



THE CITY OF SAN DIEGO

PERMIT INSTRUCTIONS, PROCEDURES FOR

# Building Demolition/Removal

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

# 710

JUNE 2011

## PERMISSION TO UTILIZE YOUR PROPERTY TO PERFORM A VARIETY OF DRILLS

The [San Diego Fire-Rescue Department](#) continually strives to provide the best possible service in the safest and most economically feasible way possible. To that end, our organization continually seeks out opportunities to train in real live scenarios to increase our proficiency and help prepare us for emergencies when they eventually do happen.

Today you are applying for a demolition permit to clear a building off your property. The San Diego Fire-Rescue Department is requesting your permission to utilize your property to perform a variety of drills just prior to the building being destroyed. An example of the type of drills we are interested in performing are: Search and Rescue, Ventilation, Forcible Entry, Fire Attack (dry hose lays) and Rapid Intervention Crew Tactics.

The time frame needed to perform these drills can be negotiated based upon the need to bring the existing building down.

We would only conduct these drills after a release of liability agreement is signed between you (the property owner) and the San Diego Fire-Rescue Department. This agreement is for your protection.

For additional questions you may have please contact Captain Jim Trospen at (619) 533-4880 or [jtrosper@sandiego.gov](mailto:jtrosper@sandiego.gov) if San Diego Fire-Rescue Department can be of any further assistance.

This Information Bulletin describes the procedure and required permits for completely demolishing or removing buildings or structures located in the City of San Diego. For more detailed information see San Diego Municipal Code Section 129.0501.

### I. WHEN IS A PERMIT REQUIRED?

A permit is required for the complete demolition/removal of all structures except those exempted per San Diego Municipal Code Section 129.0503.

**Note:** These exceptions do not apply for the demolition/removal of structures or buildings that are historic, potentially historic or located in special zones or districts.

## Documents referenced in this Information Bulletin:

- [California Building Code, \(CBC\)](#)
- [San Diego Municipal Code, \(SDMC\)](#)
- [Stormwater Standards Manual](#)
- [Information Bulletin 119](#), Requirements for Recycling and Disposal of Construction and Demolition Debris
- [Information Bulletin 177](#), How to Obtain a Public Right-of-Way Permit for Traffic Control
- [Information Bulletin 580](#), Potential Historical Resources Review
- [Information Bulletin 581](#), Designated Historical Resources Review
- [Storm Water Requirements Applicability Checklist, DS-560](#)
- [Demolition Bond Specific Project, DS-399](#)
- [General Application, DS-3032](#)
- [Hazardous Material Questionnaire, DS-3163](#)
- [Waste Management Form for Construction & Demolition Debris, ES-008](#)

*In addition, demolition permits will not be issued on a property where a development permit (Neighborhood Use Permit, Neighborhood Development Permit, Conditional Use Permit, Variance, Coastal Development Permit, Site Development Permit, or Planned Development Permit) is also being processed by the City. Demolition permits will not be issued until a decision has been made by the appropriate decision maker in accordance with the Land Development Code.*

All open plumbing and sewer lines must be capped in an approved manner whether a demolition permit is required or not. A separate permit is not required for the capping of the sewer.

### II. OPTIONS FOR SERVICE

#### A. By Appointment

Appointments may be scheduled in person at, 1222 First Avenue, third floor, or by phone at (619) 446-5300.

#### B. Walk In

Visit the Check-In counter at the Development Services Department, 1222 First Avenue, third floor.

### III. FORMS TO COMPLETE

**A. General Application:** All demolition/removal permits require the completion of a General Application (DS-3032).

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In the description of work include the year the structure was originally constructed, number of building stories, the building square footage, and, if residential, the number of bedrooms.

**Note:** A contractor with an A or a C-21 class license may obtain a demolition permit. A contractor with a B-1 class license may obtain a demolition permit if that contractor's name appears on a current construction permit for the site. An owner-builder may also obtain a demolition permit.

