



26 Corte Madera Ave., Mill Valley, CA 94941  
Phone: (415) 388-4033

# REQUIREMENTS FOR RESIDENTIAL/NON- RESIDENTIAL DEMOLITION PERMITS

## RESIDENTIAL

A demolition permit is required when a request is made to demolish a structure prior to obtaining a building permit. Construction projects requiring demolition of a structure, such as replacing an existing home with a new home, do not require a separate demolition permit. If a demolition permit is requested prior to issuance of the building permit for the new structure, City departments (Building, Planning, Public Works and Fire) must first review and approve the request. An emergency demolition permit may be issued over the counter in a life-threatening situation.

To apply for a demolition permit as describe above please submit five (5) sets of plans, which shall include:

- Site plan showing topography, property lines, building setbacks and all existing structures on minimum 11" x 17" sheets with a minimum scale of 1/4" per foot. The site plan may be 1/8" per foot if necessary. Sheets up to 36" x 24" may be required for larger projects.
- If possible, identify the utility lines including power, gas, water and sewer.
- Plan view of the basic footprint(s) for all structures proposed for demolition.
- Construction Management Plan – Please see our guidelines at:  
[http://www.cityofmillvalley.org/gov/departments/building/build/mgmt\\_plans.htm](http://www.cityofmillvalley.org/gov/departments/building/build/mgmt_plans.htm)
- Erosion Control Plan – Please see County standards at:  
<http://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/mcstoppp-erosion-and-sediment-control-plan-applicant-package.pdf?la=en>
- Location of temporary pole (if required).
- All plans shall be wet signed by the designer and wet stamped and signed if prepared by a licensed architect, engineer or surveyor.

Plans and specifications shall be drawn to scale and be of sufficient clarity to indicate the location, nature and extent of all proposed work and that the work shall conform to all applicable codes, laws, ordinances, rules and regulations.

The demolition contractor shall submit a construction and demolition waste management plan, provide a 'J' number from Bay Area Air Quality Management District (BAAQMD) and PG&E shall provide evidence that the electrical and gas utilities have been removed or shut-off at least to the property line. **We strongly urge applicants to consider contacting PG&E as early in the submittal process as possible. It is not unheard of for the utility company to be out 6-8 weeks in regards to scheduling this type of work.**

It is also possible to obtain a permit for partial or selective demolition prior to a permit being issued for an alteration, addition, or combination of the two. An application for this type of demolition permit will not be accepted unless the various departments reviewing the project for which the demolition is requested for are satisfied that the structure and/or property would not be adversely affected by any further possible conditions or corrections in the review process; i.e., the City wants to make reasonably certain that they are not allowing an element to be irreversibly impacted before the review process is complete.

The above requirements for plan submittal generally apply, although they may be tailored to fit the particular type or extent of demolition requested. **Please be aware, removal of utilities by PG&E may also be involved for this type of permit.**

The initial step to applying for a partial/selective demolition permit is to provide a written narrative detailing precisely what the scope/type of the proposed demolition will be. One of the more common requests involves “exploratory” demolition, to determine the presence and condition of structural elements. The narrative should be very specific with regards to details such as the exact location, size, and extent of the exploratory work, keeping in mind that what is proposed in the narrative will likely be required to be shown on a plan set. Once the Building Department has reviewed the narrative, we should be able to provide specific requirements regarding the plan submittal and the conditions that should be addressed on these plans.

Although the City is aware that expediting the building process is a primary motivation for requesting these types of permits, **we cannot necessarily provide a specific time frame for approval.** However, we will make every reasonable effort to accommodate applicants in a timely manner.

## **NON-RESIDENTIAL**

Demolition permits are often appropriate in non-residential tenant improvement and alteration projects, especially if a business plans to continue operation during the course of the proposed project. Unless a building is to be torn down, removal of utilities is generally not a consideration. Although the majority of the basic precepts still apply, the City would prefer to consider these requests on more of a case-by-case basis, beginning with a written narrative of what type of demolition is proposed and why. **The request for a demolition permit should be discussed as early in the approval process as possible, even at a conceptual stage before plans for the project are formally submitted.**

Again, although we cannot necessarily provide a specific time frame for approval, we will make every reasonable effort to accommodate applicants in a timely manner.

Please note: we generally require that both residential and non-residential demolition permits be signed off (receive final approval) prior to issuance the building permit, unless previous arrangements have been submitted and approved by the Building Official.