



Demolition Permit Checklist

Town of Atherton
Building Department
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560
Inspection requests:
(650) 752-0542

Demolition Permits are required for all sites where demolition of any structure is to occur. The following shall be submitted at time of application:

- Building Permit Application
- Complete the attached PCB's Screening Assessment Form.
- C&D – Recycling and Waste Calculation Form. Use the “Recycling and Waste Calculator for General Demolition and Pool Demolition” excel file at:
<http://www.ci.atherton.ca.us/index.aspx?nid=154>
- Three copies of the COP Plan (including Tree Protection) and site plan identifying all structures to be removed. See Guidelines for Construction, Operations and Parking Plans and the Town of Atherton Tree Protection handouts. Construction fencing is required to be installed and will be inspected at the required Pre-Demolition inspection.
- Appropriate Fees and Deposits

The above items are required to be submitted at time of application. The COP Plans will require review by the Town Arborist. By Ordinance, there is a minimum waiting period of 10 working days from the time of submittal to the time of permit issuance. BAAQMD establishes limited time frames for their approval. During the waiting period the following items should be obtained and submitted to the Building Department:

- Certification from Bay Area Air Quality Management District (BAAQMD “J Number”) (415) 771-6000
- Letters of Service Termination/Disconnect from Utility Suppliers (Elect, Gas, and Sewer)
Gas service must be terminated at the main/street. If not a special meeting is required and detail plans for the protection of the service line must be submitted for approval.
PG&E: (800) 743-5000
Fair Oaks Sewer San Mateo (650) 363-4100 West
Bay Sanitary District (650) 321-0384
- If the demo includes a pool, provide a copy of the Sewer District permit to drain the pool or documentation from an accredited lab that the pool has been treated and the total chlorine residual concentration in the discharge shall not exceed 0.019 mg/L.

Prior to permit issuance,

- 1) The Town Arborist must visit the site to determine compliance with the requirements of the COP Plan and Tree Protection Plan.
- 2) A “pre-demolition” inspection must be scheduled and, wherein the Building Inspector will visit the site to determine compliance with general demolition requirements and verify that the Construction Fencing has been installed screening the project from the public way.

PCBs Screening Assessment Form

For Municipality Use Only	
Date Received	
File #	

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process **does not** address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA); federal, state, or local regulations for hazardous material handling and hazardous waste disposal; health and safety practices to mitigate human exposure to PCBs or other hazardous materials; recycling mandates; or abatement at sites with PCBs or other contaminants). **The applicant is responsible for knowing and complying with all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions and at the end of this form.**

Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.

All Applicants must complete Part 1 and Part 2.

Part 1. Owner/Consultant and project information			
Owner Information			
Name			
Address			
City	State	Zip	
Contact (Agent)			
Phone	Email		
Consultant Information			
Firm Name			
Address			
City	State	Zip	
Contact Person			
Phone	Email		
Project Location			
Address			
City	State CA	Zip	
APN (s)			
Year Building was Built	Type of Construction Select		
Estimated Demolition Date			

Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?

2.a Is the building to be demolished wood framed and/or single family residential? Yes No

If the answer to question 2.a is **Yes**, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **No**, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980? Yes No

➤ If the answer to Question 2.b is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building? Yes No

➤ If the answer to Question 2.c is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, complete Part 3.

All applications affecting applicable structures and demolitions must complete Part 3 and the Part 3 Tables.

Part 3. Report concentrations of PCBs in priority building materials

Option 1. Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

Option 2. Applicants possess existing sample results that are that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information

Option 1 Conduct Representative Sampling

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
 - Contractor's report documenting the assessment results;
 - QA/QC checklist (see Attachment C, section 3.2.4); and
 - Copies of the analytical data reports.

Option 2 Use Existing Sampling Records

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
 - Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition.
 - Copies of the analytical data reports.

All Applicants must complete Part 4.

Part 4. Certification

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: _____ Date: _____
(Property Owner/Agent/Legal Representative)

Print/Type: _____
(Property Owner/Agent/Legal Representative Name)

Signature: _____ Date: _____
(Consultant Completing Application Form)

Print/Type: _____
(Consultant Completing Application Form)