



Requirements For Obtaining Demolition Permits

Applicant Name:

Date:

Permit Number:

All items below must be completed before a demolition permit can be issued:

- **PCB Screening Assessment:**
 - Complete the PCB Screening Assessment Form. Forms and instructions are available at the [Santa Clara Valley Urban Runoff Pollution Prevention Program](#) webpage.
- **Fire Department Review & Clearance:**
 - If chemicals or hazardous materials were used on site, a closure plan and Fire Department clearance may be required. Contact the Fire Department at (408) 615-4970 or CRRD@santaclaraca.gov for information.
- **Obtain a Plumbing Sewer Cap Permit and Final Inspection:**
 - All sewer lines must be capped within 5' of the property line. A final inspection must be obtained before a demolition permit can be issued. Apply for a permit through the [Permitting Online Portal](#).
- **Air Quality Permit:**
 - Obtain a demolition permit from the Bay Area Air Quality Management District (BAAQMD). A BAAQMD job number is required and must be submitted with your Building Demolition application. Contact BAAQMD at (415) 771-4900. Enter your BAAQMD job number here:
- **Planning Clearance:**
 - Planning approval may be required to verify historical significance and any ecological or archaeological concerns. Contact Planning at (408) 615-2450 or Planning@santaclaraca.gov.
- **Utility Disconnections:**
 - All utilities must be properly disconnected and verified prior to permit issuance.
 - Gas (PG&E): (877) 743-7782 – Written verification is required
 - To disconnect the electric services and the domestic and irrigation water services, contact City of Santa Clara Municipal Services at (408) 615-2300. 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.

- 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.
- Construction and Demolition Debris (Over 1,000 SF):
 - Projects demolishing more than 1,000 square feet must submit a recycling plan through Green Halo Systems at the [Green Halo Systems](#) website.

Contact Information

Permit Center: 408-615-2420 | **Email:** permitcenter@santaclaraca.gov

Building Division: 408-615-2440 | **Email:** building@santaclaraca.gov