



# DEMOLITION PERMIT SUBMITTALS

## Checklist For Residential & Commercial Permit Submittals

<input type="checkbox"/> <b>Provide a completed and signed "Building Permit Application" form.</b> Please note that a separate demolition permit shall be required for EACH building or structure that is to be demolished. Demolition work associated with a building alteration is covered by the issued alteration permit.
<input type="checkbox"/> <b>Provide a completed "Waste Management Plan" form.</b>
<input type="checkbox"/> <b>Provide a copy of the Bay Area Air Quality Management District "Demolition Notification" Form (Regulation 11 Rule 2) and associated "J" number.</b>
<input type="checkbox"/> <b>Provide</b> a clear scope of work on the application of work to be done including what you will be doing with the utilities, if they are being removed or relocated.
<input type="checkbox"/> <b>Plan Requirements:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Plans shall be drawn to scale, fully dimensioned and legible at a minimum size of 11-in x17-in and a maximum 24-in x 36-in, depending on the scope of the project.</li><li><input type="checkbox"/> 3 (three) sets of plans stamped and signed.</li><li><input type="checkbox"/> Provide a clear area on the plans minimum 4" wide x3" high in the same position on each drawing for the purpose of the County approval stamp.</li></ul>
<input type="checkbox"/> <b>Site Plan:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide a site plan depicting all property lines, easements, structures, septic systems, leach fields, wells, and location of all utilities.</li><li><input type="checkbox"/> Identify the structure, use, square footage and number of dwelling units to be demolished which will be verified prior to permit issuance.</li><li><input type="checkbox"/> For partial demolitions or for demolition work that affects the structural integrity of the remaining portion(s) of a building, an alteration permit shall be required.</li><li><input type="checkbox"/> Specify the method of demolition to be performed.</li><li><input type="checkbox"/> Identify locations of all utility terminations (water, gas, electricity, and sewer-line).</li><li><input type="checkbox"/> Identify locations of staging and loading areas.</li><li><input type="checkbox"/> See site plan handout for other division requirements.</li></ul>
<input type="checkbox"/> <b>Final Inspection:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> All utilities will be inspected and verified to have been terminated in an approved manner. PG&amp;E shall terminate supplied gas and electric services.</li><li><input type="checkbox"/> Each utility termination location shall be staked and flagged for future locating.</li><li><input type="checkbox"/> If applicable, a clearance report shall be provided to our office or on site that any identified hazardous material has been removed by a licensed hazardous materials removal company or contractor. An Environmental Report may be required.</li><li><input type="checkbox"/> Final inspection requires that the site is clear of all debris and that concrete and asphalt have been removed and hauled away, unless approved by the Building Division.</li><li><input type="checkbox"/> The site has been graded smoothed to prevent any ponding of water and sloped to drain.</li><li><input type="checkbox"/> Required erosion control measures shall be in place.</li><li><input type="checkbox"/> Weigh slips and forms for the Waste Management Plan have been submitted and approved by the Building Division.</li><li><input type="checkbox"/> All items are to be complete and verified prior to the final approval of the Demolition Permit.</li></ul>