**DEMOLITION PERMIT SUBMITTALS**

Checklist For Residential & Commercial Permit Submittals

- **Provide a completed and signed “Building Permit Application” form.** 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.

- **Provide a completed “Waste Management Plan” form.**

- **Provide a copy of the Bay Area Air Quality Management District “Demolition Notification” Form (Regulation 11 Rule 2) and associated “J” number.**

- **Provide** 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.

**Plan Requirements:**

- 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.
- 3 (three) sets of plans stamped and signed.
- Provide a clear area on the plans minimum 4” wide x 3” high in the same position on each drawing for the purpose of the County approval stamp.

**Site Plan:**

- Provide a site plan depicting all property lines, easements, structures, septic systems, leach fields, wells, and location of all utilities.
- Identify the structure, use, square footage and number of dwelling units to be demolished which will be verified prior to permit issuance.
- 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.
- Specify the method of demolition to be performed.
- Identify locations of all utility terminations (water, gas, electricity, and sewer-line).
- Identify locations of staging and loading areas.
- See site plan handout for other division requirements.

**Pre-Demo Inspection:**

- A site inspection is required prior to any demolition of buildings or structures.
- All utilities shall be inspected and verified to have been terminated in an approved manner. PG&E shall terminate supplied gas and electric services.
- Each utility termination location shall be staked and flagged for future locating.
- 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.

**Final Inspection:**

- Final inspection requires that the site is clear of all debris. Concrete and asphalt has been removed and hauled away.
- The site has been graded smoothed to prevent any ponding of water and sloped to drain.
- Required erosion control measures shall be in place.
- Weigh slips and forms for the Waste Management Plan have been submitted and approved by the Building Division.
- All items are to be complete and verified prior to the final approval of the Demolition Permit.