

DEMOLITION PERMITS

Control of demolition sites is needed to ensure proper removal and backfilling of existing foundations, basements and pools. It is also necessary to ensure that well and septic systems have been abandoned per the Environmental Management Department's regulations, that the Sacramento Metropolitan Air Quality Management District is notified of pending building demolitions and that all public utilities have been correctly disconnected.

Additionally, since credits for demolished floor space or dwelling units may be applied toward future construction, demolition permits serve to document those areas or dwelling units for which credit is sought.

Permit Processing

A separate demolition permit shall be issued for each building, structure or pool that is to be demolished, as required by the California Building Code and the California Residential Code.

Architectural (Building) plans are not generally required for the approval and issuance of a demolition permit, except they may be required when only a portion of a structure is being demolished. If the demolition affects the structural integrity of the remaining portion(s), engineered plans shall be required for review of the structural supports and safety measures for the remaining structure.

Non-Residential (Commercial) Demolition Permits

Plot plans shall be provided for demolition of commercial structures or when there are multiple buildings on the parcel.

When a commercial structure is to be demolished, the County Assessor's "Appraisal Support Unit" shall be contacted for verification of the existing use and floor area. Staff must properly identify themselves before this information will be provided. When there are multiple buildings on a site, staff may have to visit the Assessor's office to obtain the information. If an appraiser has taken a needed file on a field check, the Assessor's staff will have to contact the appraiser in the field in order to obtain the information.

Residential Demolition Permits

When a residential structure is to be demolished, the use and number of dwelling units shall be verified by an official copy of the County Assessor's Property Data File, or by a signed contract from a California Licensed Contractor.

In lieu of using information from the Assessor's office, any **one** of the following may be used to determine use, number of dwelling units, and square footage to be demolished:

- A copy of the contract for demolition that specifies the square footage to be removed and its use or number of dwellings.
- A written appraisal from a State licensed appraiser which specifies the square footage to be removed and its use or number of dwelling units.
- A certified copy of the Property Data File from the County Assessor's Office.
- Pool sizes will be verified by a signed contract from a California Licensed Contractor, or similar documentation as acceptable by the Building & Safety Division.

Demolition of Residential Swimming Pools

A demolition permit is required for the removal of all pools. Permits are required prior to the demolition work.

Two (2) copies of a plot plan and a detailed scope of work will be required at submittal. If no structure is being constructed above or near the filled area, the permit may be issued over-the-counter. If a structure is to be constructed above or near the filled area, a geotechnical report/letter prepared by a soils engineer will be required.

The following requirements must be met:

- Swimming pools shall be drained to the sanitary sewer clean out. Swimming pools shall not be drained to street, gutter or storm drain.
- If the shell of the pool is to remain, a minimum of four (4) holes (each a minimum one foot (1') in diameter) shall be drilled into the bottom of the pool floor (one of the holes shall be at the deepest point).
- The pool shell shall be filled with crushed rock material (3/4" minimum size to 1-1/2" maximum size) for a minimum of 12" deep at the bottom and then clean fill, or other approved material, can be added on top to match adjacent grade level.

Demolition of Non-Residential (Commercial) Swimming Pools

A demolition permit is required for the removal of all pools. Permits are required prior to the demolition work.

A commercial pool must be completely removed. Two (2) copies of plans, fully dimensioned, on 18" x 24" minimum size paper will be required. All plans are required to be designed by a licensed design professional. A geotechnical report prepared by a licensed geotechnical engineer will be required to backfill the vacated area.

After the Fact Demolition Permits

With the proliferation of fees associated with the construction of new buildings (such as school impact, transportation, low income housing), demolition permits have taken on a new significance. This is because a credit against new construction fees can often be granted for the old square footage that was demolished. Many applicants for permits to construct a new building are not aware of these potential credits; and, in their eagerness to prepare for the new building, demolish the old structure without permits. It is then not possible for an inspector to verify the size of the removed structure so that a demolition permit can be issued and credit given for various fees.

If a structure was removed prior to issuance of a demolition permit, the following procedure shall apply:

The application shall not be processed over-the-counter.

The minimum plans required are three (3) copies of a plot plan showing all existing buildings on a parcel, plus the approximate location and size of the building that was removed.

Permit fees shall be based on either the demolition contract value when a copy of the signed contract is provided, or on the square footage (as determined using the Assessor's Property Data File) and the current construction valuation per square foot for the demolition.

There shall be a Permit Investigation Fee for demolitions prior to obtaining a permit, as per City ordinance.

All other requirements for a demolition permit apply, including asbestos notification of Sacramento Metropolitan Air Quality Maintenance District when not exempt.

