DEMOLITION PERMITS
Building, Infrastructure and Transportation Department
Redwood City, 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 PG& E for appropriate gas and electrical disconnection (see attached paper work). Paper work needs to be submitted to PG&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:
  – San Mateo County Health Department, (650) 363-4305; and a
  – Tank Removal Permit from the 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, PG&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

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:

<table>
<thead>
<tr>
<th></th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot size</td>
<td>6,000</td>
</tr>
<tr>
<td>Existing first floor building area</td>
<td>1,000</td>
</tr>
<tr>
<td>Proposed first floor addition</td>
<td>500</td>
</tr>
<tr>
<td>Total building coverage = existing + proposed</td>
<td>1,500</td>
</tr>
<tr>
<td>Lot coverage = Lot size/total building coverage</td>
<td>25%</td>
</tr>
</tbody>
</table>

Please See Sample Site Plan on Reverse Side

• Telephone: (650) 780-7350
• Inspections: (650) 780-7361
• Fax: (650) 780-7348
EXISTING SITE PLAN

ITEMS NEEDED ON YOUR SITE PLAN

Existing House, Dimensions
- Accessory Buildings, Dimensions
- Mates and Boundaries, Dimensions
- Trees, size

Proposed New Construction, Dimensions
Setback, Information
Norm Arrow, Scale
Locate alleys, casements, 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
City of Redwood City

RE:
Demolition Permit at: 

Issue Date: 

PERMIT #: 

Telephone: (650) 780-7350  •  Inspections: (650) 780-7361  •  Fax: (650) 780-7348
ATTENTION: PERMIT DEPARTMENT DEMOLITION

To whom it may concern:

This is to verify that the gas and electric facilities at: __________________________

______________________________

______________________________

______________________________

Has been/will be disconnected by: __________________________

______________________________

New Business Representative

______________________________

Contractor
This Advisory is provided to inform you about activities of the Air District which may affect your operation. It will help you achieve and maintain compliance with applicable air pollution regulations.

ATTENTION: ASBESTOS DEMOLITION & RENOVATION CONTRACTORS AND BUILDING DEPARTMENTS

SUBJECT: OPERATION FEES INCREASE

On June 16, 2010, the Air District Board of Directors approved a new fee schedule for asbestos operations (demolitions and renovations). The new fees apply to notifications postmarked on or after July 1, 2010. Full payment of fees is required at the time of notification submittal. The fee schedule for Asbestos operations is on the reverse side.

If you have any further needs, please contact the Air District as indicated below:

☎️ For questions about this Advisory, contact the Asbestos Technician at (415) 749-4762.
☎️ For a copy of this Advisory, see www.baaqmd.gov/advisories.
☎️ For a copy of Regulation 3, see: www.baaqmd.gov.
☎️ For a copy of asbestos notification forms, see: www.baaqmd.gov.

Kelly J. Wee
Director of Compliance and Enforcement
### Commercial, Multi-Family Dwellings (more than 4 units), Government Buildings, & Schools

<table>
<thead>
<tr>
<th>Square Feet Renovation</th>
<th>Linear Feet Renovation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-159 or 35 cu ft</td>
<td>100-259</td>
<td>$330</td>
</tr>
<tr>
<td>160-500 or &gt; 35 cu ft</td>
<td>260-500</td>
<td>$476</td>
</tr>
<tr>
<td>501-1000</td>
<td>501-1000</td>
<td>$692</td>
</tr>
<tr>
<td>1001-2500</td>
<td>1001-2500</td>
<td>$1021</td>
</tr>
<tr>
<td>2501-5000</td>
<td>2501-5000</td>
<td>$1455</td>
</tr>
<tr>
<td>5001-10000</td>
<td>5001-10000</td>
<td>$1998</td>
</tr>
<tr>
<td>10001+</td>
<td>10001+</td>
<td>$2542</td>
</tr>
</tbody>
</table>

- Mastic removal with buffers and solvent: $234
- Demolition Only: $234
- Cancellation fee: $156

### Owner-Occupied Condominiums

<table>
<thead>
<tr>
<th>Square Feet Renovation</th>
<th>Linear Feet Renovation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-500</td>
<td>100-500</td>
<td>$116</td>
</tr>
<tr>
<td>501-1000</td>
<td>501-1000</td>
<td>$428</td>
</tr>
<tr>
<td>1001-2000</td>
<td>1001-2000</td>
<td>$623</td>
</tr>
<tr>
<td>2001+</td>
<td>2001+</td>
<td>$856</td>
</tr>
</tbody>
</table>

- Mastic removal with buffers and solvent: $234
- Demolition Only: $56
- Cancellation fee: $56

### Single Family Dwellings or Multi-Family Dwellings (Four units or less)

<table>
<thead>
<tr>
<th>Square Feet Renovation</th>
<th>Linear Feet Renovation</th>
<th>Fee</th>
<th>72 hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-500</td>
<td>100-500</td>
<td>$116</td>
<td>$506</td>
</tr>
<tr>
<td>501-1000</td>
<td>501-1000</td>
<td>$428</td>
<td>$818</td>
</tr>
<tr>
<td>1001-2000</td>
<td>1001-2000</td>
<td>$623</td>
<td>$1013</td>
</tr>
<tr>
<td>2001+</td>
<td>2001+</td>
<td>$856</td>
<td>$1246</td>
</tr>
</tbody>
</table>

- Mastic removal with buffers and solvent: $234
- Demolition Only: $56
- Cancellation fee: $56

* For single family dwellings or multiple family dwellings with four units or less, the 10 working day period may be expedited to 72 hours if additional fees are paid.
# Demolition Notification Form

**Regulation 11, Rule 2**

## Site of Demolition

<table>
<thead>
<tr>
<th>Site Address:</th>
<th>Cross Street:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Owner/Operator:</td>
<td>Phone: ( )</td>
</tr>
<tr>
<td>Specific Location of Project within Building/Address:</td>
<td></td>
</tr>
</tbody>
</table>

Check One: □ Single Family Dwelling □ Commercial □ Multifamily Dwelling □ Govt Bldg □ School

## Contractor/Individual Performing Demolition

<table>
<thead>
<tr>
<th>Name: Company/Individual:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Phone: ( )</td>
<td></td>
</tr>
</tbody>
</table>

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? (Emergency only – attach copy of order) □ yes □ No

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 ☐ 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:

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.

939 Ellis Street • San Francisco, California 94109 • (415) 749-4762
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: $56
Cancellation: $56 (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: $390
Cancellation: $156 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 ____________________________

Form: 1102_demolition_070110
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.