



DEMOLITION PERMITS

*Redwood City Community Development Services
City Hall, 1017 Middlefield Road, P.O. Box 391, Redwood City, CA 94064*

The City of Redwood City requires that the following items be submitted/completed prior to issuance of any Demolition Permit:

- ◆ Clearance from P.G. & E. for appropriate gas and electrical disconnection, (See attached paper work). Paper work needs to be submitted to P.G. & E.
- ◆ Bay Area Quality Management District review ("J Number" issued). (See attached paper work). Paper work needs to be submitted to the Bay Area Quality Management District.
- ◆ Permits to demolish gas stations require clearance from the San Mateo County Health Department (650) 363-4305 and a Tank Removal Permit from the City of Redwood City Fire Department (650) 780-7400.
- ◆ Permits to demolish garages require a Building Permit to replace the demolished garage before a demolition permit can be issued.
- ◆ Tree Removal Permit for the removal/pruning of Heritage Trees or a Tree Protection Plan for the protection of existing trees (includes trees on the subject property, as well as trees on adjacent properties). Contact Public Works Services at (650) 780-7407.
- ◆ Fill out Building Permit application and submit with a fully dimensioned, detailed site plan. A pre-site inspection will be done when applicable. (See Sample Site Plan along with requirements).
- ◆ Planning Review (check for historic status of a structure or other issues).
- ◆ Once the J Number authorization, P.G.& E. disconnection, and Tree Removal/Pruning Permit or Tree Protection Plan are provided to the Building Department a Building Permit can be issued.
- ◆ The Building Department will send a notice to the Meter Shop in the Water Department to notify them of the demolition.



Residential Site Plan Checklist

Redwood City Community Development Services

City Hall, 1017 Middlefield Road, PO Box 391, Redwood City, CA 94064

All permit applications for residential projects shall include a scaled and dimensioned site plan. All existing and proposed structures shall be represented. For most residential projects, the recommended scale is 1/8 inch = 1 foot. This checklist was designed as a guide to help ensure plan completeness.

Parcel:

- Parcel boundary with dimensioned property lines
- Vicinity Map & North Arrow
- Address, Assessor's Parcel number, and zoning district
- Public right-of-way (street, sidewalk, curb, gutter, alleys, easements, etc.)
- Emergency/fire access
- Trees: diameter, dripline, and species (including trees on adjacent properties)

Building:

- Existing and proposed building footprint with all setbacks
- Building projections such as bay windows, fireplaces, porches, etc.

Other Improvements:

- Driveway, parking and vehicle circulation areas
- Any improvements in the public right-of-way
- Sheds, arbors, decks, patios and all other paving and accessory structures

Utility Services:

- Electrical meter service capacity and location
- Gas meter and service piping
- Water and sewer service line sizes and locations
- Fire hydrants and flow (new construction only)

Grading and Drainage:

- Provide and show on plans proper grading and drainage design for the lot, roofs, and all other impervious area. See Engineering Standards for acceptable design criteria.

Data to be Shown on Plan Cover Sheet:

