

DEMOLITION PERMIT SUBMITTAL REQUIREMENTS

A demolition permit is required for the complete or partial removal of any building or structure. Demolition permit applications are reviewed by multiple City departments, and final review/approval by the Director of Community & Economic Development is required when the demolition project is associated with a City Council–approved project. Prior to submitting plans to the Building Division, applicants should contact the Planning Division at (925) 437-4009 or by email at pod@cityofpleasantonca.gov to confirm compliance with planning regulations and obtain any required planning approvals.

Once planning approval is granted, the demolition application and plans may be submitted to the Building Division for review. Demolition submittals are typically reviewed within approximately three weeks for first-round review, depending on the completeness of the plans and supporting documents. Permit application, plans, and supporting documents shall be submitted electronically through the City's ACA system (Accela Citizen Portal) online at: [Accela Portal](#)

PLAN SUBMITTAL REQUIREMENTS:

Electronic set of plans with the following information and/or items:

1. Site Plan

- 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.
- Existing fire service and location of Double Check Detector Check.

2. Demolition Plan

- 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.
- All dry and wet utilities (public or private) to be removed and removal methodologies. If applicable, include the geotechnical recommendations and associated geotechnical report.
- Show the trees to be protected in place or removed with associated disposition notes.

3. Stormwater Pollution Prevention Requirements (BMPS/SWPPP / NPDES.)

- **Best Management Practices (BMPs):**
Install, inspect, and maintain appropriate BMPs to prevent erosion, sediment, trash, and construction debris from entering the storm drain system. BMPs shall remain in place until the site is fully stabilized. *(Refer to BMP handout for additional requirements.)*
- **NPDES / SWPPP Requirement:**
In accordance with the National Pollutant Discharge Elimination System (NPDES) program, a Stormwater Pollution Prevention Plan (SWPPP) shall be prepared for projects involving demolition activities or land disturbance totaling one acre or more.
- **State Construction General Permit:**
Projects disturbing one acre or more shall also obtain coverage under the State Construction General Permit, which serves as the state-issued NPDES permit for construction activities and shall obtain a Waste Discharge Identification (WDID) number prior to commencement of work.
- **Plan Documentation:**
When applicable, SWPPP requirements, BMP locations, and site protection measures shall be clearly shown as part of the demolition plans.

4. Dust Control Plan

- Dust control plan or procedure stating how 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.

5. Truck Haul Route Plan

- Provide truck route plan to and from the demolition site.

6. Tree Protection Plan:

Only those trees that are specifically designated on the project plans for removal shall be removed. All other remaining trees shall be protected by the Contractor against injury from construction activities. All pruning cuts shall be made using a sharp blade with cuts perpendicular to the root or branch using ISA approved methods. Tools shall be disinfected between cuts.

The following protection measures shall be practiced during the course of construction:

- Prior to the commencement of construction, install a sturdy fence at the dripline of any tree which will be affected by the construction and prohibit any storage of construction materials or other materials inside the fence. The dripline shall not be altered in any way to increase the encroachment of the construction.
- Excavation, grading, drainage and leveling within the dripline of the tree is prohibited unless approved by the Engineer.
- Disposal or depositing of oil, gasoline, chemicals or other harmful materials within the dripline or in drainage channels, swales or areas that may lead to the dripline is prohibited.
- The attachment of wires, signs and ropes to any tree that shall remain is prohibited.
- Design utility services and irrigation lines to be located outside of the dripline when feasible.
- Retain the services of a certified consulting arborist for periodic monitoring of the project site and the health of those trees to be preserved. The certified consulting arborist shall be present whenever activities occur which pose a potential threat to the health of the trees to be preserved (for example, when work occurs within the dripline of trees to be preserved).

7. Required Documents (All documents to be submitted electronically)

- Copy of the [Bay Area Air Quality Management District](#) (BAAQMD) clearance, or documentation from BAAQMD if clearance is not required.
- Completed [PCBs Screening Assessment Form](#) (Attachment B of the PCBs in Priority Building Materials – Applicant Package). (For demolition of multiple buildings, complete and submit one form for each building to be demolished.)
- PG&E letter indicating gas and electric utilities have been disconnected.
- 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.

8. Other Requirements

- Submit a Waste Management Plan (WMP) through [Green Halo Systems](#) website 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 to determine requirements for the site. The property owner/contractor is responsible for:
 - Identifying any current or historical hazardous materials use or storage on the site.
 - Providing required documentation to the Fire Department, including closure plans where applicable.
 - Coordinating inspections or verification as required by the Fire Department.
 - Complying with all Fire Code and environmental regulations prior to demolition and disposal activities
 - Demolition shall not commence until Fire Department review and clearance has been provided, if required.
- An [Encroachment Permit](#) from the Engineering Division is required for all work within the public right-of-way and/or public service easements (PSE). 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. Contact the Engineering Department at (925) 931-5650.
- A traffic control plan is required for work or staging in the public right-of-way. Contact the Engineering Department at (925) 931-5650.
- Cash bonds may be required for Erosion Control and Hazard Mitigation or Tree Protection/Mitigation. Contact Landscaping Department for further information (925) 931-5672.

The above guidelines are typical requirements for a partial/full demolition permit. Please consult the following Departments for their respective requirements.

Engineering Department: 925-931-5650
Planning Department: 925-931-5600
Landscaping Department: 925-931- 5672
Traffic Department: 925-931-5677

Note: All department requirements must be addressed on the plans to ensure a fast turnaround.