





## Demolition Permit Checklist

Demolition permits are required for all sites where a demolition of any building, structure, and/or pool is proposed. (CBC 105.1)

All items listed below are to be complete prior to the issuance of a Demolition Permit:

1. Complete Residential Demolition Permit Application
2. Plans\* and photos of tree protection in place. (\*Plans shall include a Demolition Site Plan and [Construction Best Management Practices sheet.](#))
3. Provide a Termination/Disconnect letter from the Utility Suppliers confirming that the gas and electrical services have been terminated at the main/street. Contact PG&E: 800-743-5000
4. The sewer line shall be securely capped off with an approved fitting. (CPC 722) Contact Engineering Dept for inspection 650-947-2782
5. 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.
6. Provide J# from Bay Area Air Quality Management District, ([BAAQMD](#) @ (415)-749-4762) or documentation that an approval is not required.
7. Properly complete and submit the PCBs Screening Assessment Form.
8. Register your project on [www.greenhalosystems.com/losaltos](http://www.greenhalosystems.com/losaltos) and obtain GH tracking number for your project.

Once ALL items above have been completed, Submit all documents to [blpermit@losaltosca.gov](mailto:blpermit@losaltosca.gov) . Allow 48-72 hours for processing.

All ✓ items below are required prior to demolition permit issuance

Required	Required Items	Date	Signature & Title (Utility Co./Division)
✓	Electrical Service – Service Conductors De-Energized (PG&E)		<input type="checkbox"/> PG&E disconnection letter emailed to <a href="mailto:BLDPermit@losaltosca.gov">BLDPermit@losaltosca.gov</a>
✓	Gas Meter Service – Terminated at Property Line		<input type="checkbox"/> PG&E disconnection letter emailed to <a href="mailto:BLDPermit@losaltosca.gov">BLDPermit@losaltosca.gov</a>
✓	Tree Protection		<input type="checkbox"/> Photos of installed tree protection emailed to <a href="mailto:BLDPermit@losaltosca.gov">BLDPermit@losaltosca.gov</a>
✓	Recycling & Debris – Green Halo number and signed acknowledgment		GH# <input type="checkbox"/> Acknowledgement emailed to <a href="mailto:BLDPermit@losaltosca.gov">BLDPermit@losaltosca.gov</a>
✓	Bay Area Air Quality Management (copy of J# letter from BAAQMD)		J# <input type="checkbox"/> J# letter emailed to <a href="mailto:BLDPermit@losaltosca.gov">BLDPermit@losaltosca.gov</a>
✓	Public Works - PCBs Screening Assessment		<input type="checkbox"/> Completed form emailed to <a href="mailto:BLDPermit@losaltosca.gov">BLDPermit@losaltosca.gov</a>
✓	Engineering Land Dev – Sewer Cap		
✓	Water Service Disconnected from Structure(s) (CAL-WATER)		