
DEMOLITION PERMIT SUBMITTAL REQUIREMENTS

A Demolition Permit is required for the removal of an entire or partial building or structure. The following information may be required for the demolition of a building or structure. Through the plan review process, additional information may be required. Applicants are required to submit plans and applications directly to the Building and Safety Division. Plans will not be accepted by mail. For specific requirements for a particular project, please consult with the Building and Safety Division between the hours of 8:00 a.m. to 4:00 p.m. Monday to Friday. If the demolition is associated with a Planning approval, please review the conditions of approval to determine if specific items are required with the demolition submittal.

Please allow **two – three weeks** for process and review. Demolition Permit applications are reviewed by multiple City departments and final review/approval by the City Manager is required for demolition of a building or structure associated with a City Council approved project.

SUBMITTAL REQUIREMENTS:

- Building Permit Application
- Electronic** set of plans with the following information and/or items:
 - **Site Plan** with the parcel number(s); site acreage; building square footage; clearly show building/structure location with building address; label building type(s) (i.e., office, commercial, residential, etc.); show property lines, setbacks and all public or private easements; existing water wells to remain and/or to be abandoned; existing septic tanks and leach field to be removed or remain; all dry and wet public utilities within the parcel, existing domestic and irrigation water meters with Reduced Pressure Backflow Device; and existing fire service and location of Double Check Detector Check;
 - **Storm Water Pollution Prevention Program (SWPPP)** plan for the site with appropriate details on the plans. Provide protection of site during and after demolition, prior to start of construction. Need State Construction General Permit if demolition work is going to disturb one-acre or more.
 - **Dust Control Plan** or procedure stating the site, public-street and sidewalk adjacent to the site shall be kept dust free at the expense of the owner, contractor and/or applicant.
 - **Truck Haul Route Plan** to and from the demolition site.
 - **Tree Protection Plan:**
 - Show all trees to remain and/or be removed on the plans. Tree numbers shall correspond to the arborist report, if required.
 - Provide an arborist report per the direction of the City Landscape Architect.
 - Show tree protection fencing for trees to remain. Tree protection fencing shall be 6-foot tall chain-link fencing (or other fence type acceptable to the Landscape Architecture Division) and located outside of the existing tree drip lines.
 - Include tree protection notes per the arborist report. If not arborist report was required, provide the following statements on the plans:
 - Tree protection fencing shall remain in place until final landscape inspection by the Landscape Architecture Division.

- No existing tree may be trimmed or pruned without prior approval by the City Landscape Architect.
 - Utilize best efforts to locate any new utility trenches outside of the existing canopy of the trees to be saved. If this is not feasible, the applicant shall submit a report from a certified arborist acceptable to the City indicating trenching will not be detrimental to the health of the tree.
 - Nothing may be stored within the dripline of the tree canopies. This includes equipment, oil, gas, chemicals, harmful materials, fill or storage.
 - No oil, gasoline, chemicals, or other harmful materials shall be deposited or disposed within the dripline of the trees or in drainage channels, swales, or areas that may lead to the dripline.
 - No sign, wires, or ropes shall be attached to the trees.
 - No stockpiling/storage of construction materials, fill, etc., shall take place underneath or within 5-feet of the dripline of the existing trees.
 - No equipment or temporary structures shall be placed within or beneath the dripline of the existing trees.
- Contractor is required to adhere to the [Standard Specifications and Details](#) (edition 2016) regarding Protection of Trees, Section 3-03F.
- **Electronic** copy of the [Bay Area Air Quality Management District](#) (BAAQMD) clearance, or documentation from BAAQMD if clearance is not required.
- **Electronic** copy of the completed [PCBs Screening Assessment Form](#). (For demolition of multiple buildings, complete and submit one form for each building to be demolished.)
- **Electronic** copy of PG&E letter indicating gas and electric utilities have been disconnected.
- **Electronic** copy of a letter from the demolition contractor with the following: demolition timeline; work hours; dust and noise control measures; method of demolition; and site security measures during and after work hours.
- **Submit** a [Waste Management Plan](#) (WMP) through Green Halo for all demolition projects with a valuation of \$25,000 or more. Your compliant WMP must be submitted and approved before any inspection may be scheduled.
- **Contact** Construction Services Inspection at (925) 931-5650 when sewer and/or water lateral(s) are exposed at property line
- **Contact** the Livermore-Pleasanton Fire Department (LPFD) at (925) 454-2361 if hazardous materials were used or stored, to determine if a closure plan is required prior to issuance of the demolition permit.

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1. An [Encroachment Permit](#) from the Engineering Division is required for all work within the public right-of-way and/or public service easements (PSE). A traffic control plan is required for work or staging in the public right-of-way. Contact the Engineering Department at (925) 931-5650:
 2. The City owns the water service lateral and fire service up to the back flow device. An Encroachment Permit shall be obtained for work between the water main and the Reduced Pressure Backflow Device or Double Check Detector Check.
 3. Cash bonds may be required for Erosion Control and Hazard Mitigation or Tree Protection/Mitigation.