



COMMUNITY DEVELOPMENT DEPT.

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**PERMIT SUBMITTAL REQUIREMENTS
FOR DEMOLITION OF A PORTION OF A BUILDING**

This handout describes the minimum submittal requirements for the demolition of a portion of an existing building. In certain situations, additional materials may be required. For a complete description of the required items listed, please see the “**Required Details in a Set of Plans**” hand out. All work must meet the minimum requirements of the City of Menlo Park’s Municipal Code.

A Demolition permit for a portion of a building will only be issued when the Building Official has determined that the issuance of the associated Building permit for proposed improvements is imminent.

A Demolition permit does not include the grading or excavation of the site, or the commencement of construction activities associated with the proposed improvements to the building. Separate Building permits are required for these construction activities.

For proposed demolition projects that are required to comply with Chapter 12.48, RECYCLING AND SALVAGING OF CONSTRUCTION AND DEMOLITION DEBRIS, of the City of Menlo Park Municipal Code, there is a required seven (7) day waiting period from the date of permit application to the date of permit issuance to allow for salvaging.

If there are heritage trees in the vicinity of the proposed demolition that may be impacted, an arborist report recommending tree protection measures may be required. After approval of the arborist report by the Building Division, a letter from the arborist who prepared the report will be required to verify that the mandated tree protection measures are in place.

If the application for a Demolition permit is associated with a project that has received a Use permit or Variance from the City of Menlo Park Planning Division, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the project.

There will be **three (3) sets** of plans required for submittal. A complete set of plans includes the following:

- Three (3) copies of a lot plan showing the location of all buildings to be demolished, their square footage, and the location and type of construction safety fencing.
- An erosion control plan if the proposed demolition is to take place during the months of October through April or if the lot is to be left vacant during the months of October through April.
- A dust control plan.

Other Documents Relating to a Demolition Permit Submittal

- An approved permit from the Bay Area Air Quality Control Board verifying the complete abatement of asbestos from the structure to be demolished.
- A disconnect letter from PG&E stating the gas meter has been removed, the gas line has been capped at the property line, and the electric service drop has been disconnected.
- Two (2) copies of an Arborist report will be required if there are heritage trees in the vicinity of the proposed demolition.

- A letter from the arborist who prepared the Arborist report to verify the mandated tree protection measures are in place.

Notification of all applications for demolition and building permits for the demolition, construction, addition or alteration of a single-family residence located in a single-family zoning district shall be given to all contiguous neighbors of the project site within 15 days of an application for a permit. Demolition and building permits that are limited to repair of an existing building, re-roofing of an existing building, or for interior alteration only are exempt from the noticing requirement. The written notification shall include a brief description of the project and reductions of the site plan.

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