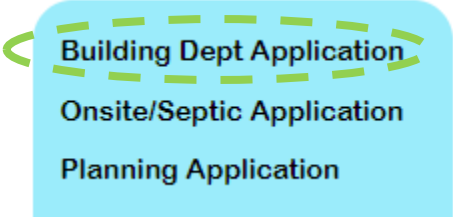


# Demolition Permit Instructions

1. **Login** to ePermitting at: <https://aca-oregon.accela.com/oregon/Default.aspx> or **Register** to create a new account. Use ePermitting instructions at the City of Lincoln City website: [Structural \(Building\) Permit, Mechanical Permit, and Inspection Information | City of Lincoln City, OR](#)

2. **Apply:** Building Dept Application



**NOTE: Recent changes to the ePermitting website are not reflected in these instructions, so there will be a difference between the graphics we've used here and the ones you'll see on the current website.**

3. **Accept** the Terms & Conditions

4. **Continue Application**

5. **Enter** Street number, AND first three letters of the street name: if you don't know the address use: 123 Tem

A screenshot of an address search form. The fields are: '\* Street Number:' (text input with '123'), 'Direction:' (dropdown menu with '--Select--'), '\* Street Name:' (text input with 'Tem'), 'Post Dir.' (dropdown menu with '--Select--'), and 'Unit No.:' (text input). Below these is a 'City:' text input. At the bottom are 'Search' and 'Clear' buttons. Dashed green circles highlight the '123' and 'Tem' inputs.

6. Hit Search

7. Hit Select

Action	Address	Description	City	State	Zip	Parcel	Owner
Select	123 TEMPORARY ST, LINCOLN CITY OR 97367		LINCOLN CITY	OR	97367		

8. Click on City of Lincoln City Building Dept and a menu will appear below.

▶ **City of Lincoln City Building Dept**

9. Select either Commercial or Residential Demolition



- Residential - Demolition
- Residential - Manufactured Dwelling Placement
- Residential - Mechanical
- Residential - Structural
- Residential Dwelling Unit Fire Sprinkler System (
- RV Park or Manufactured Home Park Area Develk

[Continue Application >](#)

Actions	License Number	License Type	Business Name	CCB #	Category
<a href="#">Edit</a> <a href="#">Delete</a>	OWNER-STR/MECH	CCB	SEE PROPERTY OWNER INFORMATION		OWNER-STR/MECH

10. Continue Application
11. Continue Application
12. Continue Application

13. Select from Account:

Showing 1-2 of 2

Category	Type
<input checked="" type="radio"/> Associated Contact	Owner
<input type="radio"/> Associated License	CCB

[Continue](#) [Cancel](#)

14. Continue Application
15. Job Value: 0
16. Category of Construction: Choose what fits your needs.
17. Description of Work: Demolish Single Family Home, Deck etc.
18. Continue Application
19. Category of Construction: Choose the closest fit. If OTHER, add the description.

\* Category of Construction:

Other ▼

Other Category of Construction: \* **Please enter a description**

deck



20. You are not required to add anything else until **Scheduled Demolition Start Date & Completion Date**

21. Enter how you plan to Demolish your structure

22. Enter Method of Transporting Demolished Material and Name of Disposal Site to be used

Method of Transporting Demolished Material:

EXAMPLES

Name of Disposal Site to be Used:

23. Let us know if you are retaining any meters or other items on the site:

Water Meter:

Water:

Waste Water:

Power:

24. Continue application

25. Upload attachments: example asbestos report etc.


26. Continue Application

27. Continue Application

28. Your Application has been successfully submitted

**Step 5: Completion**

**Receipt**

 Your application has been successfully submitted. Please print and retain a copy of the information for your records.

123 TEMPORARY, LINCOLN CITY



521-22-000145- Residential Demolition DEMO

[View Summary](#)



May 2023

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Planning & Community Development | [www.lincolncity.org](http://www.lincolncity.org) | [planning@lincolncity.org](mailto:planning@lincolncity.org)