

# DEMOLITION PERMIT APPLICATION

The following procedures are required for the issuance of a demolition permit:

1. Complete and sign a building permit application.
2. Complete and sign the Identification of Structures for Potential Historic Significance form, and submit a copy of the Santa Clara County Property Record for the property. (If the property is 50 years or older, the applicant will also be required to complete Part II of the Identification of Structures for Potential Historic Significance form and to submit photographs of each elevation of the structure.)
3. Contact PG&E regarding disconnection of utilities. Obtain their signed form to verify that utilities have been disconnected. If the **CITY OF LOS ALTOS** is the sewer provider, approval from the City is required for sewer cap inspection, (650) 947-2780.
4. Complete the Bay Area Air Quality Management District form and send one copy to them. Provide one copy to the Building Inspection Office. (BAAQMD Regulation 11-2-401.3 requires that notification shall be provided to the Air Pollution Control Office at least 10 (ten) working days prior to commencement of demolition/renovation, or as early as possible prior to commencement of emergency demolition/renovation.) Two separate forms are attached, one for a demolition and one for a renovation project.
5. Clearance signature required on ALL demolition permit applications:
  - a. Planning Office to determine whether the structure is an historic resource.
  - b. Environmental Health Services regarding septic tank abandonment. Contact a representative of Environmental Health Services at the Planning Office counter and obtain plumbing permit for septic tank abatement at the Building Inspection Office.

If this demolition project will disturb one acre (43,560 square feet) or greater of land area, the Applicant shall file with the State Water Resources Control Board (SWRCB) a Notice of Intent (NOI) to Comply with the Statewide General NPDES Permit for Storm Water Discharges Associated with Construction Activity. This condition of approval is required by the State of California. A filing form, a filing fee, a location map, and a Storm Water Pollution Prevention Plan (SWPPP) are all required for this filing. A certification of filing shall be submitted to the County prior to building permit issuance, and by state law the NOI and the associated documents must be filed with the SWRCB prior to commencing construction or demolition.

Information is available in the Building Inspection Office from: Steve Homan, Clean Water Program Coordinator (408) 299-5737, and from the SWRCB web site:

<http://www.swrcb.ca.gov/stormwtr/construction.html>

All demolition sites must be properly finished, by providing proper erosion prevention and sediment control measures, such as: removing debris to an approved dump site, smoothing and compacting the soil to 90%, mulching and seeding, and installing straw wattles, straw bales, silt fences, and storm drain inlet protection where appropriate.

The Final Inspection of the demolition work will be conducted only after the above referenced work is complete.

**For environmental review purposes under the California Environmental Quality Act (CEQA), the screening of all demolition permit applications is required to identify designated historic properties, and properties with potential historic significance. This will be done through the submittal of the Identification of Properties for Potential Historic Significance forms and the possible assessment of historic significance by a qualified consultant.**

- a. Submit a completed building permit application for demolition, 1-page Identification of Properties for Potential Historic Significance form, and a copy of the Santa Clara County [Residential Unit] Property Record for the subject property to the Building Inspection counter:
- b. If the property is not listed in the Santa Clara County Heritage Resource Inventory (Inventory) and is less than 50 years *old* (***please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may be potentially significant***), the demolition permit will require no further historical review.
- c. If the property is 50 years or older (***please note that the 50-year age reference is a discretionary guideline***), the applicant must also submit Part II of the Identification of Properties for Potential Historic Significance form, and photographs of each elevation of the structure and associated features.
- d. If the property is not a designated historic property and is not listed in the Inventory:
  1. It may be determined that the subject structure and/or associated feature does not meet the threshold of significance according to CEQA. The demolition permit will require no further historical review; or
    2. It may be determined that the subject structure and/or associated feature does potentially meet the threshold of significance according to CEQA. The applicant will be required to retain a qualified consultant to prepare state historic resource inventory forms or an historic report.
  - i. If the consultant determines the property does not meet the threshold of significance according to CEQA and staff concurs, the applicant will be required to apply for a Petition from Exemption for Environmental Review (Categorical Exemption) and to pay the associated fee. The demolition permit will require no further historical review.
    - ii. If the consultant determines the property does meet the threshold of significance according to CEQA and staff concurs, the applicant will be required to apply for environmental clearance and pay the environmental assessment initial fee. The HHC will review and comment on the assessment at a regular public meeting. The Board of Supervisors will consider the CEQA documentation and the HHC's comments at a public hearing and take action on the request.
- e. If the property is a designated historic property and/or is listed in the Inventory, the applicant will be required to apply for environmental clearance and pay the environmental assessment initial fee. The HHC will review and comment on the assessment at a regular public meeting and forward a written recommendation to the Board of Supervisors within 45 days of the date which the application was referred to the HHC. The Board will consider the CEQA documentation and the HHC's comments at a public hearing. If the Board determines there is no feasible alternative to demolition, then the issuance of the demolition permit may be deferred up to 180 days from the initial date of application.

