

<p>Full Service Center 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i></p>	<p>East Area Service Center 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i></p>
<p>Bradshaw Center 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i></p>	<p>North Area Service Center 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i></p>

Demolition Permit Procedure

Demolition permits shall ensure proper removal of structures and backfilling of existing foundations or basements, abandonment of well and septic systems per the Environmental Management Department’s regulations, required notification of Sacramento Metropolitan Air Quality Management District when applicable, and assure that all public utilities have been correctly disconnected. Additionally, since credits for demolished floor space or dwelling units may be applied toward future road and transit fees, demolition permits serve to document those areas or dwelling units for which credit is sought. A permit for structure demolition informs the Tax Assessor of needed tax roll adjustments.

DEMOLITION PERMIT PROCESSING

1. A separate demolition permit shall be issued for each building or structure that is to be demolished, as per Sacramento County Code. Demolition work associated with a building alteration is covered by the issued alteration permit. However, a separate (partial/interior) demolition permit may be obtained to allow the start of demolition work prior to issuance, or during the plan review process for an alteration permit. (This applies to commercial only! Residential does not allow partials.)

2. Plot plans shall be required to identify the building and location of residential and commercial buildings to be demolished. For partial demolitions or for demolition work that affects the structural integrity of the remaining portion(s) of a building, an alteration permit shall be required. Application for a demolition permit shall be made on the standard permit application.

3. When a residential or commercial structure is to be demolished, the building use, square footage and number of dwelling units shall be verified first through our electronic permit records (Accela) and/or through our GIS computer interface (which includes aerial views and standard Assessor records). Should there be a dispute between our internal records and the applicant’s provided information (square footage being removed) the applicant shall obtain verification from the Assessor by providing a parcel worksheet or Master Property Inquiry data sheet.
 - a. When the above information cannot be obtained from our electronic records or from the Assessor, the following alternate methods of information may be considered for determining use, number of dwelling units, and square footage to be demolished (alternate method to be approved by the Building Official):
 - i. A letter from the associated area fire department stating the use and square footage when a structure is to be removed in a training exercise
 - ii. A copy of the contract for demolition that specifies the square footage to be removed and its use or number of dwellings.

4. Sacramento Metropolitan Air Quality Management District (SMAQMD) shall be contacted for all commercial building demolitions and for any residential structures with five or more dwelling units. A "SMAQMD Asbestos Survey and Demolition Notification Form" shall be filled out per its included instructions and provided to SMAQMD (this form is available at our Building Inspection permit office). **A building permit will not be issued by the County of Sacramento Building Inspection office until a 'validated and date stamped' copy of the DEMO. 1 SMAQMD form is provided back to our office.** SMAQMD requires a 10 day wait period between your application with them and our issuance of a demolition permit. (Filling out, coordinating and providing the validated SMAQMD form to our Building Inspection office prior to our demolition permit issuance is the responsibility of the permit applicant).
5. A letter of consent from PG&E (when served by PG&E) is required prior to issuing a demolition permit (see Figure 1); copies of this letter will be placed in the permit folders and attached electronically to the permit case.
1. If the site has a well or septic system, the applicant must contact the Environmental Management Department for their requirements on abandonment/destruction and permits. Abandonment or destruction of a water well will always require a permit and inspection by the Environmental Management Department. See their Web Page at: <http://www.emd.saccounty.net/> for further information.
When plumbing or structure inspections are performed as part of a demolition permit and/or a permit has been acquired for a septic bypass and sewer line installation, Building Inspection (CMID – Construction Management and Inspection Division) inspectors will inspect the abandoned septic system (a separate inspection for the septic abandonment and destruction is not needed). See Figure 2 for destruction requirements. If there is not a structure or fixed equipment that requires a demolition permit from Building Inspection and a septic system needs to be abandoned, the applicant shall apply for a "Septic Tank Destruction Permit" from the Environmental Management Division. Their personnel shall then inspect the abandoned system.

The field inspector, prior to approving the final inspection of the site, must check the following, as applicable.

