PURPOSE:

“Construction documents and a schedule for demolition shall be submitted where required by the building official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved.” CBC Sec. 3303.1

The building division may issue demolition permits in advance of permits being applied for or issued for construction, addition or alteration projects. This policy is to identify the requirements for issuance of a demolition permit for such projects.

Note: Projects submitted for review that have demolition identified in the scope of work and shown accordingly on the submitted plans do not require a separate demolition permit.

POLICY:

Permits may be issued for demolition of interior spaces or portions of structures in advance of approved renovation, addition, or alteration permits under the following conditions:

1. A separate application is required for the demolition work proposed.
2. The property owner, contractor responsible for the permit, and proposed tenant (if-applicable) shall sign the Demolition Permit Acknowledgement. The signed document shall be maintained in the permit record.

Submittal Requirements (3 copies of each):

1. Site plan with dimensions.
2. Interior floor plan identifying:
   a. Elements to be removed/demolished (interior and exterior elements).
   b. Identification of all existing fire resistive construction.
   c. All existing exit ways affected by the demolition.
   d. Any structural framing to be affected.
      Note: If structural elements are proposed to be affected – adequate bracing, shoring, and/or support shall be identified on the plans. Plans developed by a structural engineer may be required.
   e. All electrical, mechanical, and plumbing systems or portions thereof proposed for demolition.
   f. A time frame for application submittal to the City for the proposed renovations, additions, and/or alterations shall be provided.
   g. Obtain Planning Division approval if required by Zoning Code (Historical, Entitlements, etcetera).
h. Obtain Fire Department approval if required (proposed limitation of fire access, fire protection systems installed, etcetera).

i. Notification of demolition to the North Bay Area Air Quality Control for asbestos removal is required ("J-Number"). In accordance with BAAQMD Regulations a J-Number is required prior to issuance.

3. Temporarily unoccupied buildings, structures, premises or portions thereof, shall be secured and protected in accordance with California Fire Code Sections 311.2.1 through 311.2.3

311.2.1 Security. Exterior and interior openings accessible to other tenants or unauthorized persons shall be boarded, locked, blocked or otherwise protected to prevent entry by unauthorized individuals. The fire code official is authorized to placard, post signs, erect barrier tape or take similar measures as necessary to secure public safety.

311.2.2 Fire Protection. Fire alarm, sprinkler and standpipe systems shall be maintained in an operable condition at all times.

Exceptions:

1. Where the premises have been cleared of all combustible materials and debris and, in the opinion of the fire code official, the type of construction, fire separation distance and security of the premises do not create a fire hazard.

2. Where approved by the fire chief, buildings that will not be heated and where fire protection systems will be exposed to freezing temperatures, fire alarm and sprinkler systems are permitted to be placed out of service and standpipes are permitted to be maintained as dry systems (without an automatic water supply), provided the building has no contents or storage, and windows, doors and other openings are secured to prohibit entry by unauthorized persons.

311.2.3 Fire Separation. Fire-resistance-rated partitions, fire barriers and fire walls separating vacant tenant spaces from the remainder of the building shall be maintained. Openings, joints and penetrations in fire-resistance-rated assemblies shall be protected in accordance with Chapter 7.

4. Fire safety during demolition shall comply with the applicable requirements of the California Building Code and the applicable provisions of the California Fire Code.

5. No portions of the building still occupied shall have the path of exit travel impacted by the demolition.

6. No portion of the structural integrity of the building shall be compromised unless approved means are shown on the plans for proper support of structural elements.

7. A plan for protecting the public shall be provided if required by the Building Official or their representative.

Any work beyond the scope of demolition will result in a Stop Work Order and penalty fees will be assessed for work without a permit. An empty dwelling, commercial or industrial space, or tenant space may be the result of the completion of demolition. Any future occupancy of spaces or occupancies shall comply with zoning and building code requirements for the use of the space. A separate permit is required for the reuse of a space or occupancy having a demolition permit issued and executed.

Jesse R. Oswald, Chief Building Official
DEMOLITION PERMIT ACKNOWLEDGEMENT

ADDRESS FOR PROPOSED DEMOLITION: __________________________________________
Suite or Unit Number(s)_________________________________________________________

DEMOLITION PERMIT NUMBER: _________________________________________________

The parties below acknowledge that the authorization for this demolition permit does not
authorize any future occupancies, uses, or entitlements for the property, address, suite number,
unit, or portion of the site.

Additional construction permit(s) are required to be submitted, reviewed, approved, and issued
PRIOR to commencing work for any future uses or occupancy of the site identified below.

Beginning work for any future occupancies (working beyond the scope of this demolition
permit) prior to authorization shall result in a Stop Work Order and penalty fees as-determined
by the Chief Building Official.

Working beyond the scope of this demolition permit will result in a report to the California State
Contractor’s Board (CSLB).

Property Owner’s Name (Print): _________________________________________________
Property Owner’s Signature: ____________________________________________________

Responsible Contractor (Permit Holder) Name (Print): ______________________________
Responsible Contractor (Permit Holder) Signature:  _________________________________
Responsible Contractor’s CSLB License Number: __________________________________

Proposed Tenant Name (Print): __________________________________________________
Proposed Tenant Signature: _____________________________________________________