



DEMOLITION PERMIT CHECKLIST*

B.H.M.C. Section 10-3-4201

NOTE: This handout is provided as informational and as a convenience to summarize and interpret the intent and associated requirements of the municipal code. Please refer to the actual code section referenced for the exact wording of the municipal code.

A separate permit shall be obtained for each separate building or structure being demolished. The following conditions shall be satisfied prior to issuance of a structural Demolition permit.

A) Demolition permit issued at the same time as replacement Building permit:

1. Asbestos Abatement permit (required for building construction prior to 1978)
2. Clearance for Historical Building status
3. Sewer Cap and associated permit
4. Construction / Demolition sign (posted at least 10 days prior to issuance of permit)
5. Construction fence w/screen (including compliance with all landscaping requirements)
6. Temporary toilet
7. Water available at site
8. Disconnect utilities (Electrical, Gas, Telephone, and Cable Services)
9. Rodent Control report
10. Picture of existing building
11. Temporary power pole and associated permit
12. Pre-Construction Meeting
13. Construction parking plan and associated permit
14. Demolition bond
15. Site conditions verification (request for inspection)
16. Historical Preservation verification

B) Demolition prior to a Replacement Building Permit:

1. All items listed under Section A above
2. Landscape, irrigation, fencing and property maintenance plans.
3. Covenant and Agreement (obtain form from Building & Safety)
4. Demolition bond
5. Historical Preservation verification

* Please see the following pages for detailed requirements

DEMOLITION PERMIT REQUIREMENTS

No person shall demolish any building or structure unless a demolition permit has first been obtained from the Building and Safety. A building owner or a demolition contractor (C-21 licensee) may obtain a demolition permit.

A separate permit shall be obtained for each separate building or structure.

The demolition permit will not be issued until all following documents are provided and the work completed.

1) ASBESTOS REMOVAL (required if building was constructed prior to 1978)

- a) All buildings constructed prior to 1978 are required to obtain a pre-demolition or a pre-remodeling investigation by a person or a firm that specialize in asbestos abatement removal. The person or the firm shall submit a **survey** that asbestos is or is not present in the building prior to obtaining the **Demolition Permit**.
 - **If Asbestos exists** in the building, the report shall specify the location(s) of the asbestos. Prior to the issuance of the permit, a copy of the South Coast Air Quality Management Notification of demolition and asbestos removal form must be submitted to this department.
- b) The building owner then shall secure the services of a licensed asbestos abatement contractor. The contractor **must** obtain an **Asbestos Abatement Permit** from the Building and Safety Department to remove the asbestos. When obtaining a permit, the contractor shall provide the following items:
 - Schedule of work:
 - Date and time the work will begin.
 - Estimated completion date.
 - Evidence of state certification for asbestos removal.
 - Copy of the OSHA certification.
 - Copy of the AQMD notification letter.
- c) When all the asbestos is removed, the contractor shall submit a written **Certificate of Completion** that the asbestos has been removed in accordance with the state requirements.

2) SEWER CAP

- a) The building owner or a licensed plumbing contractor shall obtain a **plumbing permit** to cap the sanitary sewer within 5' of the property line **and** provide water service to the property, for dust control during demolition.

- b) The building owner or demolition contractor shall install a **temporary security fence with screen or construction barricade around the property**. Fences or barricades constructed in the public right-of-way require separate permits as well as permits from the Public Works Department.
- c) The building owner or contractor shall make arrangements for a portable toilet to be located at the rear property or as otherwise specified by the department. **This toilet shall not be located on the public right-of-way.**

Such temporary toilet shall be located within twenty-five (25') feet of the rear property line and shall be set back at least twenty (20) feet from any other adjacent side property line unless the Director of Building and Safety approves an alternate location because the requirements of this subsection prevent servicing the toilet or are otherwise infeasible.

3) **ELECTRICAL, GAS, TELEPHONE, AND CABLE SERVICE SHALL BE DISCONNECTED**

4) **TEMPORARY POWER PERMIT SHALL BE OBTAINED**

5) **RODENT CONTROL REPORT IS REQUIRED**

The building shall be inspected for rat and rodent infestation by qualified individuals and a report shall be submitted certifying that the building is free of any rats or rodents prior to issuance of the demolition permit. If the building is found to be infested, then proper eradication measures by qualified individuals shall be implemented and a report certifying to the eradication of the pest problems shall be submitted prior to issuance of the demolition permit.

6) **DEMOLITION SIGN**

The property owner or the owner's representative shall post at the construction site a notice of intent to do grading, construction, or demolition that is readily visible at least ten (10) days prior to issuance of permit (whenever the Director of Building and Safety determines that the grading, construction, or demolition work will have a significant impact on the surrounding properties). This sign shall be obtained from the Building and Safety Department and posted at the sewer cap time.

