PERMIT INSTRUCTIONS, PROCEDURES FOR

Building Demolition/Removal

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

INFORMATION BULLETIN

710

July 2014

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Permission to Utilize Your Property to Perform a Variety of Drills

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 training drills just prior to the building being destroyed.

We will 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.

We will also require a copy of the Demolition Permit and Hazard Abatement Release prior to any training being conducted.

For additional questions you may have, please contact the San Diego Fire Rescue Department at (619) 533-4300 and request to speak to the Operations Support Captain.

This Information Bulletin is provided to implement the Demolition/Removal Permit Procedures contained in Chapter 12, Article 9, Division 5, of the San Diego Municipal Code. Demolition/Removal Permit applications are reviewed for compliance with the minimum standards necessary to safeguard public health, safety, and welfare. The intent of these procedures is to protect the public against personal injury or property damage and to insure completion of the demolition or removal and cleanup of the site.

I. WHEN IS A PERMIT REQUIRED?

A Demolition Permit is required for the complete demolition/removal of any structure (see San Diego Municipal Code Section 129.0503 for Demolition/Removal Permit Exemptions). 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. Note: Demolition/Removal Permit exemptions do not apply if the structure(s) is a designated Historical Resource or is located in a designated historical district, in accordance with SDMC Section 143.0210(d) and 143.0211; or when a discretionary permit has been previously issued requiring implementation of a Mitigation Monitoring and Reporting Program for Historical Resources.

Demolition permits will not be issued on a property where a development permit (Neighborhood Use Permit, Neighborhood Development Permit, Conditional Use Permit, Variance, Coastal De-

development Permit, Site Development Permit, or Planned Development Permit) is also being processed by the City until a decision has been made by the appropriate decision maker in accordance with the Land Development Code.

A Demolition/Removal Permit is not required to demolish only part of a structure. A partial demolition will require a Building Permit in accordance with Chapter 12, Article 9, Division 2.

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. SUBMITTAL REQUIREMENTS

A. GENERAL APPLICATION

Demolition/Removal permits require the completion of a General Application (DS-3032). The description of work must include the number of building stories, the building square footage, and, if residential, the number of bedrooms. For demolition of swimming

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
- Uncontrolled Embankment Maintenance Agreement, DS-265
- Demolition Bond Specific Project, DS-399
- General Application, DS-3032
- San Diego Regional Hazardous Materials Questionnaire, HM-9171
- Waste Management Form for Construction & Demolition Debris, ES-008

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pools, the depth of the swimming pool must be included.

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. BUILDING RECORD (RESIDENTIAL OR COMMERCIAL)

The Building Record for over the counter review of Demolition Permits is required for all projects, including swimming pools, except as listed below:
1. For structures on a site containing a designated historic resource or if the site is within a designated Historical District; or
2. When any structures on the site are greater than 45 years old.

See Section IV.A. for additional submittal requirements for Historical Review for those items listed in 1 and 2 above.

Please call the County of San Diego Assessor's Office at (858) 505-6262 to verify the location where the Building Record is kept. If the Building Record is inconclusive or unclear, the project will need to be submitted for Potential Historical Resource Review as described in Sec. IV.A.

C. TENANT NOTIFICATION

If the demolition is for a multiple dwelling unit structure containing four or more units, the applicant shall include a letter certifying that each tenant who may be affected by the proposed demolition has been notified of the owner's intent to apply for a Demolition/Removal Permit. A copy of the notice shall be attached and the letter shall state how the notice was served (U.S. Mail or by personal delivery).

D. WASTE MANAGEMENT FORM (NOT REQUIRED FOR SWIMMING POOL DEMOLITION)

To encourage reusing and recycling of demolition debris, the City of San Diego Environmental Services Department enacted a Construction and Demolition Debris Recycling program. This program requires demolition permits for buildings 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 the Environmental Services Department at (858) 694-7000. Non-recyclable debris must be transported in a lawful manner to an approved landfill.

E. SAN DIEGO REGIONAL HAZARDOUS MATERIALS QUESTIONNAIRE (NOT REQUIRED FOR SWIMMING POOL DEMOLITION)

A San Diego Regional Hazardous Materials Questionnaire (HM-9171) is required for all Demolition Permits. Written notice of all demolitions where asbestos is present must be given to the County Air Pollution Control District (APCD), and the San Diego Regional Hazardous Materials Questionnaire (HM-9171) 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 website.

F. GAS AND ELECTRICAL SERVICE (NOT REQUIRED FOR SWIMMING POOL DEMOLITION)

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.

G. SITE PLAN

Projects proposing demolition of structures 45 or more years old, or any projects within the Downtown Community Plan area, require a demolition site plan (for more information, see “Historical Review,” and “Downtown Community Plan area” in Section IV, below). The site plan must be drawn to scale, include the property lines, legal description, location and dimension of all buildings and site features to be removed/remain (e.g., parking lot, fence, or any other structures) and limit of work demarcation.

