



PROCEDURES FOR DEMOLITION PERMIT ISSUANCE

Described below are the steps necessary to obtain a demolition permit. The permit application may be submitted to the Building Division after steps 1 thru 5 have been completed.

1. Utilities Disconnection:

Electrical, natural gas and water utilities shall be disconnected prior to issuance of a demolition permit. The applicant must submit completed Utility Removal Forms to the Utilities Business office located on the 2nd floor of City Hall, 250 Hamilton. The utility engineers will prepare work orders for service disconnection and meter removal. As a rule, allow 7-10 working days for work to be completed. When the disconnections are complete, the Utilities Department faxes verification notices to the Building Division.

2. Bay Area Air Quality Management District:

The *Bay Area Air Quality Notification* form is to be completed. The original is to be sent directly to the BAAQMD and a copy submitted to the Building Division at the time of permit application.

3. Construction & Demolition Diversion Program (C&D):

Complete and submit the *Green Building Application* form together with the *Construction and Demolition Debris Estimation Form (Appendix A)* to the Sustainability Planner at the Development Center or via email to Kristin.Heinen@cityofpaloalto.org (650-617-3100 x7282) who will review the project for compliance with the Palo Alto Construction and Demolition Reuse and Recycling Program per Palo Alto Municipal Code, Chapter 5.24. When approved, the Coordinator will return a signed approval form to the applicant.

4. Regulated Tree Protection

Complete the Tree Disclosure Statement (TDS) form that describes steps for plans, required information and tree protection. Regulated trees (street trees, protected trees, all commercial property trees) must be protected with temporary fencing installed as prescribed on the Tree Protection Detail #503 and Tree Technical Manual, Section. 2.00. When activity is within the dripline of a protected tree, a certified arborist tree preservation report approved by Planning Division staff is required before sign-off for demolition or building permit. Further details are available at: http://www.cityofpaloalto.org/planning-community/tree_technical-manual.html

5. Verification of Street Tree Protection

Once the street tree protection fencing is in place, complete the upper portion of the Public Works form and mail, fax or email a scanned copy of the completed form to the address at the top of the form. Street tree definitions and descriptions of the required tree protection types are described in the Tree Disclosure packet (see TDS above).

6. Historic Building Photographs:

Any application to demolish a “significant” or “contributing” building in the downtown area, or a “significant” building in other than the downtown area is subject to special restrictions (refer to section 16.49.060 of the Palo Alto Municipal Code for additional information). Two photographs, of all buildings to be demolished, are requested for use by the Palo Alto Historical Society, even if not historic.

7. Permit Submittal & Issuance:

The Building Division can issue the Demo permit when a completed demolition permit application along with the approved C&D approval form, approved Tree Disclosure form, approved Verification of Street Tree Protection form, and BAAQMD Notification form are submitted and the utilities disconnection verifications have been received. The permit may be issued to the property owner or the licensed contractor doing the work, with proof of Worker’s Compensation insurance. The cost for a Demo permit is \$286.00 per building, and the C&D fee is \$275.00, both payable at the time of permit issuance. Payment may be made by check, Visa or Mastercard.