**B. Hazardous Materials Questionnaire:** A Hazardous Materials Questionnaire (DS-3163) is required when a commercial structure or building is being demolished. It is necessary to know whether asbestos is in the building to complete this questionnaire.

**C. Storm Water Requirements:** The proposed demolition project may be subject to permanent construction of storm water best management practice requirements. Complete the Storm Water Requirements Applicability Checklist (DS-560) and submit with the permit application.

**D. Waste Management Form:** All residential demolition permits 286 square feet and larger, and all non-residential demolition permits 1,000 square feet and larger require the completion of the Waste Management Form - Part 1 (ES-008). Instructions for completing the application are on Information Bulletin 119. This form must be completed and submitted with the permit application.

#### IV. REQUIRED NOTIFICATIONS AND APPROVALS

In addition to the forms above, you may need the following items in order to obtain your demolition permit.

**A. Gas and electric service:** A Certificate of Discontinuance of Service for each building to be demolished is required from San Diego Gas & Electric (SDG&E). Please call SDG&E project management office at (619) 230-7800.

**B. Telephone service:** A Notice of Discontinuance of Service for each building to be demolished is required from your phone service provider.

**C. Historical Review:** If your property contains any structure 45 years or older, a historic review is required, see Information Bulletin 580, Potential Historical Resource Review. If the site contains a designated historic resource, or is located within an historic district, a historic review is required. See Information Bulletin 581, Designated Historical Resource Review.

**D. Coastal Commission Approval:** For structures located in the Coastal Zone, approval from City of San Diego Development Services or from the State of California Coastal Commission is required. Contact the Development Services Department at (619) 446-5000 to determine the coastal jurisdiction for your project.

**E. San Diego Unified Port District:** An approval stamp from the Port District on a set of plans is required for demolition or removal of structures located within the Port District. The stamp must show the Port District Permit number and the Coastal Development Permit number. Contact the Property Engineering Office of the Port District, (619) 686-6364.

**F. Underground Fuel Tanks:** A permit for removal of underground fuel storage tanks is required from the [San Diego Fire Department](#), Technical Services, (619) 533-4477. Additionally, a permit is required from [County of San Diego Department of Environmental Health](#), (619) 338-2222.

If the excavation or the embankment (fill) exceeds 5-feet in depth or meets any of the conditions listed in Land Development Code Section 129.0602, a separate grading permit will be required.

If the tank removal is to install new tanks to replace the existing tanks, a grading permit is not required.

**G. Buildings with wells or septic tanks:**

An inspection is required from the County of San Diego Department of Environmental Health for demolition of any building on property which has a well or septic tank. Contact County Environmental Health Services, (619) 441-4030.

**H. Buildings with Asbestos:** Written notice of all demolitions where asbestos is present, must be given to the County Air Pollution Control District ([APCD](#)), and a Hazardous Materials Questionnaire (DS-3163) must be approved by the APCD before a permit will be issued, unless the demolition or renovation involves a residential building having four or fewer dwelling units. Demolition of multiple residential buildings, regardless of the number of dwelling units, must also obtain APCD approval as required by the Environmental Protection Agency ([EPA](#)).

A notification form can be obtained by contacting the APCD at (858) 586-2660 or at the APCD web site.

**I. Buildings and structures over three stories high or 36 feet in height:** A demolition permit will not be issued for buildings and structures over three stories high or 36 feet in height until evidence is provided that a separate [CAL/OSHA](#) permit has been obtained from the Industrial Relations Department of the State of California (CAL OSHA), (619) 767-2280.

**V. FEES/BOND**

**A. Demolition Removal Permit Fees**

These fees are charged to cover the costs of the review of a building demolition or removal to ensure compliance with applicable City of San Diego regulations. These fees also cover the pre-demolition inspection when required, and the inspection to ensure the lot clean-up, sewer cap and utility disconnects after the building is demolished or removed.

