

## DEMOLITION OF A STRUCTURE

Community Development • Planning & Building

2263 Santa Clara Ave., Rm. 190

Alameda, CA 94501-4477

alamedaca.gov

510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538

Hours: 7:30 a.m.–3:30 p.m., M–Th

These are general guidelines for documents which are normally required to apply for permits related to the demolition of a structure. This guideline is applicable when completely removing a structure, partially demolishing a structure, replacing an existing structure with a new structure, or replacing an existing structure with open space. Check at the Permit Center counter to verify which of these submittal documents apply to your specific project.

1. Determine if the structure was constructed prior to 1942. If it was, the applicant will have to apply to the Historical Advisory Board (HAB) for permission to demolish the structure. The application must be submitted to the City of Alameda Permit Center. After receiving approval from the HAB, the applicant can proceed to the next step.
2. The applicant must fill out and mail the applicable Bay Area Air Quality Management District (BAAQMD) notification form attached to this document. Upon approval, BAAQMD will send you a letter providing you with a J#. This letter must be presented to the Permit Center when you apply for the demolition permit.
3. The applicant must apply for a demolition and, if applicable, sewer abandonment permit.
4. After the Permit Application is approved by the Planning Division, the plumbing permit is issued first for the sewer abandonment. Applicant caps sewer and abandons all utilities. (Utility companies are called to remove their meters and equipment.) All private utilities are removed at this time. When the inspectors come out to inspect the sewer abandonment, they will check to make sure the utilities are disconnected. The sewer abandonment will not be finalized until all the utilities are disconnected. After the sewer abandonment is finalized, the applicant brings the signed "Job Card." to the Community Development Department (Permit Center), so that the demolition permit can be issued.
5. The applicant can now perform the proposed demolition work.
6. After the lot is cleaned, the applicant calls for a final building inspection.

Attachment: *Bay Area Air Quality Management District packet*