



DEMOLITION PERMIT SUBMITTALS

Checklist For Residential & Commercial Permit Submittals

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| <input type="checkbox"/> 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. |
| <input type="checkbox"/> Provide a completed "Waste Management Plan" form. |
| <input type="checkbox"/> Provide a copy of the Bay Area Air Quality Management District "Demolition Notification" Form (Regulation 11 Rule 2) and associated "J" number. |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> Plan Requirements: <ul style="list-style-type: none"><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.<input type="checkbox"/> 3 (three) sets of plans stamped and signed.<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. |
| <input type="checkbox"/> Site Plan: <ul style="list-style-type: none"><input type="checkbox"/> Provide a site plan depicting all property lines, easements, structures, septic systems, leach fields, wells, and location of all utilities.<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.<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.<input type="checkbox"/> Specify the method of demolition to be performed.<input type="checkbox"/> Identify locations of all utility terminations (water, gas, electricity, and sewer-line).<input type="checkbox"/> Identify locations of staging and loading areas.<input type="checkbox"/> See site plan handout for other division requirements. |
| <input type="checkbox"/> Pre-Demo Inspection: <ul style="list-style-type: none"><input type="checkbox"/> A site inspection is required prior to any demolition of buildings or structures.<input type="checkbox"/> All utilities shall be inspected and verified to have been terminated in an approved manner. PG&E shall terminate supplied gas and electric services.<input type="checkbox"/> Each utility termination location shall be staked and flagged for future locating.<input type="checkbox"/> 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. |
| <input type="checkbox"/> Final Inspection: <ul style="list-style-type: none"><input type="checkbox"/> Final inspection requires that the site is clear of all debris. Concrete and asphalt has been removed and hauled away.<input type="checkbox"/> The site has been graded smoothed to prevent any ponding of water and sloped to drain.<input type="checkbox"/> Required erosion control measures shall be in place.<input type="checkbox"/> Weigh slips and forms for the Waste Management Plan have been submitted and approved by the Building Division.<input type="checkbox"/> All items are to be complete and verified prior to the final approval of the Demolition Permit. |