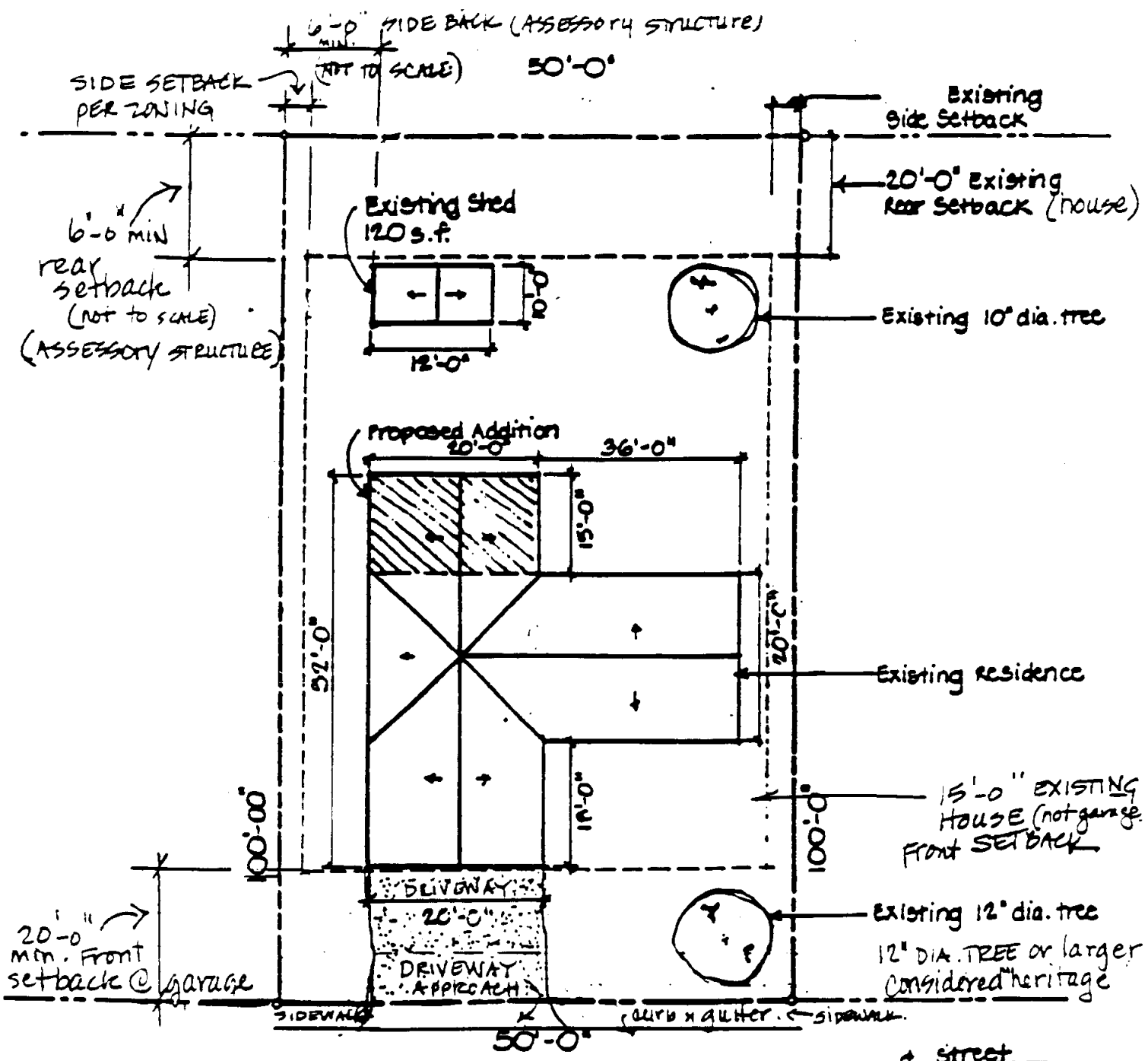
- Total number of dwelling units and total number of bedrooms/unit
- Total number of parking spaces provided (tandem spaces are not counted)
- Current building area (habitable and non-habitable, first and second floors)
- Proposed building area (habitable and non-habitable, first and second floors)
- Lot coverage calculation (first floor only, includes all structures on the lot)
- Construction type (e.g. V-N) and occupancy type (e.g. R-3, R-1)

Sample Lot Coverage Calculations:

	<i>Square Feet</i>
Lot size	6,000
Existing First Floor Building Area	1,000
Proposed First Floor Addition	500
Total Building Coverage = Existing + Proposed	1,500
Lot Coverage = Lot Size / Total Building Coverage	25%

Please See Sample Site Plan on Reverse Side

Tel: 650/780-7350 • Inspections 650/780-7361 • Fax 650/780-7348 • E-Mail: permits@redwoodcity.org



EXISTING SITE PLAN

SCALE

ITEMS NEEDED ON YOUR SITE PLAN

- Existing House, Dimensions
- Accessory Buildings, Dimensions
- Mets and Bounds, Dimensions
- Trees, size
- Proposed New Construction, Dimensions
- Setback Information
- North Arrow, Scale
- Locate alleys, easements, right-of-ways, etc.
- Property line may NOT start at the sidewalk.

