



## INFORMATION SHEET

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**NO. S-04**

**DATE** : June 22, 2015  
**CATEGORY** : Structural  
**SUBJECT** : **Demolition Permits**

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**PURPOSE** : To carry out the safety requirements of the Building Code and to expedite processing of permit applications for the demolition of buildings.

**REFERENCE** : San Francisco Building Code Sections 106A.3.2.2, 1705.18 and 3303  
AB-032 Site Permit Processing  
AB-036 Special Inspection for Demolition Work Ordinance No. 27-06:  
Construction and Demolition Debris Recovery Program  
DBI Cost Schedule

**DISCUSSION** :

**(A) General Procedures**

To demolish the entire building to the foundation will require a demolition permit (Form 6).

To demolish part of the building will not require a demolition permit, but will require a building permit (Form 3/8).

For a site permit to remodel an existing building, no demolition permit is required.

For a site permit to construct a new building on a vacant space of a lot, no demolition permit is required.

Site permit application to construct a new building on a space occupied by an existing building and demolition permit shall be filed at the same time, unless both new and existing buildings are nonresidential or mixed use. (Note: Mixed use is a project combining nonresidential and residential uses)

For nonresidential or mixed use projects, site permit application to construct a new building on a space occupied by an existing building may be issued if demolition permit had been filed. However, no addenda for construction of a new building on a space occupied by an existing building shall be issued unless the demolition permit had been issued.

For residential projects, site permit application to construct a new building on a space occupied by an existing building needs to be issued at the same time as demolition permit.

**(B) Demolition Plans - Details**

Except for buildings of Type V construction and Type I, II, III and IV buildings less than 3 stories or 25 feet in height shall provide Items 1, 2 and 3 as set forth herein below prior to approval of any application for demolition permit.

1. Applicant shall submit two sets of detailed plans showing the following:
  - (a) The sequence of operation floor by floor,
  - (b) Location of standpipes,
  - (c) Location and details of protective canopy,
  - (d) Location of truck crane during operation,
  - (e) Any necessary fence or barricade with lights,
  - (f) Any floor or wall left standing, and
  - (g) Schedule of the days when the demolition will be done; i.e., on weekdays or on Sundays.
2. Applicant shall designate the party responsible for repairing any structural sidewalk slabs that may be damaged during operation.
3. Applicant shall designate the responsible registered Civil Engineer or Architect who will supervise the demolition work.
4. Applicant shall secure appropriate permits for use of street space, at the time of filing the demolition permit.
5. Any wall or other construction to be left standing must be certified for structural stability by a registered Civil Engineer, and must be so shown on submitted plans.
6. Demolition contractor shall notify the District Building Inspector at least two days prior to the commencement of demolition operation. Demolition contract shall also notify SFE at (415)355-3700.
7. A registered Civil Engineer or Licensed Architect shall continuously and personally supervise the demolition work and shall submit progress reports to the Director of the Department of Building Inspection in writing.
8. Any of the aforementioned requirements may be waived only upon the written approval of the Director of the Department of Building Inspection after receiving certification by the registered Civil Engineer or record that the safety requirements of the Building Code are not lessened.

**(C) Demolitions Permit Processing**

Contractors seeking approval for demolition shall, in addition to other City department sign-offs, provide the following:

1. BAAQMD "J" number (obtained by calling 771-6000, ext. 217)
2. Asbestos/RACM survey supported by preparer's CAL OSHA certification
3. Form 3/8 application completed by licensed asbestos handling contractor when survey indicates the presence of asbestos

4. Two sets of mailing list for demolition to CPB to comply with the notification requirement per San Francisco Building Code Section 103A3.2.2.1 (due upon filing of demolition permit).

Applications not complying with items 1 – 4 above shall not be accepted for review without prior arrangements.

5. Demolition Debris Recovery Plan (DDRP) approved by the San Francisco Department of Environment (SFE).

NOTES:

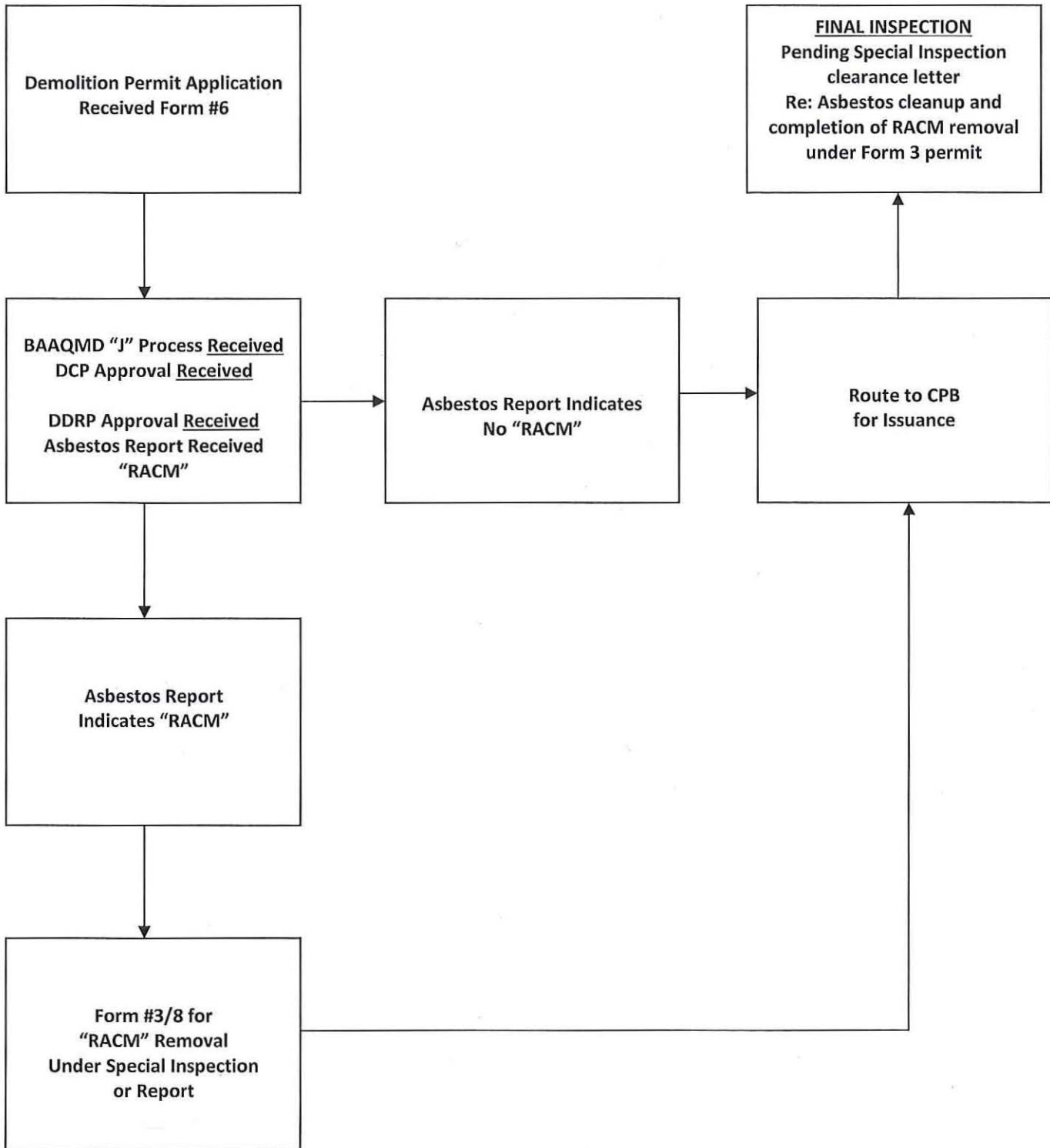
- (a) The DDRP shall be prepared by person conducting demolition and shall demonstrate how the project will divert Construction & Demolition (C&D) debris material from landfill.
- (b) Applicant shall submit the DDRP to SFE for review after Planning approved the Site Permit.
- (c) Demolition permit application number needs to be on the DDRP.

No demolition permit should be issued without an approved DDRP for that permit number, as required by Ordinance 27-06.

**Note: Link to SFE's Construction & Demolition webpage is <http://www.sfenvironment.org/c&d>**

**DEMOLITION PERMIT PROCESSING FLOW CHART (See Section C):**

(Exception applies to unsafe building per San Francisco Building Code Section 102A.16)



**"RACM" – Regulated Asbestos Containing Materials**





**Diversion Rate Table** (See Instructions on the front side of this form for column descriptions).

Material Type (Tons)	1 Total Tons Generated	2 Salvage or Reuse	3 Recycling (source-separated material)	4 Mixed C&D Debris to Registered Facility *	5 Landfill Disposal	6 Facility or Destination
<i>Example: Wood</i>	50	5		45		Building Resources/SFR&D
Wood, Pallets & Lumber (clean & unpainted, no pressure treated wood)						
Cabinets, Fixtures, Doors, Windows, Equipment						
Metal						
Carpet						
Carpet Padding						
Cardboard						
Ceiling Tile						
Drywall (used and painted)						
Green Waste						
Concrete						
Asphalt						
Brick, Masonry, Tile						
Rock/Dirt/Soil						
MIXED DEBRIS						
Other (please specify)						
Sorted, Non-Recyclable, Non-Compostable Debris (please describe)						
<b>TOTALS</b>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D*</u>		

Calculate **Your Diversion Rate** using the following formula:

$$\boxed{B} + \boxed{C} + \boxed{D \times .65 (DR)*} = \boxed{\quad} \text{ Divide } \boxed{A} = \boxed{\quad} \times \frac{100}{100} = \boxed{\text{Your Diversion Rate}} \%$$

[\* Mixed C&D material designated for processing at a SF-Registered Mixed Debris Facility will be considered diverted at 65% diversion rate (pursuant to Ordinance No. 27-06).]

If **Your Diversion Rate** is less than 65%, provide justification why the project cannot meet the 65% diversion requirement

List haulers removing material off site (use extra page if necessary). Use only Registered Transporters for Mixed Debris.  
 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

I AGREE TO SUBMIT A FINAL REPORT for this Demolition Permit WITHIN 30 DAYS AFTER COMPLETION OF THE DEMOLITION PROJECT; FINAL REPORT MUST VERIFY THE ACTUAL DIVERSION ACHIEVED & INCLUDE ALL RECEIPTS FROM FACILITIES. **ESTIMATED DATE OF COMPLETION:** \_\_\_\_\_

Submitted by (signature): \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Title \_\_\_\_\_

FOR OFFICIAL CITY USE ONLY	
DATE PLAN/REPORT RECEIVED BY SFE _____	
APPROVED _____ NOT APPROVED _____ DATE _____	
COMMENTS _____	
APPROVED BY _____ NAME & TITLE _____	