7) **PHOTO REQUIRED**

A color 8"×10" photograph on 35 millimeter or greater film stock or a digital photo of the building, taken from a sufficient distance and perspective depicting the entire building, shall be submitted to the Building and Safety Department. (Denote Address and Data)

8) **INSPECTION IS REQUIRED**

A request for inspection shall be made to the Building and Safety Department when the above work is completed. When these requirements have been completed, the **Sewer Cap Permit** and the **Asbestos Permit** (if required) will be approved and finalized.

9) **DEMOLITION PERMIT**

A Demolition permit shall be issued only in conjunction with a Replacement Building permit. (Article 42, Beverly Hills Municipal Code).

10) **DEMOLITION BOND (required for any structural Demolition)**

Landscape, Irrigation, Fencing, Bond, and recordation of the Covenant is required if Demolition is proposed prior to New Construction Permit.

When all the above conditions have been met, inspected and approved; the building owner or the demolition contractor may apply for a demolition permit. The demolition contractor shall provide a schedule of work that specifies the date and time when work will begin and estimated completion date.

Should a dangerous condition develop during the demolition of a structure, the demolition contractor shall immediately barricade the dangerous area, notify the Building and Safety Department and take immediate steps to minimize the hazard. No further demolition work shall be done until approval to proceed is given by the Building and Safety Department.

11) **Historical Preservation Verification**

Historical preservation verification shall be completed by the Community Development Department Planning Division prior to the issuance of any Building or Demolition Permits for Single Family properties.

Designation Criteria:

A nominated property may be designated as a landmark if it is more than forty five (45) years of age and satisfies the requirements set forth below.

Properties that are less than forty five (45) years of age can be designated, but in addition to meeting the criteria below, they must also exhibit "exceptional significance" as defined in this article.

For the purposes of this section, any interior space or spaces open to the general public, including, but not limited to, a lobby area, may be included in the landmark designation of a property if the city council finds that the public space(s) satisfies the following criteria:

To be designated as a landmark, a property must satisfy the following criteria:

- A. The property meets at least two (2) of the following criteria:
1. Is identified with important events in the main currents of national, state, or local history, or directly exemplifies or manifests significant contributions to the broad social, political, cultural, economic, recreational, or architectural history of the nation, state, city, or community;
 2. Is directly associated with the lives of significant persons important to national, state, city or local history;
 3. Embodies the distinctive characteristics of a style, type, period, or method of construction;
 4. Represents a notable work of a person included on the city's list of master architects or possesses high artistic or aesthetic value;
 5. Has yielded or has the potential to yield, information important in the prehistory or history of the nation, state, city, or community;
 6. Is listed or has been formally determined eligible by the national park service for listing on the national register of historic places, or is listed or has been determined eligible by the state historical resources commission for listing on the California register of historical resources.
- B. The property retains integrity from its period of significance. The proposed landmark retains integrity of location, design, setting, materials, workmanship, and association. Integrity shall be judged with reference to the particular criteria specified in subsection A of this section. A proposed landmark's deferred maintenance, dilapidated condition, or illegal alterations shall not, on their own, be construed to equate to a loss of integrity.
- C. The property has historic value. The proposed landmark is of significant architectural value to the community, beyond its simple market value, and its designation as a landmark is reasonable, appropriate, and necessary to promote, protect, and further the goals and purposes of this article. (Ord. 12-O-2617, eff. 2-24-2012)

No permit for demolition work will be issued until satisfactory plans and procedures have been submitted to and approved by the Building and Safety Department.

Demolition Plan Requirement for Multi-Family/Condominium

- Plot plan
- Type of construction (wood, steel, concrete, or masonry)
- Specifications for the building (number of stories, square footage, and occupancy)
- Photos of Existing Building

- Basement specifications (if any)
- Any pre-stressed or post-tensioned concrete construction
- Method and sequence of demolition (hand wrecking, dozer or loader wrecking, clam shell wrecking, cable wrecking, or ball wrecking).
- Underpinning of adjacent buildings

Pool Demolition - Complete removal shall be required when demolishing pools.

The building owner or contractor shall obtain a **Heavy Hauling Permit** from the Public Works Department. The permit shall specify hauling routes and other traffic related conditions as deemed necessary.

- ❖ Grading permit is required when any excavation exceeds two (2) feet in depth or any fill exceeds one (1) foot in depth.

Demolition work can only begin when a demolition permit is issued. A building inspector shall be present at the site when the job begins, and will visit the site periodically as the work progresses. When the demolition is completed the grading work shall commence and the inspector should be called for **Bottom Excavation Inspection**. When the grading is complete then the contractor shall request for **Final Grading Inspection and provide Compaction Report**.

To ensure that the city meets the statutory obligations imposed by the California integrated waste management act (AB 939), the director of building and safety, in issuing permits for construction, renovation, and demolition projects of a specified magnitude, is authorized to impose and to enforce requirements related to the salvaging, recycling, and reuse of construction and demolition debris. Those requirements will be established by resolution of the city council. (Ord. 03-O-2436, eff. 1-15-2004)

NOTE:When the building to be demolished contains residential rental units as defined in the Municipal Code, building owners must also obtain all necessary approvals and permits for a new project and meet the necessary tenant-notice requirements prior to obtaining a demolition permit.