CITY OF SANTA CLARA
Inspection Division
1500 Warburton Avenue
Santa Clara, CA 95050

Inspection Division: (408) 615-2440
Permit Center: (408) 615-2420
Automated Inspection System: (408) 615-2400
FAX: (408) 241-3823

REQUIREMENTS FOR OBTAINING DEMOLITION PERMITS

The following items may have to be completed by the applicant before the demolition permit can be issued:

1. **Fire Department clearance for chemicals or hazardous materials:**

   If chemicals have been used on site, a closure plan may be required and a clearance from the Fire Department may be required prior to a sewer cap permit issuance. Contact the Fire Department at 408-615-4970 for information.

2. **Obtain a sewer cap permit:**

   The permit fee is $50 minimum. If more than one lateral exists, the permit fee will vary. The sewer line(s) must be capped within 5' of the property line. (2010 CPC, Sec. 722.1) A final inspection must be obtained before a demolition permit can be issued. Contact the Permit Center at 408-615-2420 for information.

3. **Air Quality Permit:**

   An air quality permit is required to provide protection from asbestos and other hazardous materials often found in existing buildings. Obtain an air quality permit for demolition from the Bay Area Air Quality Management District (BAAQMD). Contact BAAQMD at (415) 771-6000 for information. A BAAQMD "job number" is required and the BAAQMD permit must accompany your City demolition permit application.

   Enter your BAAQMD job number here: #_____

4. **Clearance from the Planning Division:**

   Submit 3 sets of site demolition plans to the Planning Division. Included in the Planning approval is verification whether the structure is considered historical, and if there are any ecological or archaeological concerns. Contact the Planning Division at 408-615-2450 for information.

5. **Disconnection of Utilities:**

   - To disconnect the gas meter, contact PG&E, Service Planning Section at 408-494-1700. **Written** verification from PG&E must be provided that the gas meter has been properly disconnected from the structure before a demolition permit can be issued.
   - To disconnect the electric services, contact City of Santa Clara Municipal Services at 408-615-2300.
   - To disconnect the water services, contact City of Santa Clara Municipal Services at 408-615-2300 or go to the Finance Utility Services window at City Hall West Wing to request a 'removal tag'.
   - Written verification from Municipal Services must be provided stating that the electric service has been properly disconnected before a demolition permit can be issued.

6. **Construction and Demolition Debris:**

   All persons seeking a demo permit (which exceeds 5,000 square feet) must create and submit a recycling plan through GreenHalo Systems at www.greenhalosystems.com. More information is available at the Permit Center and will be given to the permit holder when the demolition permit is issued.