Telephone: 650/780-7350 Inspections: 650/780-7361 Fax: 650/780-7348
 E-Mail: permus@redwoodcity.org

DEMOLITION NOTICE

TO: Ron Vairora, Meter Shop
Water Department

FROM: Building Division

RE: Demolition at _____

issue date _____

PERMIT # _____

Pacific Gas and Electric Company

1970 Industrial Way
Belmont, CA 94002
800/743-5000



ATTENTION: PERMIT DEPARTMENT DEMOLITION

GENTLEMEN:

This is to verify that the gas and electric facilities at

has been/will be disconnected by _____

New Business Representative

Contractor



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: Cash Check Money Order Credit Card (Visa, MasterCard Only)
(Complete attached authorization form)

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: _____

G:\Form:Demo-01/5/1/2001

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) 928-0338, but faxed notifications will only be accepted if accompanied by a valid credit card authorization for applicable fees.
- 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, but the job number will not be issued until the applicable fees are received by a valid credit card authorization. Following authorization approval, the job number will be issued and the notification form must be completed and returned, with the job number (" J#_____") filled in.
- 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: \$39
Cancellation: \$39 (100% of fee) non-refundable, for notification processing.

Demolition **conducted at a single family dwelling with less than 10 days prior notice (excluding emergencies)** is allowed upon payment of the following **additional** fee:

OPERATION FEE: \$272

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

OPERATION FEE: \$164
Cancellation: \$110 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.

DEMOLITION:	Single family dwelling - \$39 Non Single family dwelling - \$164
RENOVATION:	Single family dwelling: \$82 for 100-500 sq ft or lin ft \$300 for 501-1000 sq ft or lin ft \$436 for 1001-2000 sq ft/lin ft \$559 for greater than 2000 sq ft/lin ft
RENOVATION:	Non Single family dwelling: \$230 for 100-159 sq ft or 100-259 lin ft or 35 cu ft \$333 for 160-500 sq ft or 260-500 lin ft or greater than 35 cu ft \$485 for 501-1000 sq ft/lin ft \$714 for 1001-2500 sq ft/lin ft \$1019 for 2501-5000 sq ft/lin ft \$1400 for 5001-10000 sq ft/lin ft \$1781 for 10001 or greater sq ft/lin ft
CANCELLATION FEE:	(portion of fee that is non-refundable for notification processing) Single family dwelling - \$39 Non-Single family dwelling - \$110
ADDITIONAL FEE FOR 72 HOUR NOTIFICATION	Residential buildings having four or fewer dwelling units \$272

Question: How do I know if there is asbestos in the structure I want to demolish or renovate?

Answer: Regulation 11-2-303.8 requires that a survey be performed prior to demolition to determine the presence of RACM. The person who performs the survey must be Cal-OSHA certified and must have taken and passed an EPA approved building course. In the case of residential buildings having four or fewer dwelling units, the owner/operator can sample and test suspected asbestos containing materials rather than hiring a certified consultant.

Question: Where can I obtain a list of asbestos consultants/technicians who are certified to perform these surveys?

Answer: This list can be obtained by calling the California Division of Occupational Safety and Health at 916-574-2993 or [going to their web site.](#)

Question: If there is no asbestos in the structure, do I still need to notify the BAAQMD of the demolition of the structure?

Answer: Yes. BAAQMD [Regulation 11-2-401.3](#) requires that notification of demolition must be made to the BAAQMD even if there is no asbestos present.

Asbestos - Frequently Asked Questions

Question: What is asbestos?

