



DEMOLITION Permit Application Supplement

**For complete demolition of a structure:
commercial, industrial, single or multi family,
and all other types of buildings and structures.**

PLEASE READ AND UNDERSTAND BOTH SIDES OF THIS SHEET BEFORE PROCEEDING

The legal owner has the right to completely or partially demolish their building or structure as soon as the required permit(s) have been obtained. Demolition of any structure requires a permit from the City Building Division. ***Due to Federal Census Reporting requirements, a separate permit is necessary for each building or structure on a parcel that is to be demolished.***

Complete demolition of a building or structure may begin as soon as the required City permits are issued. There are several items which must be completed by you, the applicant, and presented along with your application for a demolition permit. Below are the required items:

1. Air Quality Permit

This is required to provide protection for all concerned from asbestos and other hazardous materials often found in existing buildings. You must obtain an air quality permit for demolition from the Bay Area Air Quality Management District (BAAQMD). Contact that agency at **415-771-6000** for information and instructions. A BAAQMD "Job Number" is required, and a copy of the BAAQMD permit must accompany your demolition permit application to the City.

2. Disconnecting Utilities

You must provide verification in writing that the various utilities and services have been properly disconnected from the structure to be demolished:

- For gas and electric service disconnects -- from PG&E.
- For water and sewer service disconnects -- from City departments.
 - An encroachment permit from the Public Works Department is required prior to sign-offs of water and sewer service disconnect. Contact Public Works Department at 650-558-7230.

3. Recycling & Waste Reduction Plan

A Recycling and Waste Reduction Plan for each structure to be demolished must be submitted for review and approval prior to demolition. In addition, a pre-demolition site visit by the City's Recycling Specialist may be required. A recycling deposit will be paid at the time of demolition permit issuance.

(Complete all items on the reverse side)

Completion of the following items is required prior to application for a demolition permit.

- 1) Project Street Address: _____
- 2) Contractor's Name & Day Phone #: _____
- 3) BAAQMD Job Number: _____
- 4) Obtain a letter from PG&E verifying that both the electric service and the gas service have been disconnected by them. Contact PG&E customer service at **1-800-743-5000**. **This PG&E letter must accompany your permit application.**
- 5) Obtain verification that City water and sewer services have been disconnected. **An encroachment permit must be obtained from the Public Works Department for sign-offs by authorized City staff for the following:**
 - Water service disconnect: For instructions contact **Tim McAuliffe** at **650-558-7687** prior to work.
 - Note: Arrangements may be made to leave meter in place for future construction.
 - Sewer disconnect: For instructions contact **John Baack** at **650-558-7674**.
 - Sidewalk, curb & gutter: contact the **Engineering Division** at **650-558-7230**.
 - An encroachment permit and bond are required. Sign-off for this is not required on this sheet.
- 6) Obtain verification from the **Planning Division** at **650-558-7250** that this demolition is exempt from BMC §25.26.90 (multiple parcels).
- 7) Submit Recycling and Waste Reduction Plan(s) to the Recycling Specialist. Contact **Joe McCluskey** at **650-558-7273** to verify Waste Reduction Plan sign-off.

Required sign-offs by authorized City personnel:

WATER DEPT: I certify that the water service has been disconnected, [] meter left in place.
Signature _____ Print Last Name _____ Date _____
Encroachment Permit No.: _____

SEWER DEPT: I certify that the sewer lateral has been disconnected and capped.
Signature _____ Print Last Name _____ Date _____
Encroachment Permit No.: _____

PLANNING DIVISION: I certify that the demolition proposed herein is exempt from BMC 25.26.90.
Signature _____ Print Last Name _____ Date _____

Applicant's Checklist: Please check-off the completed items:

- | | |
|--|--|
| <input type="checkbox"/> A copy of my BAAQMD Permit is attached. | <input type="checkbox"/> Required Sign Offs are completed (above). |
| <input type="checkbox"/> BAAQMD Job Number has been entered. | <input type="checkbox"/> PG&E disconnect letter is attached. |
| <input type="checkbox"/> The Public Works Encroachment Permit is attached. | <input type="checkbox"/> Recycling & Waste Reduction Plan has been approved. |