The majority of demolition applications received do not involve properties that meet the threshold of significance according to CEQA. Such applications may be reviewed in approximately 5 working days. Those applications involving structures and/or associated features that potentially meet the threshold of significance according to CEQA will require additional review that may take 90 days. If an Environmental Impact Report is required, the review time will vary and may take up to 1 year.



**PART II**

**IDENTIFICATION OF PROPERTIES FOR  
POTENTIAL HISTORIC SIGNIFICANCE**

If the property is 50 years or older and/or a designated historical resource, complete the following questions which will assist the Planning Office in making a preliminary determination whether the property potentially meets the threshold of significance according to the California Environmental Quality Act (CEQA). Properties that are eligible for listing in the California Register of Historical Resources must be given consideration in the CEQA process. Please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may meet the threshold of significance according to CEQA.

1. **Property location:** \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State Zip Code Assessor Parcel No.

2. **Have state historic resource inventory forms ever been completed for the property?**  
 Yes  No If yes, attach a copy of the inventory form.

3. **Property type:** (check one)  Residential  Agricultural  Commercial  
 Industrial  Religious  Other \_\_\_\_\_

4. **Name of architect or builder:** (if known) \_\_\_\_\_

5. **Architectural style:** \_\_\_\_\_

6. **Number of stories:**  One  One and one-half  Two  
 Two and one-half  Three  Four  Over four \_\_\_\_\_

7. **Principal building materials:** Roof \_\_\_\_\_

Exterior walls \_\_\_\_\_ Foundation \_\_\_\_\_

8. **Roof type:**  Hip  Front/side/cross gable  Flat  Shed  Gambrel

9. **List any outbuildings and associated features located on the property, and their dates of construction** (i.e. garage, barn, shed, corral, chicken house, cistern/well, tank house, fountain, architect-designed landscape, orchard):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Has the property and/or associated feature(s) ever been altered or moved?**  
 Yes  No

If yes, summarize the history of any physical changes to the property, including significant alteration dates. From what location was the structure moved?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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For questions 11 - 14 below, attach an explanation why each criterion does or does not apply to the property. Consult National Register Bulletin 15 for assistance. The publication is available online at [http://www.cr.nps.gov/nr/publications/bulletins/nr15\\_toc.htm](http://www.cr.nps.gov/nr/publications/bulletins/nr15_toc.htm).

**11. Does the property have any known association with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States?**

Yes                       No

**12. Does the property have any known association with the lives of persons important to local, California, or national history?**

Yes                       No

**13. Does the property retain distinctive characteristics of a type, period, region, or construction method, or represent the work of a master or possess high artistic values?**

Yes                       No

**14. Has the property yielded or does it have the potential to yield information important to the prehistory or history of the local area, California or the nation?**

Yes                       No

**15. Photographs:**

Attach a minimum of four (4) color or black and white 4" x 6" photographs depicting each elevation of the property, and any related outbuildings and/or associated features.

***For Internal Use Only:***

***Plan Check No.*** \_\_\_\_\_



# DEMOLITION REGULATION 11, Rule 2

## Notification Form

*For Office Use Only*

J# \_\_\_\_\_  
I# \_\_\_\_\_

### Site of Demolition

Site Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Owner/Operator \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Specific Location of Project within Building/Address: \_\_\_\_\_  
 Check One:  Single Family Dwelling  Commercial  Multifamily Dwelling  Govt Bldg  School

### Contractor/Individual Performing Demolition

Name: Company/Individual \_\_\_\_\_ Contact: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Have you previously submitted notifications for other sites?  Yes  No

### Description of Demolition

Is this Demolition by Fire for Fire Training purposes?  yes  No  
 Is this Demolition ordered by a Government Agency?  yes  No  
 (Emergency only – attach copy of order)  
 If not Demolition for Fire Training, check applicable method:  
 Heavy Equipment  Implosion  By Hand  Other \_\_\_\_\_  
 Dates of Demolition: (Actual dates must be entered, "ASAP" or "SOON" will be rejected.)  
 Start: \_\_\_\_\_ Completion: \_\_\_\_\_  Weekend Work?  Night Work (After 5 PM)?

### Asbestos Survey Report

Name of company that conducted survey: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Name of person who completed the survey: \_\_\_\_\_ CAC/SST #: \_\_\_\_\_  
 Is /was asbestos present?  Yes  No  
 If yes, who will remove/has removed prior to demo? \_\_\_\_\_

### Form Preparation Information

This form prepared by: \_\_\_\_\_ Title: \_\_\_\_\_  
 Name: Company/Individual \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

See Page Two to Complete This Form

## Required Information

**Payment must be received before J# will be assigned.** See Schedule L of Regulation 3 for appropriate fees.

**Payment type:**  Check  Cashier's Check  Money Order (*payments must be delivered or mailed to: 939 Ellis St., San Francisco, CA 94109*)

*I certify that the above information is correct and that I will comply with all of the requirements of the BAAQMD's regulations, as well as all other applicable federal, state and local requirements.*

