

DEMOLITION PERMIT MATERIALS & INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Be sure that you contact all the appropriate agencies and secure the required signatures, and obtain your demolition permit prior to beginning any demolition.

PLEASE SEE A BUILDING DIVISION STAFF MEMBER TO CHECK OFF AND VERIFY THE REQUIREMENTS YOU WILL NEED IN ORDER TO OBTAIN YOUR DEMOLITION PERMIT.

Your demolition permit must be finalized prior to obtaining your building permit.

- _____ **1. BAY AREA AIR QUALITY MANAGEMENT DISTRICT:**
The attached Bay Area Air Quality form is to be mailed to 939 Ellis Street, San Francisco, CA 94109. The Bay Area Air Quality Management District will process and return their form to you. This process takes approximately 20 days. If you have any questions you may contact the Air Quality Technician at (415) 749-4762.
- _____ **2. PACIFIC GAS & ELECTRIC:**
All gas and electric disconnections require approval by authorized Pacific Gas & Electric personnel. Contact P.G. & E. at 10900 N. Blaney Avenue, Cupertino, CA, (408) 725-3325 for lead-time to disconnect.
- _____ **3. CALIFORNIA WATER SERVICE COMPANY:**
The water service to the property may remain during demolition; however, the service to the existing structures must be disconnected during construction. Approved water service personnel will sign the demolition application when they have inspected and approved the disconnection. You may contact the California Water Service at 949 "B" Street, Los Altos, CA – (650) 917-0152.
- _____ **4. PLANNING DIVISION – DEMOLITION SITE PLAN:**
Planning Division approval is required for all demolitions and tree removals. Contact the Planning Division at (650) 947-2750.

Provide two copies of your approved site plan showing location of all structures and trees proposed to be removed, and all required tree protection measurements as shown on the construction plans.
- _____ **5. CITY OF LOS ALTOS ENGINEERING DIVISION – SEWER/SWPPP:**

Demo & Rebuild. **PRIOR TO DEMOLITION**, Owner **MUST** cap-off sewer line at property line within 5' into private property. Please call City of Los Altos Engineering Division at (650) 947-2780 for inspection. 24-hour notice required and **MUST** reconnect to existing lateral.

A **Storm Water Pollution Prevention Plan (SWPPP)** must be prepared for all projects greater than one acre and for any other project that the City Engineer determines such plan is necessary to protect surface waters. Contact the Engineering Division at (650) 947-2780 for additional information.
- _____ **6. SBC:**
No SBC inspection or signature is required for residential demolitions. Any damage done to existing Pacific Bell wiring at the pole is the responsibility of the new service subscriber. For commercial demolitions contact Ronny Salas at (408) 493-7100.

Underground utilities are required for all new homes, and additions and remodels of 50% or greater to existing buildings, excluding basements.

When **all** the required signatures have been secured, please return the completed Demolition Application, Site Plan, SWPPP (if required), and the Bay Area Air Quality form (J#) to the City of Los Altos Building Division to secure your permit.

If you have any questions, please call (650) 947-2752.

PLEASE BE ABLE TO PROVIDE THE SQUARE FOOTAGE OF ANY STRUCTURES TO BE DEMOLISHED.

TAKE YOUR DEMOLITION APPLICATION TO THE FOLLOWING UTILITY COMPANIES:

California Water Service

949 B Street, Los Altos CA
(650) 917-0152

P.G. & E

10900 N. Blaney Avenue, Cupertino CA
(408) 725-3325

City of Los Altos – Engineering Division

Los Altos City Hall
One North San Antonio Road, Los Altos CA
(650) 947-2780

City of Los Altos – Planning Division

Los Altos City Hall
One North San Antonio Road, Los Altos CA
(650) 947-2750

SBC – (commercial demolitions only)

Ronny Salas
(408) 493-7100

SEND TO:

Bay Area Air Quality Management

939 Ellis Street, San Francisco CA 94109
Air Quality Technician
(415) 749-4762

WHEN YOU HAVE COMPLETED THIS APPLICATION YOU MAY TAKE IT TO THE BUILDING DIVISION FOR YOUR DEMOLITION PERMIT.

HOURS: MONDAY THROUGH FRIDAY 8:00 A.M. – 11:30 A.M. AND 1:00 P.M. – 4:30 P.M.

CLOSED: 11:30 A.M. to 1:00 P.M.
8:00 A.M. to 9:00 A.M. – TUESDAY

Community Development
Building Division
One North San Antonio Road
Los Altos, California 94022-3087
(650) 947-2752
Fax (650) 947-2734

DEMOLITION APPLICATION

DATE: _____

APPLICANT:

(Name) (Address) (Phone)

CONTRACTOR:

(Name) (Address) (Phone)

LOCATION OF DEMOLITION:

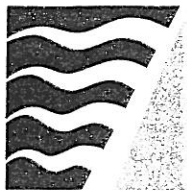
Main Living Structure _____ Garage _____ Other _____

PLANNING DIVISION APPROVAL: _____

ENGINEERING DIVISION APPROVAL: _____

SERVICE	DATE	SIGNATURE & TITLE
<input type="checkbox"/> Gas – Meter Pull Only		
<input type="checkbox"/> Gas – Capped @ Property Line		
<input type="checkbox"/> Electric		
<input type="checkbox"/> Water		
<input type="checkbox"/> Sewer – Capped @ Property Line		
<input type="checkbox"/> SWPP		

BUILDING DIVISION VERIFICATION/CHECK-OFF _____ DATE: _____



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT
SINCE 1955

June 10, 2009

Dear Building/Planning Officials:

On May 20, 2009, the Bay Area Air Quality Management District (District) Board of Directors approved a new fee schedule for demolition notifications. The new fees apply to notifications postmarked on or after July 1, 2009.