Answer: Asbestos is a naturally-occurring mineral. Chrysotile (white asbestos) is the type most commonly used in structural applications. Asbestos is heat resistant, very strong, and has remarkable insulating properties, making it a desirable material in construction.

Question: What are the health effects of asbestos exposure?

Answer: There are three exposure routes for asbestos fibers: (1) inhalation via the respiratory system (2) ingestion via the mouth associated with asbestos fibers in drinking water and (3) skin contact. Asbestos has been known to cause a number of disabling and fatal diseases such as asbestosis, lung cancer, mesothelioma and pleural plaques. There is no safe level of exposure to asbestos; therefore, all exposure to asbestos should be avoided.

Question: The building department requires a District job number (J#) prior to structural demolition. What is a job number?

Answer: Because asbestos has been used in many structural applications, District Regulation 11-2-401.3 requires that for every demolition or for every renovation involving the removal of 100 sq ft/lin ft or greater of Regulated Asbestos Containing Material (RACM), a notification must be made to the BAAQMD at least 10 working days prior to commencement of demolition/renovation. For residential buildings of four or fewer dwelling units, 72 hour prior notification is acceptable with the payment of an additional fee (see schedule below).

The District provides a form to use for notification of the two types of jobs. To obtain a Demolition or Renovation form, download it or call BAAQMD staff at (415) 749-4762. Information obtained from the form is stored and a job number (J#) is assigned to each demolition or renovation job that is notified. The J# is proof that the notification requirements of District Regulation 11-2 have been met. This information then allows BAAQMD staff to conduct an inspection to determine compliance with all other requirements of Regulation 11-2.

Question: What is the difference between demolition/renovation?

Answer: BAAQMD Regulation 11, Rule 2 defines demolition as the wrecking, dismantling or intentional burning of a structure. Renovation is the removal of Regulated Asbestos Containing Material (RACM).

Question: Is there a fee associated with a job number (J#)?

Answer: Yes. District Regulation 3, Schedule L imposes a fee as authorized by the California Health & Safety Code.

Question: Where can I obtain an asbestos Renovation or Demolition notification form?

Answer: To obtain a Demolition or Renovation notification form, download it or call BAAQMD staff at (415) 749-4762.

Question: Where is asbestos typically found in a structure and how can I be certain asbestos is present?

Answer: Asbestos can be found in various locations throughout a structure. Some examples include, **but are not limited to** acoustic ceilings, taping mud on sheetrock, plaster, flooring, heating ducts, stucco, flue pipes, pipe lagging, and roofing. To determine the presence of asbestos, a sample must be taken to a laboratory and tested using polarized light microscopy (PLM) as the testing methodology.

Question: Can a homeowner remove asbestos?

Answer: Yes. However, if the asbestos is determined to be RACM, the homeowner must comply with the removal, disposal and administrative requirements contained in BAAQMD Regulation 11, Rule 2. It is very difficult for a homeowner to set up a containment area or to comply with the HEPA exhaust requirements.

Question: What is Regulated Asbestos Containing Material (RACM)?

Answer: Regulated Asbestos Containing Material (RACM) is defined in BAAQMD Regulation 11, Rule 2 as asbestos which is friable and contains greater than 1% asbestos. Friable asbestos is asbestos which can be crushed, crumbled or pulverized using simple hand pressure when dry. Non-friable asbestos containing materials containing greater than 1% asbestos are also considered to be RACM if they are subjected to sanding, drilling, grinding, cutting, abrading or may be crumbled, pulverized, or reduced to powder during the course of demolition or renovation.

Question: Does asbestos have to be removed?

Answer: No. If it is in good condition and is not being disturbed, it is best to leave it undisturbed. In order for asbestos to be a health hazard, it must be released from the product into the air people breathe.

Question: Does my contractor have to be licensed to remove asbestos?

Answer: The California State Contractors Board requires that a contractor have a valid, current contractors license and certificate for asbestos abatement work. They maintain a list of certified contractors on their web site.

(last updated Friday, August 17, 2001)