



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov

Automated Inspection Scheduling System: 408-615-2400

REQUIREMENTS FOR OBTAINING DEMOLITION PERMITS

NEW REQUIREMENT - EFFECTIVE JULY 1, 2019:

**All applicants must submit a PCB's Screening Assessment Form.
To obtain the form and additional information visit www.scvurppp.org**

Applicant Name _____ Case No. _____

The following items must be completed by the applicant before the demolition permit can be issued:

- **PCB Screening Assessment:**

I have completed the PCB Screening Assessment form.

I have NOT completed the PCB Screening Assessment form.

- **Fire Department Review & Clearance:**

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

- **Obtain a Sewer Cap Permit and Final:**

The sewer line(s) must be capped within 5' of the property line. A final inspection must be obtained before a demolition permit can be issued. Contact the Permit Center at 408-615-2420 for information.

- **Air Quality Permit:**

Obtain an air quality permit for demolition from the Bay Area Air Quality Management District (BAAQMD). Contact BAAQMD at 415-771-4900 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: # _____

- **Planning Clearance:**

Submit 3 sets of site demolition plans to the Planning Division. Subject to Planning approval is verification of historical significance status and any ecological or archaeological concerns. Contact the Planning Division at (408) 615-2450.

- **Disconnection of Utilities:**

- To disconnect the gas meter, contact the PG&E Building & Renovation Service Center, Monday through Friday, from 7am to 6pm at 1-877-743-7782. Written verification from PG&E that the gas meter has been properly disconnected from the structure must be provided.
- To disconnect the electric services, contact City of Santa Clara Municipal Services at 408-615-2300.
- To disconnect the domestic and irrigation 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'.
- Fire water supply lines: It is the responsibility of the property owner/contractor to create a separation on the downstream of the fire service and shut and cap the Post Indicator Valve under the inspection of the Water Department. Please contact the Water Department at 408-615-2000 for fire service disconnect inspection.
- Verification from Municipal Services must be received by the Building Division stating that the electric service and the water services have been properly disconnected before a demolition permit can be issued.

- **Construction and Demolition Debris:**

All persons seeking a demolition permit of more than 1,000 square feet must create and submit a recycling plan through Green Halo Systems at www.greenhalosystems.com before a demolition permit can be issued.