

Town of Portola Valley

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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.

PRIOR TO OBTAINING A DEMOLITION PERMIT:

- **Obtain J# from Bay Area Air Quality Management District (BAAQMD):** Contact BAAQMD www.baaqmd.gov and complete a [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.
- **Utilities Disconnection:** Contact PG&E for [utility disconnect](#) permits/procedures (650) 598-7204.
- **Obtain Sewer Disconnect Permit:** 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.
 - **If the property is on a private sanitary system (septic)**, clearance shall be obtained from the San Mateo County Environmental Health Department. 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. Contact an Environmental Health Specialist at (650) 372-6200.
- **Building Permit Application:** complete and submit Town of Portola Valley [Building Permit Application Form](#) for Demolition and provide:
 - Tree Protection and Construction Staging Plans (refer to Town's plan checklist)
 - Erosion Control plans
 - Demolition Plan
 - Arborist Report if there are heritage trees in the vicinity of the proposed demolition
 - Copy of Arborist letter certifying that the tree protection has been installed on site per the recommendations of the Arborist Report
 - Copy of letter from West Bay Sanitary District approving disconnect final (if applicable)
 - PCB Assessment Form
 - BAAQMD J#
 - Permit Application Fees (check only, due prior to permit issuance)

- C&D Recycling Fee/Deposit (will be calculated based on your waste management plan submitted in Green Halo)
- **Complete Construction & Demolition (C&D) Waste Management Plan:** The Town's C&D Ordinance 2017-415 that **at least 75%** of construction & demolition debris be reused, recycled or diverted so that it doesn't end up in the landfill. You are strongly encouraged to deconstruct/salvage rather than demolish a structure. Go to <http://portolavalley.wastetracking.com> to create a Waste Management Plan and estimated tonnage for your project. Once your Waste Management Plan is submitted, you will be notified by the Planning Department via the waste-tracking system of its approval and the required deposit amount plus the administrative fee. This deposit is refundable provided you submit weight tags and/or documentation of salvage/deconstruction work that demonstrates that at least 75% of the debris tonnage was recycled/salvaged.
- **Complete PCBs Screening Assessment Form:** The Regional Water Quality Control Board requires that municipalities have applicants of whole building demolitions complete the [PCBs Screening Assessment Form](#). If your project is exempt, you must still complete and submit the form.
- **Historic Review:** For all projects, staff will confirm whether the site is included in the Historic Element of the General Plan and follow the applicable procedures.

PRIOR TO START OF DEMOLITION OR DECONSTRUCTION:

- **Once your demolition permit is approved and issued**, you are required to first install your tree protection fencing and erosion control per approved plans.
- **Request a Pre-Demolition & Tree Protection/Erosion Control Inspection** by the Building Inspector at inspections@portolavalley.net.
- PRE-DEMOLITION INSPECTION by the Building Inspector shall include:
 - Disconnection of electrical & gas
 - Sewer within 5' of property line (provide letter from West Bay Sanitary District)
 - Asbestos removal
 - Tree protection fencing and erosion control

DURING DEMOLITION:

- **Erosion control:** 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.
- **Site & Road Clean-Up:** -provide site clean-up, including debris and materials on site, as well as road clean up. The Building Official will monitor this.

ONCE DEMOLITION IS COMPLETE:

- **C&D compliance documentation:** upload your deconstruction/salvage/recycling weight tags to your project file in <http://portolavalley.wastetracking.com> and "Submit Plan for Final."

The Planning Department will review your file for compliance and notify you of its approval and the amount you will receive for your deposit refund.

- **Request final inspection by the Building Inspector at inspections@portolavalley.net .**