

Building Demolition Permits

Handout No. 1-13

Revised: 8/14/09

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Demolition Permit Criteria

- A. A **Demolition** permit is required for the removal of an entire building. This includes detached accessory structures having a floor area greater than 120 sq. ft.
- B. An **Alteration/Partial Demolition** permit is required for work that includes gutting out a commercial tenant space *independent* of an associated alteration permit to construct tenant improvements. Removal of interior partitions is limited to non-bearing walls. (Demolition work performed in conjunction with a tenant improvement permit is covered under the scope of work of that permit.)

Note: For removal of an existing swimming pool see Pool Demolition Handout No. 1-12, and for removal of a septic tank refer to Septic Tank Abatement Handout No. 6-5

The following information must be provided at time of permit application:

- A completed permit application form.
- For a **Demolition** permit:
 - 1. Provide a plot plan indicating the location of the abated area with existing set backs to property lines and to other adjacent remaining structures (e.g. pools, detached garages, septic tanks, etc) clearly specified.
 - 2. One of the two following options shall be employed and specified on the plans:
 - a. Delineate the extent of the site area (e.g. demolished building's footprint) which will be designated as a "**non-build**" area in the future, **or**
 - b. Provide a demolition, drainage and compaction plan prepared and wet stamped by a State licensed engineer, and a completed special inspection form designating the supervising engineer or Special Inspection agency that will conduct the backfill compaction observation and provide a compaction report to the Building Division declaring the abated area as a "**buildable**" area.
- For an **Alteration/Partial Demolition** permit:
 - 1. Provide plans specifying the extent of the demolition proposed and details identifying how all required exiting and life safety features for the adjacent tenant spaces will be maintained.

Other Approvals and Clearances:

Prior to submitting for a *Demolition* or *Alteration/Partial Demolition* permit, approvals and/or clearances from other public agencies or City Departments may be required. They are as follows:

- Planning Division approval is required for a *Demolition* permit unless the demolition is accomplished as part of another authorized Planning permit. All structures listed on the historic inventory must have a clearance from the Planning Division. The planning Division can be contacted at (408) 535-3555.
- Public Works Department is required if sidewalks, streets, or park-strips will be used for parking of equipment or storage of debris during demolition. This requires a “Revocable Encroachment Permit from the Public Works Department. Public Works can be reached at (408) 535-3555.
- Fire Department review and approval is required if the site’s or building’s fire protection systems (fire sprinklers or alarms) are impacted by the demolition work proposed. For Fire Department demolition requirements, call (408) 535-3555.
- All demolitions shall be reported to the Bay Area Air Quality management District (BAAQMD).The BAAQMD will provide the applicant with a Job (“J”) number which will be verified at time of Building permit issuance. BAAQMD can be contacted at (415) 749-4762.
- A Construction and Demolition Diversion deposit (CDDD) will be assessed based on the square footage and the scope of the project. This deposit is collected at the time of permit issuance. For specific information about the CDDD program visit the Environmental Services webpage at <http://www.sjrecycles.org/construction-demolition/cddd.asp>. Environmental Services can be contacted at (408) 535-8550.