



**City of Ketchum  
Planning & Building**

**Demolition Permit Application**

Submit completed application and payment to the Planning and Building Department, PO Box 2315, Ketchum, ID 83340 or hand deliver to Ketchum City Hall, 480 East Ave. N., Ketchum. If you have questions, please contact the Planning and Building Department at (208) 726-7801 or visit us at [www.ketchumidaho.org](http://www.ketchumidaho.org).

**OWNER AND PROJECT INFORMATION**

Project Name:

Project Address:

Date of Demolition:

Description of Work:

Scope of Work:

Legal Land Description:

Zoning District:

Is the Project Located in a Floodplain Area (See Chapter Title 17, Section 17.88)?

Construction Date of Building:

If building is older than fifty (50) years, two sets of the following information is required:

- Color Photos, 4x6 inches, of at least two (2) elevations of the building. If the building faces one or more public streets, the two (2) elevations shall be of the street facing sides.
- Height and Square Footage
- The current use of the building
- Historical Photos, if available

Owner:

Phone:

Mailing Address:

Email:

**REPRESENTATIVE INFORMATION**

Contractor:

Phone:

Email:

Mailing Address:

I hereby acknowledge that I have filled in this application accurately to the best of my knowledge and I agree to comply with all City Ordinances and State Laws requiring building construction in the City of Ketchum, Idaho. I further understand that approval of a demolition permit does not grant a waiver of any law, building ordinance or regulation. Any waiver or variance must be specifically described and approved by proper authority. I agree in the event of a dispute concerning the interpretation or enforcement of the demolition permit in which the City of Ketchum is the prevailing party to pay the reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum.

\_\_\_\_\_  
Signature of Owner or Authorized Agent (Contractor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Official

\_\_\_\_\_  
Date



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**Demolition Permit Application Checklist**

- Has the property owner or representative authorized you to perform work on this project?

**15.16.030: PERMIT PROCESS FOR DEMOLITION OF A NONHISTORIC BUILDING:**

Submittal Requirements: The person or entity applying for a demolition permit for a building must be the owner of record or the authorized agent of the owner(s). Submittal requirements shall be as follows:

- Required application;
- Required application filing fee;
- Construction date of the building as indicated by the office of the Blaine County assessor or other records;
- Site plan, grading plan, and time line for removal of debris and revegetation of the site, long term plan for noxious weed abatement, and continued maintenance of the site if construction will not commence immediately following demolition; and
- Construction activity permit application per [chapter 15.06](#) of this title.

**15.16.040: PERMIT PROCESS FOR DEMOLITION OF A HISTORIC BUILDING:**

Submittal Requirements: The person or entity submitting an application for a demolition permit for a historic building must be the owner of record or the authorized agent of the owner(s). Submittal requirements shall be as follows:

- Required application.
- Required application filing fee.
- Construction date of the building as indicated by the office of the Blaine County assessor or the windshield survey of historic properties on file with the city of Ketchum planning and zoning department.
- Two (2) copies of the following submittal documents:
  - Color photographs measuring at least four inches by six inches (4" x 6") of at least two (2) elevations of the building at the time of permit submittal. If the building faces one or more public streets, the two (2) elevations shall be of the street facing sides;
  - Height, square footage, and current use of building; and
  - Historical photograph, black and white or color, of the building, if feasible.
- Construction activity permit application per [chapter 15.06](#) of this title.



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**DEMOLITION SECURITY AGREEMENT**

**Box 2315, Ketchum, Idaho 83340**  
**Telephone: (208) 726-7801 Fax: (208) 726-7812**

OWNER AND PROJECT INFORMATION	
Demolition has been proposed for the building located at:	
Is this building defined as an historic building:	
Pursuant to Ketchum Ordinance Number 970, a security deposit in the amount of 150% of the estimated cost of improvements payable to the City of Ketchum to be held as a security deposit in the amount of \$_____ to ensure that the site will be reclaimed and maintained in a safe, sanitary, aesthetically acceptable and relatively weed-free state. This security deposit will be released when the following conditions have been met: <ul style="list-style-type: none"><li>• Demolition debris has been removed from the site; and,</li><li>• The approved site improvements have been completed or construction commences under a valid building permit.</li></ul>	
<i>*Note – upon completion of security agreement requirements, refund of said security deposit may take up to four (4) weeks to complete.</i>	
Owner hereby grants authority to the City of Ketchum, or its authorized agents, to enter upon the property to complete any portions of the work described in the special requirements section set forth herein below and also hereby authorizes the City to spend any portion or all of the security amount to pay the costs of such improvements.	
List special requirements:	

\_\_\_\_\_  
Owner or Authorized Agent Date

\_\_\_\_\_  
Planner Date

\_\_\_\_\_  
Building Official Date