



PERMIT INSTRUCTION, PROCEDURES FOR  
**Building Demolition/Removal**

City of San Diego  
 Development Services Department

INFORMATION  
 BULLETIN

**710**

July 2020

**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/Removal 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.

**Documents referenced in this Information Bulletin**

- **California Building Code, (CBC)**
- **San Diego Municipal Code, (SDMC)**
- **[Stormwater Standards Manual](#)**
- **[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**
- **[Information Bulletin 711](#), Relocation of Structures**
- **Uncontrolled Embankment Maintenance Agreement, [DS-265](#)**
- **General Application, [DS-3032](#)**
- **Owner-Builder Verification, [DS-3042](#)**
- **San Diego Regional Hazardous Materials Questionnaire, [HM-9171](#)**
- **Waste Management Form for Construction & Demolition Debris, [ES-008](#)**
- **Request for Building & Demolition/Removal Permit Extension, [DS-117](#)**

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 (SDMC). 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 ensure completion of the demolition or removal and cleanup of the site.

**I. WHEN IS A PERMIT REQUIRED**

Demolition/Removal Permit is required for the **complete** demolition and/or removal of any structure (see SDMC 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.

**Exemptions from a permit do not apply** if the

site contains a designated Historical Resource structure(s) 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 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 part of a structure. Partial demolition will require a Building Permit in accordance with Chapter 12, Article 9, Division 2 of the SDMC.

Section II, Table 1

Structure to be Demolished/ Removed		Submittal Requirements							
		A Application Package	B Historical Resource Information	C Waste Management Form	D SD Regional Haz. Mat. Questionnaire	E SDG&E Certification of	F Site Plan	G UEMA or Soils Compaction	H Storm Water Submittal
<b>Building</b>	Residential	R	R	R <sup>4</sup>	R <sup>1</sup>	R	R <sup>2</sup>	-	R <sup>3</sup>
	Non-Residential	R	R	R <sup>4</sup>	R	R	R <sup>2</sup>	-	R <sup>3</sup>
<b>Pool ≤ 5' Deep</b>	Residential	R	R	-	R <sup>1</sup>	-	R <sup>2</sup>	-	-
	Non-Residential	R	R	-	R	-	R <sup>2</sup>	-	-
<b>Pool &gt; 5' Deep</b>	Residential	R	R	-	R <sup>1</sup>	-	R <sup>2</sup>	R	-
	Non-Residential	R	R	-	R	-	R <sup>2</sup>	R	-

Legend: R = Required      - = Not Required

<sup>1</sup> Required for residential buildings when there is more than one building on the property (excluding garages and small outbuildings) and residential buildings with more than four dwelling units.

<sup>2</sup> Required for Downtown Community Plan Area, Historic Potential and/or Historic Designated, project sites greater than one acre, and Wireless Communication Sites.

<sup>3</sup> Construction Storm Water Best Management Practices must be applied at all construction sites. Further storm water review is required for sites containing one acre or more (See Section II.H.).

<sup>4</sup> Required for demolition of structure(s) only, not required for removal of structures to a temporary or new permanent site (See Information Bulletin 711 for Relocation of Structures).

**II. SUBMITTAL REQUIREMENTS**

The Submittal Matrix and Minimum Submittal Requirements Checklist found in Section II., Table 1 identifies the forms, documents, plans that are required for all Demolition/Removal Permits.

**A. Application Package**

Demolition/Removal permits require the completion of:

1. General Application (DS-3032)
2. Demolition/Removal Questionnaire (at end of this Information Bulletin)

**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/removal permit if that contractor's name appears on a current construction permit for the site. An owner-builder may also obtain a permit.

**B. Historical Resource Information**

Required for all demolition/removal, see below in Section II, Table 2 for required documents.

Section II, Table 2

Historical Resource Information			
Site	Building Record	Photos	Site Plan
All structures are less than 45 years	R <sup>1</sup>	-	-
Any structure is 45 years old	See Information Bulletin 580 for Supplemental Requirements		
Designated Historic Resource or within a Historic District	See Information Bulletin 580 for Supplemental Requirements		

<sup>1</sup> 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 Historic Review.