**Signature of Contractor or Person Performing Demolition:** \_\_\_\_\_

Form:Demo-04:3/21/2005

## GENERAL INFORMATION

- ◆ This notification form shall be used to notify the BAAQMD of a **demolition** operation only. Notification is required for every demolition. All boxes must be completed. Appropriate fee payment must accompany each notification. Notifications may be faxed to (415) 749-4658 or (415) 928-0338, but job numbers will not be issued until a valid check, cashier's check or money order for applicable fees is received.
- ◆ Notification shall be provided to the District at least 10 working days prior to commencement of demolition, or as early as possible prior to commencement of emergency demolition. The notification period will not start until a complete notification is submitted (see above).
- ◆ An Acknowledgement Letter is mailed to the contractor/person listed within 3 days of receipt of a complete notification. This should be checked for accuracy of data.
- ◆ If the job is postponed or cancelled, the District **must** be notified of a revision; the Acknowledgement Letter should be used to fax or mail the revision information. When cancelled, a cancellation fee will apply.
- ◆ For specifically-defined "Emergency" conditions, the 10 working day period will be waived. Notification must be made by fax, and the job number will be issued if accompanied with a faxed copy of a valid check, cashier's check or money order.
- ◆ For 4 or fewer unit residences, the 10 working day period may be reduced to 72 hours for an additional fee.

## INSTRUCTIONS

- ◆ **SPECIFIC LOCATION OF PROJECT:** Identify where the demolition is taking place if the site contains more than one building.
- ◆ **START AND COMPLETION DATES:** The start date is the date on which demolition of the facility or structure commences. Any revision to the start or completion dates must be submitted prior to the previously notified date(s). Under no circumstances may the revised start date be earlier than the 10<sup>th</sup> working day following the postmark or fax date of the original notification. If the start date is unknown, enter an estimated start date and revise the notification when the actual start date is known, but not later than the estimated start date.
- ◆ **FIRE TRAINING:** Reg. 11-2-206 includes "intentional burning" in the definition of demolition. Notification is required, the 10 working day requirement must be met and all Asbestos-Containing Material (ACM) >1% must be removed prior to fire training. The District's Open Burning Notification form must also be filed and the applicable requirements of Regulation 5 must be met.
- ◆ **SURVEY REPORT:** Provide information showing that prior to commencement of the demolition, a survey was performed to determine the presence of Regulated ACM (RACM). Indicate if there was/was not suspected ACM.
- ◆ **GOVERNMENT ORDERED DEMOLITION:** If an "Emergency" demolition (see above) is the result of a state or local agency declaring the building a public nuisance or structurally unsound and in danger of imminent collapse, a copy of the written order must accompany this notification.



**FEES APPLICABLE TO DEMOLITION OPERATIONS (FROM REGULATION 3, SCHEDULE L)**

Demolition **conducted at a single family dwelling** is subject to the following fee:

OPERATION FEE: \$43

Cancellation: \$43 (100% of fee) non-refundable, for notification processing.

Demolition **conducted at a single family dwelling or multiple family dwelling with four or fewer units with 72 hours instead of 10 days prior notice (excluding emergencies)** is allowed upon payment of the following **additional** fee:

OPERATION FEE: \$297

Demolition, **other than those conducted at a single family dwelling**, is subject to the following fee:

OPERATION FEE: \$179

Cancellation: \$120 of above amount non-refundable for notification processing.

Demolition conducted for the purpose of **fire training** is exempt from fee.

**SURVEY REQUIREMENTS FOR DEMOLITION OPERATION (FROM REGULATION 11, RULE 2)**

**303.8 Surveys:** Except for ordered demolitions, prior to commencement of any demolition or renovation, the owner or operator shall thoroughly survey the affected structure or portion thereof for the presence of asbestos-containing material, including Category I and Category II nonfriable asbestos-containing material. The survey shall be performed by a person who is certified by the Division of Occupational Safety and Health, and who has taken and passed an EPA-approved Building Inspector course and who conforms to the procedures outlined in the course. The survey shall include sampling and the results of laboratory analysis of the asbestos content of all suspected asbestos-containing materials. This survey shall be made available, upon request by the APCO, prior to the commencement of any RACM removal or any demolition. This subsection shall not apply if the owner or operator asserts that the material to be renovated is RACM and will be handled in accordance with the provisions of Sections 11-2-303, 304 and 401. The requirement for certification by the Division of Occupational Safety and Health shall not apply to in-house health professionals within a specific nonasbestos related company who perform occasional surveys only for that company as part of their regular job responsibilities

8.1 When a structure, or portion thereof, is demolished under an ordered demolition, the survey must be done prior to, during, or after the demolition but prior to loading or removal of any demolition debris. If the debris contains regulated asbestos-containing material, all of the debris shall be treated as asbestos-containing waste material pursuant to Section 11-2-304.

8.2 For renovation or demolition of residential buildings having four or fewer dwelling units, a survey is not required. A sample and test of the material will be required only when any of the following will be removed or disturbed: heating, ventilation, air conditioning ducting and systems; acoustic ceiling material or acoustic plaster; textured or skim coated wall surfaces, cement siding or stucco, or resilient flooring. Where the material is found to contain greater than 1 percent asbestos and is friable, the material must be handled in accordance with Section 11-2-303.