Sacramento Metropolitan Air Quality Management District (SMAQMD)

Federal regulations require that the Sacramento Metropolitan Air Quality Management District (SMAQMD) be informed of building demolitions. Hence, when any application for a demolition permit is received, the applicant shall complete the applicable parts of the Asbestos Renovation/Demolition Survey and Notification Form (see *Figure 1*) and process it per SMAQMD's instructions on the reverse side of the form.

When SMAQMD has validated the form, they will place a date stamp on the lower right corner. The demolition permit shall not be issued prior to this date. *Demolitions of "residential" structures with four or fewer dwelling units are exempt from the SMAQD notification requirements.*

Pacific Gas & Electric Company (PG&E)

A Request for Removal of Facilities letter from PG&E (when property is served by PG&E) is required before a demolition permit will be issued (see *Figure 2*). This letter will be included in the office file.

Sacramento County Environmental Management Department – Environmental Compliance Division (EMD)

If the site has a well or septic system, the applicant must contact the Environmental Management Department for their requirements on abandonment and permits (see *Figure 3*).

An abandoned septic tank is to be filled, as required by EMD.

The well abandonment permit card is posted at the job site and signed "FINAL" by the EMD inspector.

Building & Safety Division Inspections

When plumbing inspections are performed as part of the demolition permit, the Building & Safety Department inspectors shall also inspect the abandoned septic system, if present. When no plumbing inspections are necessary and there is an abandoned septic system, the applicant shall apply for a "Septic Abandonment Permit" from the Environmental Management Department. Environmental Management personnel shall then inspect the abandoned system (See section above).

The field inspector, prior to approving the final inspection of the site, must check the following, as applicable.

- The water service and sewer lateral serving the site are properly disconnected and sealed.
- The excavations are filled to the extent that they do not represent a hazard and the rubble and debris has been removed from the site.
- The gas and electric services are properly terminated.
- Any other condition that would represent a hazard to the health and safety of the public has been eliminated.

If any of the above conditions are not in compliance at the time of inspection, the field inspector will leave a Notice of Correction at the site.

If a request for reinspection is not received within 30 days, a follow up inspection will be made. If those items on the previous notice have not been corrected, a second notice is to be left at the site and a certified copy mailed to the applicant/owner. At this point, a Notice of Violation shall be created, and the inspector will initiate applicable procedures to obtain compliance.

AGENCY CONTACT INFORMATION FOR DEMOLITION PERMITS:

Sacramento County Assessor's Office - www.assessor.saccounty.net - 3701 Power Inn Rd, Suite 3000, Sacramento, CA 95826, Phone Hours 9 a.m. – 4 p.m.; Office Hours 8 a.m. – 5 p.m. Real Property Assessment: (916) 875-0700

Sacramento County Environmental Management Department, Environmental Compliance Division - www.emd.saccounty.net - 10590 Armstrong Avenue, Suite A, Mather, CA 95655, (916) 874-8400

Sacramento Metropolitan Air Quality Management District (SMAQMD) – www.airquality.org - 777 12th Street, 3rd Floor, Sacramento, CA 95814, (916) 874-4800

Pacific Gas and Electric Company (PG&E) - www.pge.com - 5555 Florin Perkins Road, Sacramento, CA 95826, (916) 386-5112

Sacramento Municipal Utility District (SMUD) - www.smud.org - 777 12th Street, 3rd Floor, Sacramento, CA 95814, Telephone (916) 874-4800

Sacramento Area Sewer District - www.sacsewer.com - 10060 Goethe Rd., Sacramento, CA, 95827, Fee Quotes: (916) 876-6100

Water Districts:

- **Golden State Water Company** - www.gswater.com - 3035 Prospect Park Drive, Suite #50, Rancho Cordova, CA, 95670 - Local Office: (916) 852-8563
- **California American Water** - www.amwater.com/caaw Local Office: (916) 568-4251
- **Sacramento County Water Agency** - www.msa2.saccounty.net/dwr/scwa - 3847 Branch Center Road, Trailer #1, Sacramento, CA, 95827 - Facilities, Operations and Administration: (916) 875-6919