**C. Waste Management Form**

Not required for demolition of pools or for structures to be removed. A refundable C&D Debris Recycling Deposit may be required at permit issuance and is collected on behalf of the Environmental Services Department. The purpose of the deposit is to encourage diversion of construction and demolition debris from our local landfills and to ensure they get recycled by recycling, reusing or donating usable materials. The deposit schedule is listed on the [Construction and Demolition \(C&D\) Debris Recycling Fact Sheet](#) posted on the Environmental Services Department web site. If a C&D Deposit is required a completed [Waste Management Form - Part I](#) must be provided.

**D. San Diego Regional Hazardous Materials Questionnaire**

Required for all demolition/removal, except as noted below. A San Diego Regional Hazardous Materials Questionnaire ([HM-9171](#)) is required for all Demolition/Removal Permits; however, most residences and swimming pools accessory to these residences are exempt and do not require a HM-9171. Residences that require a HM-9171 include more than one residential building on the property (excluding garages and small outbuildings) and residential single buildings with more than four dwelling units.

A notification form can be obtained at the [APCD](#) website or by contacting the APCD, (858) 586-2660.

**E. Certificate of Discontinuance**

Not required for all demolition/removal of pools. 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, (619) 230-7800.

**F. Site Plan**

Projects proposing demolition of structures on a site greater than one acre, containing any structure 45 years or

older (See Information Bulletin 580), containing a designated historic resource or located within a historic district (See Information Bulletin 581), Wireless Communication Sites, and/or within the Downtown Community Plan area require a demolition site plan. Demolition permits within the Downtown Community Plan are reviewed for compliance with the Downtown Community Plan FEIR Mitigation Monitoring and Reporting Program [MMRP].

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.

**G. Uncontrolled Embankment Agreement (DS-265) or Soils Compaction Report**

Not required for demolition/removal of buildings. For demolition of a swimming pool greater than five (5) feet in depth, either an Uncontrolled Embankment Agreement (UEMA) or final soils compaction report is required. A **UEMA** is required 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 UEMA, 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 UEMA 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.

#### H. Storm Water Requirements

Demolition/Removal 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*, (defined as area where vegetation, topsoil, or overburden has been removed, or where topsoil, spoil, and processed waste has been placed, including landscaping) *associated with a project 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.

It is the responsibility of the property owner or his/her designee (contractor) to select, install, and maintain appropriate BMPs, and maintain the BMPs, during demolition and after all work is completed. A list of construction BMPs is provided for reference in [Part 2, Chapter 5, of the City of San Diego Storm Water Standards Manual](#). BMPs must be installed in accordance with an industry recommended standard or in accordance with the requirements of the Construction General Permit (CGP). More information about BMPs is provided in statewide storm water BMP manuals (e.g., the California Storm Water Quality Association [CASQA] Construction BMP Online Handbook, and the Caltrans Construction Site BMP Manual).

### III. 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. 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. To determine the coastal jurisdiction and research zoning and property information visit the

[Zoning and Parcel Information Portal \(ZAPP\)](#).

This online service helps users conveniently access real-time information from their computer or mobile device 24 hours a day, seven days a week.

#### B. 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.

#### C. 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.

#### D. 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 SDMC Section 129.0602.

#### E. 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.

#### F. 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."

**G. 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.

**H. Single Room Occupancy (SRO) Hotel Regulations**

The San Diego Housing Commission or successor agency, as the agency responsible for administering the SRO hotel regulations, shall review each application for a permit to demolish or convert a hotel to identify any SRO hotel or SRO hotel room that is not exempt from regulations under SDMC Section 143.0520. Contact the [San Diego Housing Commission](#), (619) 231-9400.

**IV. DEMOLITION REMOVAL 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.

The following fees/deposits are paid at the time the Demolition Permit is issued.

