



DEMOLITION PERMIT REQUIREMENTS & INSTRUCTIONS

ALL 6 ITEMS BELOW MUST BE COMPLETED IN ORDER TO OBTAIN THE DEMOLITION PERMIT

DEMOLITION PERMIT **MUST BE FINALED** PRIOR TO OBTAINING THE BUILDING PERMIT

1. BAY AREA AIR QUALITY MANAGEMENT DISTRICT:

Obtain a "J" number letter from BAAQMD. For questions and compliance assistance call 415-749-4762 **Effective March 12, 2018** all applications must be applied for online @ www.baaqmd.gov

2. BUILDING DIVISION – DEMOLITION WASTE RECYCLING:

You must recycle and/or salvage for reuse the waste materials from your demolition project through one of the following options:

1. Secure and use a debris box from Mission Trail Waste Systems
(Copy of your invoice/receipt from Mission Trail is required)
or
2. Deliver all of your demolition materials to a city-approved recycling facility
(Copies of all weight ticket(s) with printed site address, from a city-approved recycling facility-listed on the next page- must be submitted prior to your demolition final-NO EXCEPTIONS)

3. CALIFORNIA WATER SERVICE COMPANY:

The water service to the property may remain during demolition; however, the service to the existing structure(s) must be disconnected during construction. Contact the California Water Service for inspection requests at (650) 917-0152.

4. ENGINEERING DIVISION – SEWER/SWPPP:

PRIOR TO DEMOLITION, Owner **MUST** cap-off sewer line at property line within 5' into private property. Call the City of Los Altos Engineering Division at (650) 947-2780 for inspection.

*A **Storm Water Pollution Prevention Plan (SWPPP)** must be prepared for all projects greater than one acre and for any other project that the City Engineer determines such plan is necessary to protect surface waters. Contact the Engineering Division at (650) 947-2780 for additional information.

5. PACIFIC GAS & ELECTRIC:

All gas and electric disconnections require approval and signatures by authorized Pacific Gas & Electric personnel. Contact P.G. & E. (408) 725-3325 for inspection.

****CALL PG&E IMMEDIATELY UPON RECEIPT OF THIS FORM FOR CURRENT LEAD-TIME TO DISCONNECT, FAILURE TO DO SO COULD RESULT IN CONSTRUCTION DELAYS****

6. PLANNING DIVISION – DEMOLITION SITE PLAN & TREE PROTECTION:

Planning Division approval is required for all demolitions, tree protection and tree removals. Contact the Planning Division at (650) 947-2750 for details.

Provide (2) separate copies of your site plan showing location of all structures and trees proposed to be removed, and all required tree protection measures required by the Planning Division.

All tree protection measures including required fencing shall be installed. To expedite the review, please submit photographs of all the installed tree protection, noting the trees in each photograph matching to the site plan.

Received By _____ Date _____

Printed Name: _____

Site Address: _____

Once all required signatures have been secured, return the completed Demolition Application with the Mission Trail invoice (if applicable), site plans, SWPPP (if required), and the Bay Area Air Quality (J#) letter to the City of Los Altos Building Division to secure your demolition permit.

City Hall Hours – See City of Los Altos Website @

www.losaltosca.gov/communitydevelopment/page/building-services

California Water Service

949 B Street, Los Altos CA
(650) 917-0152

P.G. & E

10900 N. Blaney Avenue, Cupertino CA
(408) 725-3325

City of Los Altos – Engineering Division

Los Altos City Hall
One North San Antonio Road, Los Altos CA
(650) 947-2780

City of Los Altos – Planning Division

Los Altos City Hall
One North San Antonio Road, Los Altos CA
(650) 947-2750

Bay Area Air Quality Management

www.baqqmd.gov
415-749-4762

City of Los Altos – Building Division

Debris Box Hauler:

Mission Trail Waste Systems

Phone: (650) 473-1400
Fax: (650) 473-1300
www.missiontrail.com/losaltos

City-approved recycling facilities:

• **Zanker Recycling**

675 Los Esteros Road, San Jose, CA 95134
408-263-2385
<http://www.zankerrecycling.com/zanker-facilities/>

• **Shoreway**

333 Shoreway Rd, San Carlos, CA 94070
650-802-8355

<http://www.sbrecycling.net/>

• **Newby Island**

1601 Dixon Landing Rd, Milpitas, CA 95035
408-262-1401

<http://local.republicservices.com/site/newby-island>

• **Stevens Creek Quarry, Inc**

12100 Stevens Canyon Road, Cupertino CA
95014

408-253-2512

****You must specifically request a weight ticket from Stevens Creek Quarry or you will only receive a ticket stating how many loads you dropped off. Load tickets will not meet the requirements and you may be subject to penalties****

Do not forget to declare your load as C&D at the scale house. Please be aware that if operators determine that your load is less than 50% comprised of clean wood, metal, cardboard, or other recoverables, they may require you to deliver it to landfill or reject it. Project applicants should make their best effort to ensure that each load delivered to City-Approved Facilities contains at least 50% recoverable materials. All receipts must have the site address printed on them-NO EXCEPTIONS.

Any person not in compliance may be subject to an administrative penalty of up to \$5,000.

A limited exemption to the law exists in the Los Altos Municipal Code Chapter 6.14.