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 PGE IMMEDIATELY UPON RECEIPT OF THIS FORM FOR CURRENT LEAD-TIME TO DISCONNECT, FAILURE TO DUE 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.  
DEMOLITION APPLICATION

DATE:______________ PERMIT#____________________

CONTRACTOR:

(Company Name) (Address, City, Zip)

(Contractor Email) (Phone)

CONTRACTOR STATE LIC.#. ______________

LOCATION OF DEMOLITION:

All √ items below are required prior to demolition permit issuance

<table>
<thead>
<tr>
<th>Required</th>
<th>Required Items</th>
<th>Date</th>
<th>Signature &amp; Title (Utility Co./Division)</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td>Electrical Service – Service Conductors De-energized (PG&amp;E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Gas Meter Service– Terminated at Property Line (PG&amp;E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Planning – Tree Protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Recycling &amp; Debris</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Verified Mission Trails □</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(attach copy of invoice/contract)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City Approved Recycling Facilities □</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(receipts due to City prior to demolition final)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Bay Area Air Quality Management</td>
<td></td>
<td>J#</td>
</tr>
<tr>
<td></td>
<td>(attach a copy of J# letter from BAAQMD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Engineering: □Cap Sewer at Property Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□SWPP (required only if indicated by Engineering Division)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□PCBs Screening Assessment(Residential single-family dwellings exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□Exempt (Applicant has self-certified to be exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□Positive Screening(Documentation of compliance provided)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Water Service Disconnected from Structure(s)(CAL-WATER)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>