**A. Plan Check and Inspection Fee**

- Plan Check Fee..... \$208.87
- Inspection Fee..... \$245.19
- Historic Review .....\$199.80/hour

**B. Records Fee**

- Records Fee - No Plan/Other.....\$21.26

**C. Lead Hazard Prevention Fee**

This fee is collected on behalf of the Environmental Services Department for demolition of any structure built before 1979. The purpose of the fee is to meet operational expenses associated with education, outreach and enforcement of the Lead Hazard Prevention and Control Ordinance

(City Council Resolution R-303490).

Renovation or demolition work impacting lead-based painted surfaces can generate dangerous levels of lead dust and soil contamination. Children are most at risk for lead poisoning and can be exposed to the dust and soil contamination long after the work has been completed. Workers can expose their own children to lead hazards by tracking contaminated dust and soil from the worksite into their own cars and homes. Studies have shown that even low levels of lead can cause damage to the brain, the central nervous system, the kidneys, cause behavioral problems and loss of I.Q. There is no medical treatment to reverse the damaging health effects of lead. Sections 54.1005-54.1006 of the San Diego Municipal Code describes the lead safe work practices that need to be taken by anyone disturbing painted surfaces in pre-1979 structures or steel structures of any age. Visit the Lead-Safety and Healthy Homes Program webpage at [www.sdhealthyhomes.org](http://www.sdhealthyhomes.org) for more information.

Lead Hazard Prevention Fee..... \$31.00

**D. Construction & Demolition (C&D) Debris Recycling Deposit**

A refundable C&D Debris Recycling Deposit may be required at permit issuance and is collected on behalf of the Environmental Services Department.

**V. SUBMITTAL INSTRUCTIONS**

All forms, documents and applications are now submitted electronically. Visit the Development Services Department website at [sandiego.gov/DSD](http://sandiego.gov/DSD) to create an account and begin the submittal process. A detailed [User Guide](#) is also available.

**VI. PERMIT EXPIRATION**

The permit will become void if the work authorized and required has not begun within 60 calendar days of the permit issuance and has not been validated by an inspection (SDMC 129.0508). Also, the permit will expire if the work authorized is not completed within 120 days (SDMC 129.0509). One 60 day extension may be granted if work is delayed for reasons beyond the permittee's control (SDMC 129.0510).



To apply for an extension, complete and send Request for Building & Demolition/Removal Permit Extension (DS-117) to [DSDPermitExtend@sandiego.gov](mailto:DSDPermitExtend@sandiego.gov).

## VII. INSPECTIONS

### A. Construction Storm Water BMP

Effective construction storm water BMPs are required to be in place for projects to prevent the discharge of pollutants from entering the storm water conveyance system. BMPs must address entrances/exits, perimeter controls, inlets, general house-keeping, erosion/sediment controls, and washouts.

Failure to implement proper BMPs may result in one or more of the following enforcement actions depending on the severity of the storm water violation.

An inspection for construction storm water BMPs will be scheduled upon issuance of the Demolition/Removal Permit.

#### 1. Correction Notice (DS-3):

Issued for each storm water violation. Multiple notices may result in further enforcement action.

#### 2. Re-Inspection Fees:

Multiple or egregious violations may be assessed for re-inspection fees, which are required to be paid in full before inspections can continue.

#### 3. No Further Inspections:

Inspections will become unavailable until all proper BMPs are implemented.

#### 4. Stop Work Warning Letter:

Multiple or Stop Work Warning Letter. This would lead to a Stop Work Order if violations are not corrected within an established time frame. The case will be referred to the City Attorney's Office.

#### 5. Administrative Citation:

May be issued in the amount of \$500 or \$1,000 for projects with multiple violations, or when there is a non-recoverable discharge that enters into a sensitive water body, drain inlet, or other water-course.

### 6. Civil Penalty & Order:

May be issued in the amount of up to \$10,000/day per violation for projects with a total disregard for previously issued Administrative Citations or severe violations.

### 7. Stop Work Order:

Projects with multiple or egregious violations may be issued a Stop Work Order authorized by the City Attorney's Office.

### B. 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.

### C. Debris Removal

All construction debris must be removed from the site.

