



## PRE-CONSTRUCTION REQUIREMENTS

\*\*\*Items below (initialed by Building staff member) are required to be completed prior to Building permit issuance, a separate demolition permit will NOT be issued for your project\*\*\*

### READ THESE INSTRUCTIONS CAREFULLY

- \_\_\_\_ **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](http://www.baaqmd.gov)
  
- \_\_\_\_ **2. BUILDING DIVISION- C&D 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 sheetrock nail inspection-NO EXCEPTIONS**)
  
- \_\_\_\_ **3. 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\*\***
  
- \_\_\_\_ **4. PLANNING DIVISION – SITE PLAN:**  
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 Pre-Construction Requirements packet with all required documentation and signatures to the Building Division.

**City Hall Hours – See City of Los Altos Website @**  
[www.losaltosca.gov/communitydevelopment/page/building-services](http://www.losaltosca.gov/communitydevelopment/page/building-services)

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**P.G. & E**

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

**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](http://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](http://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.