

Building Demolition Permit Requirements

DEMOLITIONS MAY REQUIRE OTHER PERMITS/CLEARANCES

- **Planning Clearance** - A Planning clearance is needed if the demolition is NOT part of a project with an approved permit from the Planning Division.
- **Historic Structures** - You must obtain Planning Division approval for any structure or site listed on the City's Historic Resources Inventory: www.sanjoseca.gov/historicresourcesinventory
- **Public Works Permit** - To store demolition equipment or debris on sidewalks, streets, or parking strips, you must first secure a [Revocable Encroachment Permit](#) from the Public Works Department.
- **Fire Department Review & Clearance** - If fire sprinklers or alarms in adjacent spaces are impacted by the demolition, you must get a project review and clearance from the Fire Department.

For information on the above items, call **408-535-3555**.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD)

- You must provide a job number secured from BAAQMD when submitting a Building Permit Application for a demolition. Call **415-749-4900**.

PCBs SCREENING ASSESSMENT FORM

- All applicants must provide the PCBs Screening Assessment Form, available at www.sanjoseca.gov/managingPCBs. For information, call the City's Environmental Services Department at **408-793-5300**.

Development Services Permit Center

San José City Hall
200 E. Santa Clara St.
San José, CA 95113
408-535-3555

www.sanjoseca.gov/permitcenter

Demolition projects that require a building permit include:

- Full or partial demolition of a building.
- Removal of detached accessory structures with a floor area greater than 120 square feet.
- Gutting a commercial tenant space when done separately from securing a permit to make tenant improvements. In this case, no weight-bearing walls may be removed. When demolition is performed in conjunction with tenant improvements, the building permit secured for those improvements also covers the demolition.

TO GET A PERMIT FOR A DEMOLITION

For removal of an entire building: Complete a SECI Permit Application form and submit with:

- 1. Plot plan** - Show the building site and distances to property lines and to structures on the site, such as pools, septic tanks, detached garages, etc. Label all the structures.
- 2. Indicate non-buildable areas:** If all or part of the demolished building's footprint is to become a non-buildable area, delineate the non-buildable area on the plot plan.
- 3. Buildable area steps:** For any buildable area of the demolished building's footprint, do the following:
 - Hire a licensed engineer to prepare and wet-stamp a demolition, drainage, and compaction plan.
- 4. Other Clearances:** Your permit application will not be processed until all required clearances or approvals have been secured; see sidebar for clearances that may apply to your project. Additionally:
 - All demolitions require a job number from the Bay Area Air Quality Management District.
- 5. Gas service removal:** After securing the appropriate permits, contact PG&E at least 30 days prior to the scheduled demolition to coordinate proper disconnection and removal of the gas service to the affected building. For more information, visit www.pge.com/includes/docs/pdfs/shared/customerservice/otherrequests/newconstruction/BRSC_Guide_GasServiceRemoval.pdf.

For partial demolition of a building: Complete a SECI Permit Application form and submit with:

- 1. Plot plan** - Show the extent of the proposed demolition and identify how all required exits and life safety features for adjacent tenant spaces will be maintained.
- 2. Other Clearances:** Your permit application will not be processed until all required clearances or approvals have been secured; see sidebar. All demolitions require a job number from the Bay Area Air Quality Management District (BAAQMD).