### D. Utilities Lines

All gas and electric lines must be disconnected and removed.

# Building Demolition/Removal Questionnaire

This questionnaire shall be used when applying for a Building Demolition/Removal Permit. A completed [General Application \(DS-3032\)](#) shall also be provided. A [Supplemental General Application \(DS-3032A\)](#) may be used when all information on the General Application (DS-3032) is the same and that information applies to all addresses in the project. Otherwise, a separate form shall be provided for each building.

Buildings and structures which have been legally permitted, constructed and passed final inspection are eligible to utilize this application. The types of work which are eligible is defined in [Information Bulletin 710: Building Demolition/Removal](#).

## GENERAL PROJECT INFORMATION

**Project Address/Location** *Include Building or Suite No.*

**Legal Description** *Lot, Block, Subdivision Name & Map Number*

**Assessor's Parcel Number** *APN*

**Lot Area** *Square feet or acres*

**Building Area** *Square feet*

**Depth of Pool** *Feet*

**Existing Use** *Check all that apply*

Single Dwelling Unit       Duplex       Townhouse       Apartment/Condo.       Commercial/Non-Residential<sup>1</sup>

<sup>1</sup>If only Commercial/Non-Residential checked, **proceed to #1**

**No. of Buildings on Lot** *Exclude garages and small outbuildings*

**No. of Dwelling Units**

**No. of Bedrooms**

## PROJECT DESCRIPTION

### 1. Removal of Structure

a. The building is being removed and relocated to a new site.

Yes       No, **proceed to #2**

b. Check One:

This is a temporary site.

This is permanent site located outside the City of San Diego.

This is a permanent site located within the City of San Diego. See Project Number \_\_\_\_\_ for associated Building Permit for relocation of the structure to the new permanent site.

c. New Site Information:

Address/Location

Legal Description (Lot, Block, Subdivision Name & Map Number)

Assessor's Parcel Number (APN)

### 2. Multiple Dwelling Unit Structure

a. The project includes the demolition/removal of a structure containing more than four (4) dwelling units.

Yes       No, **proceed to #3**

b. Each tenant who may be affected by the proposed project has been notified of the owner's intent to apply for a Demolition/Removal Permit per SDMC Section 129.0504.

Yes       No

## Project Address

**3. Housing Commission**

- a. The structure contains efficiency units, living units, boarding units, guest rooms (hotel, motel, inn, extended stay, timeshare), or units with shared bathrooms and/or partial kitchens, or without kitchen facilities.  
 Yes       No
- b. Have any of the units been used, rented, or hired out, or are the units intended to be occupied or have been occupied by one or more persons as a primary residence during the last five (5) years?  
 Yes       No
- c. Have any of the units been occupied for periods of longer than 28 consecutive days at any time during the last five (5) years?  
 Yes       No

**4. Grading and Storm Water Regulations**

- a. The project is located on a lot area greater than one acre (43,560 square feet).  
 Yes       No
- b. The project includes an area of disturbance greater than one acre (43,560 square feet).  
 Yes       No
- c. The project<sup>2</sup> results in a slope of five (5) feet or greater and/or a fill exceeding five (5) feet in depth.  
 Yes       No  
<sup>2</sup> Excludes demolition/removal of swimming pools.

**5. Building and Dwelling Units Summary**

Required for all Projects proposing demolition of 1 or more dwelling units;

Populate the Demolition Summary Table for every building to be demolished.

Use a separate row for each individual building.

For buildings that do not contain dwelling units, use zero.

For additional information regarding income Category Limits and Area Median Income (AMI), [click here](#).

**Example Demolition Summary Table**

Building Address	Total Number of Bedrooms	Extremely Low Income 0%-30% AMI	Very Low Income 30%-50% AMI	Low Income 50%-80% AMI	Moderate Income 80%-120% AMI	Above Moderate Income 120%+ AMI	Total Dwelling Units
Totals	18	1	1	1	0	6	9
123 Main Street	4	1	0	0	0	1	2
125 Main Street	6	0	1	0	0	2	3
127 Main Street	8	0	0	1	0	3	4