- Issuance fee ..... \$38
- Mapping fee ..... \$10
- Plan Check fee ..... \$97
- Permit Fee ..... \$123
- Lead Hazard Prevention Fee (pre-1979)..... \$31
- Fee Collection-Other Agency ..... \$9/Each
- Records fee ..... \$20
- Construction Debris Non-Residential Demolition .....sq. ft.
- Construction Debris Residential Demolition .....sq. ft.

**Fee Collection-Other Agencies/Departments**

A \$9 fee is charged for each fee collected by the Development Services Department for other departments/agencies (e.g., water/sewer fees, DIF, FBA, Housing Trust, Affordable Housing In-lieu, construction debris recycling).

**B. Surety Bond:** When the structure being demolished is over 6000 square feet, a surety

bond, cashier's check, or cash in the amount of \$10,000 must be deposited with the City of San Diego. Surety bonds must be on a form DS-399 "Demolition Bond Specific Project" The bond will be released by the Field Inspector after final inspection of the work. The bond will be returned in approximately six weeks. For questions regarding bond release, call (619) 446-5333.

**VI. ADDITIONAL REGULATIONS**

Additional regulations that apply to demolition permits include:

**A. Expiration of Permit:** The permit will expire if the work authorized is not started within 60 days and is not completed within 90 days. One 60 day extension may be granted if work is delayed for reasons beyond the permittee's control. All request for permit extensions must be sent in writing to the Building Official-Permit Extensions, Development Services Department, Inspections Services, at the City of San Diego, 9601 Ridgehaven Court, Suite 220, MS 1102B, San Diego, CA 92123.

**B. Recycling and disposal of demolition debris:** To encourage reusing and recycling of demolition debris, the City of San Diego Environmental Services Department enacted a Construction and Demolition Debris Recycling. This program requires new projects requiring demolition permits to complete a Waste Management Form - Part 1 (ES-008) and pay a refundable recycling deposit at the time the permit is issued. Information Bulletin 119 provides detailed information about the program. For a listing of certified recycling facilities and/or technical assistance, contact [Environmental Services Department](#) at (858) 694-7000.

Non-recyclable debris must be transported in a lawful manner to an approved landfill.

PEDESTRIAN OF PROTECTION		
Height of Construction	Distance From Construction to Lot Line	Type of Protection Required
8 feet or less	Less than 5 feet	Construction Railing
	5 feet or more	None
More than 8 feet	Less than 5 feet	Barrier and Covered Walkway
	5 feet or more, but no more than one-fourth the height of construction	Barrier and Covered Walkway
	5 feet or more, but between one-fourth to one-half the height of construction	Barrier
	5 feet or more, but exceeding one-half the construction	None

**C. Inspections:**

- 1. Pre-demolition inspection:** A pre-demolition inspection may be needed before any work is started to determine the need for protection of pedestrians, public property, and public utilities as defined by the California Building Code. *Exception:* If the distance from the building to any public right-of-way is greater than the height of the building, no pre-demolition inspection is required.
- 2. Pedestrian protection:** Protection for pedestrians may be required before demolition can begin. This protection shall be in accordance with section 3305 of the California Building Code See Table B for a summary of these requirements.  
A traffic control permit is required when erecting barricades and pedestrian protection in the public right-of-way. See Information Bulletin 177 "How to Obtain a Right-of-Way Permit for Traffic Control."
- 3. Sewer cap inspection:** The sewer line must be capped on private property within 5 feet of the property line. An approved no-hub, clamp-type coupling with cap, or other approved capping device, is required. Concrete fill is not acceptable. The sewer cap must be left exposed for inspection.
- 4. Debris Removal:** All construction debris must be removed from the site.
- 5. Utilities Lines:** All gas and electric lines must be disconnected and removed.
- 6. Stormwater Pollution Prevention:** All required Stormwater Best Management Practices (BMPs) must be in place. Please refer to the Storm Water Standards Manual.
- 7.** To schedule an inspection, call (858) 581-7111.