- The water service and sewer lateral serving the site are properly disconnected and sealed.
- An abandoned septic tank is to be filled, as required by the Environmental Management Department.
- The well abandonment permit card is posted at the job site and signed "FINAL" by the Environmental Management Department inspector.
- Any excavations are filled to the extent that they do not represent a hazard and the rubble and debris has been removed from the site.
- The gas and electric services are properly terminated.
- Any other condition that would represent a hazard to the health and safety of the public has been eliminated.

If any of the above conditions are not in compliance at the time of inspection, the field inspector will leave a Notice of Correction at the site. The work must be corrected and again inspected to receive 'final' approval.

After the Fact Demolition Permits

With the proliferation of fees associated with the construction of new buildings (such as school impact, transportation, low income housing), demolition permits provide a record that establishes various fee credits for new construction based upon the amount of building square footage demolished. The demolition permit also prompts a reassessment (reduction) of property taxes. An inspector cannot visit the demolition site and verify the size of the removed structure after the fact. If a structure is removed prior to issuance of a demolition permit, the following procedure shall apply:

1. The application and demolition permit shall not be processed 'over-the-counter'.
2. The minimum plans required are a plot plan showing all existing buildings on a parcel, plus the approximate location and size of the building or buildings removed.
3. Permit fees shall be based on either the demolition contract value, when a copy of the contract is provided, or based upon estimates of the square footage demolition value.
4. There shall be an additional 200 percent violation/investigation fee added to the cost of obtaining the demolition permit.
5. County-wide aerial photographs through our GIS system, Assessor data and County permit records shall be used to verify and establish the extent of the demolition work. The square footage of the building that was demolished will be estimated by investigating these records. Other sources of information, such as the owner's original plan sets, etc., may be used or requested.
6. All other requirements for a demolition permit apply, including asbestos notification of Sacramento Metropolitan Air Quality Management District (when not exempt from this requirement).

Figure 1

Pacific Gas and Electric Company
5555 Florin-Perkins Road
P.O. Box 7444
Sacramento, CA 95826

**Request for Removal of Facilities
&
Utility Letter of Consent**

Date _____

Contractor Name _____

Contractor Mailing Address _____

Request for Removal of Facilities located at:

Address _____

City/County _____

For the purpose of: House/Building Removal House/Building Demolition

Facilities Involved: Gas Electric OH Electric UG

PG&E gives assurance that facilities at the above location will be removed by 3:30 p.m. on _____.

(Date)

Signed _____
(PG&E Representative)

**This Form Must Be Submitted to County of Sacramento Building Inspection Office Before
Permit Will Be Issued**

SEPTIC TANK ABANDONMENT/DESTRUCTION PROCEDURE

November 2009

The following procedure is to be followed when unused septic tanks are destroyed. According to Section 722 of the Uniform Plumbing Code:

- 1) Every cesspool or septic tank which has been abandoned or has been discontinued otherwise from further use or to which no waste or soil pipe from a plumbing fixture is connected, shall have the sewage removed there from and be completely filled with sand, gravel, concrete or other approved fill material.
- 2) The cover over the cesspool or septic tank shall be removed before filling and the filling shall not extend above the top of the vertical portions of the sidewalls or above the level of any outlet pipe until inspection has been called and the cesspool or septic tank has been inspected. After such inspection, the cesspool or septic tank shall be filled to the level of the ground.

PLEASE NOTE

A County or City Building Department inspector may inspect a septic tank destruction. If the building inspection department that has jurisdiction will not be inspecting the destruction then, a "Septic Tank Destruction Permit" must be obtained and a fee paid to, the Environmental Management Department at:

10590 Armstrong Road
Mather, CA 95655-4153
(916) 875-8400

When pumping of septic tanks is required, the pumping must be done by a firm possessing a valid registration issued by the Environmental Management Department.

10590 Armstrong Road • Mather, California 95655 • phone (916) 875-8400 • fax (916) 875-8513 • www.saccounty.net