A copy of the demolition notification form and the new fee schedule is enclosed for your use effective July 1, 2009. Additional copies can be downloaded from the District website (www.baaqmd.gov) on or after July 1, 2009. Please discard all old copies.

Section 19827.5 of the California Health and Safety Code requires that prior to issuing a demolition permit, the local agency must receive documentation from the applicant demonstrating compliance or exemption with the notification requirements of the federal asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAPs) regulations. Demolition includes the wrecking, moving or dismantling of any load-supporting structural component or the intentional burning of a structure.

If you have any questions regarding this matter, please contact our Asbestos Air Quality Technicians at 415-749-4762.

Sincerely,

Barbara Coler
Air Quality Program Manager
Compliance and Enforcement Division

Enclosures

BC:PH:DB

Spare the Air



DEMOLITION

REGULATION 11, Rule 2

Notification Form

Site of Demolition

For Office Use Only

J#

I#

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

www.baaqmd.gov

Press here to clear 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 ☐ Credit Card (Visa, MasterCard Only)
(payments, other than credit card payment, must be mailed or delivered 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-052108

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, but job numbers will not be issued unless accompanied by a valid credit card authorization or 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 10th 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: \$53

Cancellation: \$53 (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: \$371

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

OPERATION FEE: \$223

Cancellation: \$149 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.

CREDIT CARD PAYMENT FORM

(Visa and Mastercard ONLY)

for Demolition and Asbestos Job Notifications Use Only

For multiple notifications, please use a separate form for each job

Refer to Regulation 3, Schedule L for Fees

Site Address _____

City _____ Zip _____

Project Description:

Demolition _____ Amount Paid \$ _____

Renovation _____ Amount Paid \$ _____

Removal Amount (of regulated asbestos):

_____ lin ft _____ sq ft _____ cu ft

FOR ADMIN USE ONLY:

Authorization # _____

Invoice # _____

Date _____

Job # _____

PAYMENT TYPE:

Master Card ☐

VISA ☐

Name _____

Company Name _____

Card No. _____ Expiration Date _____

CVV2 _____ 3 digit code on reverse side of card

Billing Address Zip Code _____

Asbestos and You -What you need to know

Why is Asbestos regulated?

- Asbestos is listed as a **hazardous air pollutant** by the Federal Environmental Protection Agency.
- Asbestos fibers accumulate in the lungs. As your exposure increases, so does the risk of disease.
- Asbestos has widespread use in buildings and construction materials that includes homes, schools, commercial and public buildings.

What are some of the uses of Asbestos?

Asbestos has been used in a large range of materials that include the following:

- Thermal and Acoustic Insulation
- Fireproofing
- Textiles
- Concrete (Transite)
- Plastic products (vinyl floor tiles)
- Paper products (drywall joint tape)
- Gaskets and packaging
- Roof felts and papers
- Electrical insulation

Why you should care about Asbestos exposure?

Asbestos exposure can cause a number of disabling and fatal diseases. These are as follows:

- Asbestosis
- Mesothelioma

- Pleural Plaques
- Lung Cancer
- Other cancers such as esophageal, stomach, colorectal, kidney, nose, throat.

How do you get exposed to Asbestos?

You can be exposed to asbestos in a number of ways, however the two most common routes are:

- **Inhalation** You breathe in asbestos fibers that are airborne, usually because they have been disturbed during demolition, renovation or repair activities.
- **Ingestion** Fibers land on your food or clothes and enter your digestive tract.

How do I avoid this exposure?

Leave it to the professionals! Before you touch any area that may contain asbestos you need **State Certification and AHERA training**. If you are planning to do renovation or demolition you will need to have a **State Certified Asbestos Consultant** do an inspection for asbestos. If you are planning to renovate or demolish a building with **4 or fewer units**, you will still need to sample any materials that may contain asbestos prior to starting work.

Now, I've found Asbestos, what must I do?

If you plan to **demolish any structure or renovate** a building, and more than **100 square/linear feet or 35 cubic feet** of asbestos-containing material will be disturbed, you must notify the BAAQMD. If you plan to demolish the building you must notify the BAAQMD, even if no asbestos is present.

Work Practices

Leave it to the professionals! Before you touch any area that may contain asbestos you need **State Certification and AHERA training**. Once asbestos removal work begins you must ensure the following:

- **Wet methods** All exposed asbestos should be **adequately wet** during cutting, stripping, renovation, removal and handling operations.
- **Containment** When asbestos is disturbed it must be **isolated by physical barriers**, which prevent its migration. These barriers, usually plastic sheeting, need to include a viewing port and a **negative air pressure ventilation system**.
- **On site representative** The building owner must have a **trained person familiar with applicable asbestos regulations**, present during the disturbance of any regulated materials.
- **Demolition** **ALL** regulated material and Category II nonfriable material must be removed prior to demolition.

Waste Disposal

All asbestos containing waste material must be kept wet and must be sealed in labeled, leak-tight containers. This waste must be deposited in an approved Landfill.