Figure 1 – Sample of SMAQMD form

		<h2 style="margin: 0;">Asbestos Renovation/Demolition Survey & Notification Form</h2>	777 12th Street, 3rd Floor Sacramento, CA 95814 Office (916) 874-4800 Fax (916) 874-4899
1	<input type="checkbox"/> Renovation (Do not complete items 5 or 6) <input type="checkbox"/> Demolition (Complete all sections)		
2	Contractor		Owner
	Address		Address
	City		City
	State/ Zip		State/ Zip
	Telephone		Telephone
3	Structure Name		Renovation Area
	Address		City/ Zip
	Year Built	Number of Floors	Size (sq ft.)
4	Preference for return of form <input type="checkbox"/> E-mail (see instructions)	US Mail : <input type="checkbox"/> Contractor <input type="checkbox"/> Owner	<input type="checkbox"/> Pick up (after two working days)
SECTIONS 5&6 - DEMOLITIONS ONLY-NOTE: Start date must be at least 10 working days from the day of your postmark or hand delivery of this form to SMAQMD			
5	Start Date: ____/____/____		Completion Date: ____/____/____
6	Revision # 1 2 3 4 5 6 7 8 9 (circle)		
	Old Start Date ____/____/____	New Start Date ____/____/____	
Section 7 – Attach copy of Asbestos Survey OR have DOSH Consultant complete section 7			
7	Company Name		Telephone
	Surveyor's Name		OSHA # Survey Date
	Company's Address		City/State/Zip
	Amount of RACM	Square Feet	Linear Feet Cubic Feet
	Amount of Category I		Amount of Category II
	Analytical Procedure		
	Consultant's Signature		Date
I have read and understand the directions. The information on this form is true and accurate.			
8	Applicant Name (Print)		Permit shall not be issued prior to:
	Applicant's Signature		
		<input type="checkbox"/> Owner <input type="checkbox"/> Contractor	
		Date	
SMAQMD USE ONLY: Project # _____ Received Date/ Postmark _____			
Check # _____ Receipt # _____ Amount Paid _____ Staff _____ Date Approved _____			

Figure 2 – Sample of PGE Request for Removal of Facilities form

 **Pacific Gas and Electric Company**

Pacific Gas and Electric Company
5555 Florin Perkins Road
Sacramento, CA 95826
(916)386-5112

REQUEST FOR REMOVAL OF FACILITIES

DATE _____

OWNER _____ PHONE# _____

CONTRACTOR _____ PHONE# _____

CONTACT NAME _____ PHONE# _____

MAILING ADDRESS _____ FAX# _____

CITY _____ ZIP CODE _____

REQUEST TO REMOVE PG&E FACILITIES LOCATED AT:

ADDRESS _____

CITY _____ ZIP CODE _____

TBM# _____ PLAT SHEET# _____ (company use only)

HAS THE PG&E METER(S) BEEN PREVIOUSLY REMOVED? Y N

DO YOU PLAN TO REBUILD AND REQUIRE GAS SERVICE WITHIN 12 MONTHS? Y N

IF PLANS TO REBUILD ARE NOT SUBMITTED, PG&E WILL CUT OFF AND ABANDON ITS GAS FACILITIES.

AFTER COMPLETING THE ABOVE, PLEASE FAX TO PG&E @ 916-386-5288 OR MAIL TO:
5555 FLORIN PERKINS RD, SACRAMENTO, CA 95826.

TO BE COMPLETED BY PG&E

PG&E GIVES ITS ASSURANCE THAT THE FACILITIES AT THE ABOVE LOCATION WILL BE REMOVED WITHIN 30 CALENDAR DAYS AFTER THE REQUEST HAS BEEN RECEIVED.

PG&E CONTACT PERSON _____

PHONE# _____

Figure 3 – Sacramento County EMD Septic Tank Abandonment Procedure

Countywide Services Agency		Terry Schutten, County Executive Jim Hunt, Acting Agency Administrator Val F. Siebal, Department Director
Environmental Management Department	County of Sacramento	
Environmental Compliance Division Dennis Green, Chief		

SEPTIC TANK ABANDONMENT/DESTRUCTION PROCEDURE

October 2004

The following procedure is to be followed when unused septic tanks are destroyed. According to Section 722 of the Uniform Plumbing Code:

- 1) Every cesspool or septic tank which has been abandoned or has been discontinued otherwise from further use or to which no waste or soil pipe from a plumbing fixture is connected, shall have the sewage removed there from and be completely filled with sand, gravel, concrete or other approved fill material.
- 2) The cover over the cesspool or septic tank shall be removed before filling and the filling shall not extend above the top of the vertical portions of the sidewalls or above the level of any outlet pipe until inspection has been called and the cesspool or septic tank has been inspected. After such inspection, the cesspool or septic tank shall be filled to the level of the ground.

PLEASE NOTE

A County or City Building Department inspector may inspect a septic tank destruction. If the building inspection department that has jurisdiction will not be inspecting the destruction then, a "Septic Tank Destruction Permit" must be obtained and a fee paid to, the Water Protection Division at:

10590 Armstrong Ave., Suite A
Mather, CA 95655
(916) 875-8400

When pumping of septic tanks is required, the pumping must be done by a firm possessing a valid registration issued by the Water Protection Division.

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10590 Armstrong Avenue, Suite A • Mather, California 95655 • phone (916) 875-8400 • fax (916) 875-8513 • www.saccountry.net

