighted.
- ☐ During construction, the stairway shall be enclosed where the building exterior walls are in place.
- ☐ Where hoists and elevators provide the only efficient means of transporting hose and other cumbersome fire-fighting equipment to upper floors, they shall be available to the fire department whenever necessary.
- ☐ Free access from the street to fire hydrants and to outside connections for standpipes, sprinklers, or other fire extinguishing equipment, whether permanent or temporary, shall be provided and maintained at all times.
- ☐ Protective pedestrian walkways shall not be constructed so that they impede access to hydrants.
- ☐ No material or construction shall interfere with access to hydrants, Fire Department (Siamese) connections, or fire extinguishing equipment.
- ☐ In all new buildings in which standpipes are required or where standpipes exist in buildings being altered or demolished, such standpipes shall be maintained in conformity with the progress of building construction in such a manner that they are always ready for use.
- ☐ The suitability, distribution, and maintenance of extinguishers shall be in accordance with NFPA 10, Standard for Portable Fire Extinguishers.
- ☐ Wherever a tool-house, storeroom, or other shanty is located in or adjacent to the building under construction or demolition, or where a room or space within that building is used for storage, a dressing room, or a workshop, at least one approved extinguisher shall be provided and maintained in an accessible location, unless otherwise permitted by the authority having jurisdiction.
- ☐ At least one approved fire extinguisher also shall be provided in plain sight on each floor at each usable stairway as soon as combustible material accumulates.

**Additional requirements / comments**

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**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**By signing this checklist, the applicant acknowledges he/she has read and understands the above listed conditions and will comply with these requirements.**