



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

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DECONSTRUCTION/DEMOLITION RECYCLE/REUSE PROCESS

1. Unless previously approved through Design Review in Planning, the owner, owner representative, or contractor must obtain approval through Planning and Zoning first, where applicable. Submit appropriate application and documents to the City Planning and Zoning Division (Staff Level – 14 days or less processing timeframe).
 - a. **Zoning Certificate Application**, when located in a design review “D” or downtown design review “DD” overlay. Reference Submittal Checklist.
 - b. **Zoning Certificate Application**, when located in all other areas for multi-family, office, commercial or industrial, and only for non-accessory residential structures completed more than 50 years ago. Reference Submittal Checklist.
 - c. **Certificate of Appropriateness** (Commercial or Residential), when located in an historic “HD” overlay.
2. Planning approval received. (10-day appeal period starts)
3. Submit appropriate building permit application which includes a Deconstruction and Demolition Material and Waste Management Plan – Estimation Proposal section, to the City Building Division. Also upload photos of the building and available materials for recycling or reuse.
 - **#414 Residential Demolition-Deconstruction Application** or a **#530 Commercial Demolition-Deconstruction Application**, whichever applies.
4. The City will send an email notice with a link to applications which includes photos (front, back, kitchen, doors, fixtures, etc.) of available materials to Reuse Companies on the City **Reuse Companies, Recycling Companies, and Reuse Stores (Boise Area) list**.
5. Allow up to five (5) business days for any response or communication of interest in materials from Reuse Companies.
 - a. If a response of interest, coordinate with the Reuse Company on a schedule and timeframe for the work to salvage materials and/or for pick-up of materials.
 - b. If no interest or no response, continue to proceed through the process.
6. A Building Inspector determines amount of bond to be posted and in some cases, a site visit may occur.

7. Building permit review is completed, bond is posted, and the permit, along with other associated permits (sewer cap, erosion and sediment control), are issued.
8. Work to salvage recycle/reuse materials occurs. **All appliances, solid metals accepted at local metal recyclers, and woody yard debris 10 cubic yards or greater are required to be recycled at an area Recycling Company.**
9. Any other desired recycle/reuse materials can be further salvaged by the contractor or are to be coordinated with Reuse Companies when materials are requested. Adequate time shall be provided for the contractor, or designated person, to carefully remove the requested material items, haul and/or set aside the materials for pick-up prior to project work completion. (**Note:** Early surface level type work to salvage materials for recycle or reuse may be acceptable to occur prior to permit issuance.)
10. The remainder of the project work is completed.
11. After project completion, submit appropriate documentation to the City Building Division.
 - Deconstruction and Demolition Material and Waste Management Plan – Actual Diversion Report (#450-A form)***
 - Include **copies of recycling, reuse, and landfill receipts, weight tickets, hauler receipts**, and other diversion documentation.
 - Request **return of the bond** on the project.
12. The City Building Division reviews and approves the documentation provided, adding into the permit record, and returns the bond.

Note: The building official, or designee, may require independent third-party audit and/or verification where deemed necessary.