H. INSURANCE REQUIREMENTS (NOT REQUIRED FOR SWIMMING POOL DEMOLITION)

Demolition/Removal Permits require public liability insurance to protect against loss from liability for damages on account of bodily injury, including death, and to protect against loss for liability or damages to any property caused directly or indirectly by the demolition or associated work of the structure except that:
1. A policy of insurance shall not be required from the State of California, its political subdivision, or any governmental agency; or
2. Any owner required to demolish a structure that is two stories or less in height and has been declared by a governmental authority to be unsafe or a public nuisance.
A Certificate of Insurance must be submitted prior to permit issuance. The amount of insurance shall be not less than $50,000 for one person injured in one accident, not less than $100,000 for more than one person injured in one accident, and not less than $5,000 with respect to any property damage. The insurance policy shall be maintained in full force and effect during the demolition and associated work on the structure and site.

I. STORM WATER REQUIREMENTS
Demolition projects are required to implement effective Storm Water Best Management Practices (BMPs) to eliminate discharge of pollutants to the storm drain conveyance system and to receiving water bodies. If the demolition involves excavation or grading that results in ground disturbance of one acre or greater, the project is subject to the State Construction General Permit and is required to prepare a Storm Water Pollution Prevention Plan and obtain a Notice of Intent from the State Water Board prior to issuance of a demolition permit.

J. UNCONTROLLED EMBANKMENT AGREEMENT (DS-265)
Required for demolition of a swimming pool greater than five (5) feet in depth when the fill is not compacted, tested and approved by a civil engineer, or the debris is buried in the excavation. An exhibit showing the location of the old swimming pool and fill area must be included, along with a properly executed Uncontrolled Embankment Agreement, for review and approval. The final executed agreement shall then be recorded with the County Recorder’s office. Future use of the site and disclosure requirements should be carefully considered prior to choosing this option. New construction on the site may be hampered by the debris and soil settlement could result within the fill area. If the fill is compacted, an Uncontrolled Embankment Agreement will not be required; however, a final soils compaction report prepared by a licensed geotechnical or civil engineer must be submitted to the Building Inspector prior to completion of the demolition permit.

IV. REQUIRED NOTIFICATIONS AND APPROVALS
In addition to the submittal requirements above, you may need the following items in order to obtain your Demolition Permit.

A. HISTORICAL REVIEW
If your property contains any structure 45 or more years old, 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).

B. DOWNTOWN COMMUNITY PLAN AREA REVIEW
Demolition permits within the Downtown Community Plan area require a demolition site plan to be submitted and reviewed for compliance with the Downtown Community Plan FEIR Mitigation Monitoring and Reporting Program (MMRP).

C. COASTAL 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.

D. SAN DIEGO UNIFIED PORT DISTRICT
A Project Approval from the Port District is required for demolition or removal of structures located within the Port District jurisdiction. The project approval must include the Port District Permit number and the Coastal Development Permit number. Contact the Port District, (619) 686-6291.

E. BUILDINGS WITH UNDERGROUND FUEL TANKS
A Demolition Permit is not required for the removal of underground fuel tanks; however, a permit is required from the San Diego Fire-Rescue Department, (619) 533-4477. Additionally, a permit is required from County of San Diego Department of Environmental Health, (858) 505-6700. A separate Grading Permit issued by the City of San Diego may also be required (see below). Note: If the tank removal is to install new tanks to replace the existing tanks, a grading permit is not required.

F. GRADING PERMIT
A separate Grading Permit will be required prior to the issuance of a Demolition Permit when the demolition of buildings or structures result in a slope of 5-feet or greater; fill exceeding 5-feet in depth (except the filling of swimming pools); ground disturbance of one acre or greater; or meets any of the conditions listed in Land Development Code Section 129.0602.

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 the County of San Diego Department of Environmental Health, (858) 505-6700.
H. 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.

I. TRAFFIC CONTROL PERMIT
Protection for pedestrians may be required before demolition can begin. This protection shall be in accordance with section 3306 of the California Building Code.

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.”

J. ELECTRICAL OR GAS WELDING OR GAS CUTTING
Shall require a permit issued by the City of San Diego Fire Marshall and shall comply with Chapter 26 of the California Fire Code.

V. FEES/BOND

A. DEMOLITION REMOVAL PERMIT FEES
These fees are charged to cover the costs of the review of a building demolition/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/structure is demolished or removed.

<table>
<thead>
<tr>
<th>Fee</th>
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<tbody>
<tr>
<td>Issuance fee</td>
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<td>Mapping fee</td>
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<td>Plan Check fee</td>
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<td>Inspection Fee</td>
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<td>Lead Hazard Prevention Fee (pre-1979)</td>
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<td>Records fee</td>
<td>$20</td>
</tr>
<tr>
<td>Construction Debris Deposit</td>
<td>See Information Bulletin 119</td>
</tr>
</tbody>
</table>

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 approximately six weeks after final inspection of the work. For bond release status, e-mail DSBondrelease@sandiego.gov.

VI. PERMIT EXPIRATION
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:

Development Services Department
Inspections Services-Permit Extensions
9601 Ridgehaven Court, Suite 220
San Diego, CA 92123

VII. INSPECTIONS

A. SEWER CAP
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.

B. DEBRIS REMOVAL
All construction debris must be removed from the site.

C. UTILITIES LINES
All gas and electric lines must be disconnected and removed.

D. CONSTRUCTION STORM WATER BMP
Effective storm water BMPs shall be installed and maintained on the site.

To schedule an inspection, call (858) 581-7111. If access is required to inspect live electrical equipment, a responsible person must be present at the time of inspection to provide access to the energized electrical equipment.