

## **Demolition Permit Application Requirements**

**A Demolition Permit does NOT include grading or excavation of a site**, or the commencement of construction activities associated with proposed improvements to the site. Separate Building and Site Development Permits are required for these construction activities.

- Contact Bay Area Air Quality Management District (BAAQMD) [www.baaqmd.gov](http://www.baaqmd.gov), complete BAAQMD's Demolition Notification Form and submit to obtain J#. The J# process is designed to ensure that no asbestos is released into the air when buildings are demolished. You will need to apply for and obtain your J# even if you know that the building contains no asbestos.
- Contact PG&E for utility disconnect permits/procedures (650) 598-7204
- Contact West Bay Sanitary District (if property is connected to sewer) to obtain sewer permit (650) 321-0384 • West Bay Sanitary District (WBSD) requires that sewer laterals of demolished structures be disconnected and property capped at either the property line or at the connection with the main sewer. A WBSD permit is required, as well as an inspection of the completed work.
- Complete and submit Town of Portola Valley Building Permit Application Form for Demolition and provide:
  - (2) sets of Tree Protection and Construction Staging Plans (refer to Town's plan checklist)
  - (2) sets of Erosion Control plans
  - (2) copies of an Arborist Report if there are heritage trees in the vicinity of the proposed demolition
  - Copy of letter from West Bay Sanitary District approving disconnect final BAAQMD J#
  - Permit Application Fee \$65 + \$250 Inspection Fee & Recycling Administrative Fee \$185 + Applicable Recycling Deposit
- Your application and plans will then be reviewed by the Building, Planning, and Public Works Departments. The Planning Technician will discuss with you and/or the architect the expected demolition debris tonnage and to-be-salvaged materials. The Town Construction & Demolition Ordinance 2000-332 requires you to recycle/salvage at least 60% of the expected demolition debris. You are strongly encouraged to deconstruct/salvage rather than demolish a structure. Once estimated tonnage is calculated, you will be required to place a deposit with the Town from \$1,000 to \$5,000. This deposit is refundable provided you submit weight tags and/or documentation of salvage/deconstruction work that illustrates that at least 60% of the debris tonnage was recycled/salvaged.
- If the property is on a private sanitary system (septic), clearance shall be obtained from the San Mateo County Health Department. Contact Stan Low, Environmental Health Specialist at (650) 372-6202. If the property will be hooking up to sewer, you will need to obtain a

septic abandonment permit. If property will remain on septic, you will need to pump out and record the location of septic tank/leachfields for future development.

- All projects will require staff to perform a preliminary evaluation pursuant to CEQA guidelines.
- **Once your demolition permit is approved and issued**, you are required to first install your tree protection fencing and erosion control per approved plans.
- **PRIOR TO START OF DEMOLITION OR DECONSTRUCTION WORK YOU MUST:**
- Call for a Pre-Demolition & Tree Protection/Erosion Control Inspection by the Building Official at (650) 851-1700 x.216

PRE-DEMOLITION INSPECTION by the Building Official shall include:

- Disconnect electrical & gas
  - Sewer within 5' of property line (provide letter from West Bay Sanitary District)
  - Asbestos removal
  - Tree protection fencing and erosion control
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- All surfaces disturbed by grading shall be seeded with the Town approved native Bay Area Habitat seed mix as soon after grading or earth disturbance as possible. Erosion and sediment controls shall be installed and maintained to the satisfaction of the Public Works Director.
  - Provide site clean up, including debris and materials on site, as well as road clean up. The Building Official will monitor this.
  - Once demo is complete, submit documentation of deconstruction/salvage/recycling (weight tags) to the Planning Department to receive recycling deposit refund.
  - Call for final inspection by the Building Official.