



TOWN OF ATHERTON Demolition Permit Requirements

Demolition Permits are required for all sites wherein demolition of any structure is to occur.

No work, including salvage and recovery operations, may be performed prior to the issuance of a demolition permit.

The following items (“a-d”) shall be submitted at time of application:

- a Building Permit Application listing all items (including hardscape) to be demolished or removed.
- b C&D – Recycling and Waste Calculation Form (this is included within the Construction and Demolition Recycling Criteria handout).
- c Two copies of a Tree Protection Plan. See Tree Preservation Guidelines for further information.
- d Appropriate Fee (\$200 permit fee) and C&D Deposit (amount TBD from Waste Calculation Form).

The above items are required to be submitted at time of application. The Tree Protection Plan will require preliminary review by the Town Arborist. During this period it is recommended that the letters/forms be obtained for items “e-f” below. These items may be presented as deferred submittals, as BAAQMD establishes limited time frames for their demolition approval.

- e Certification from Bay Area Air Quality Management District (BAAQMD “J Number”).
- f Letters of Service Termination/Disconnect from Utility Suppliers (Elect, Gas, Sewer).

Prior to permit issuance, a visit from the Town Arborist must be scheduled to determine compliance with the requirements of the Tree Protection Plan. *Once the Town Arborist approves the Tree Protection / Fencing in the field, and all deferred submittals have been received, the permit may be issued.*

At the time of permit issuance, a Pre-Demolition inspection must be scheduled, wherein the Building Inspector will visit the site to determine compliance with requirements of the Utility Disconnect. *After the Building Inspector has signed off the pre-demo inspection, you may commence with salvage/demolition.*

Office Use Only

Address _____

Permit # _____

Date _____

Submittals “a-d” Received

Tree Fencing Inspection Passed

Submittals “e-f” Received

Pre-Demo Inspection Scheduled