



## 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:**  
Contact Bay Area Air Quality Management District for information, forms and instructions on how to obtain the required "J" number. Their processing time is approximately 20 days.  
Contact Information: [www.baaqmd.gov](http://www.baaqmd.gov) or (800) 334-6367 or (415) 771-6000
- \_\_\_\_\_ **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 site plan showing location of all structures and trees proposed to be removed, and all required tree protection measures as shown on the approved 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). Any open hole or trench must be properly barricaded or covered.

\*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.

Received By \_\_\_\_\_ Date \_\_\_\_\_

**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.

**\*\*\*\*\***

**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

**Bay Area Air Quality Management**

939 Ellis Street, San Francisco CA 94109  
Air Quality Technician  
(800) 334-6367 or (415) 771-6000  
[www.baaqmd.gov](http://www.baaqmd.gov)

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: \_\_\_\_\_

The following must be verified and checked off by a Building Division Staff Member prior to commencing demolition procedures:

Bldg Verification (Initials)	SERVICE	DATE	SIGNATURE & TITLE (Utility Company)
_____	<input type="checkbox"/> Gas – Meter Pull Only		
_____	<input type="checkbox"/> Gas – Capped @ P/L (property line) <b>or</b>		
_____	<input checked="" type="checkbox"/> PG&E Designation		
_____	<input type="checkbox"/> Electric		
_____	<input type="checkbox"/> Water		
_____	<input type="checkbox"/> Sewer – Capped at P/L		
_____	<input type="checkbox"/> SWPP		



[Compliance & Enforcement](#) | [Asbestos Programs](#) | [Demolition & Renovation](#)

## **Demolition and Renovation**

### **Asbestos Demolition/Renovation Program**

The Bay Area Air Quality Management District (District) regulates the demolition and renovation of buildings and structures which may contain asbestos, or milling and manufacturing of specific materials which are known to contain asbestos. The provisions that cover these operations are found in District Regulation 11, Rule 2.

Because asbestos has been used extensively in residential, commercial and industrial construction, District Regulation 11-2-401.3 requires that for every renovation involving the removal of 100 sq ft/lin ft or greater of Regulated Asbestos Containing Material (RACM), and for every demolition (even when no asbestos is present), a notification must be made to the BAAQMD at least 10 working days (except in special circumstances) prior to commencement of demolition/renovation. When removing any Regulated Asbestos Containing Material, District regulations must always be followed.

[Demolition/Renovation Forms](#)

[Advisory - New Credit and Debit Card Procedures](#)

[Online Payments for Demolition/Renovation](#)

Last Updated: 9/29/2014

[Bay Area Air Quality Management District](#)  
939 Ellis St. San Francisco, CA 94109  
(415) 771-6000 | 1-800-HELP AIR