



Community Development Department
BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • www.dublin.ca.gov

BUILDING DEMOLITION – PLAN SUBMITTAL CHECKLIST

Purpose

This handout summarizes the requirements for a complete plan review submittal for an entire building/structure demolition project. When buildings are demolished the current code regulations and local ordinances require a building permit. The following guideline shall be reviewed before commencing any work.

All of the demolition work shall be performed in accordance with Title 7 of the Dublin Municipal Code, Dublin Construction Demolition and Recycling Ordinance, and the Bay Area Air Pollution Regulation #1.

Additional Agency Approvals

The following must be completed prior to submittal for a demolition permit.

Planning Division **Ph: (925) 833-6610**

Contact Staff for Site Development Review permit requirements and CEQA compliance prior to the application.

Public Works Department **Ph: (925) 833-6630**

Contact Staff for submittal requirements on any work occurring within the City right-of-way, including encroachment permit guidelines, traffic control measures, operation hours, etc. A separate permit and fees may be required for any work occurring within the City right-of-way. Please also see section related to PCBs Screening Assessment.

Dublin San Ramon Services District
www.drsrd.com **Ph: (925) 828-0515**

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply, visit: https://selfservice.drsrd.com/EnerGov_Prod/SelfService#/home. If this is the first time visiting the site, you will need to sign up for an account. You can find the instructions here: <https://www.drsrd.com/do-business-with-us/development-and-construction> under DSRSD Requirements “How to register” and

“How to apply for review”. Please contact DSRSD directly for additional information and questions by email at plansubmittals@dsrdsd.com or by phone as listed above.

**Bay Area Air Quality Management District
Help Desk** **Ph: (800) 743-5000**

Obtain approval from BAAQMD on district letterhead for asbestos or for a building demolition. A “Job Number” - a letter of approval that will include a Job Number (J#) - is issued as proof of notification.

Dublin Fire Prevention **Ph: (925) 833-6606**

Applicant shall provide written notification from Dublin Fire Prevention regarding the discontinuation of services.

Fire alarm monitoring may be stopped no sooner than 7 days and no less than 72 hours prior to demolition of a structure.

Fire sprinkler systems shall remain in service until such time as water service is discontinued by DSRSD.

PG & E **Ph: (800) 743-5000**

Obtain approval from PG & E on agency letterhead verifying all electrical and gas services have been removed.

AT & T **Ph: (800) 310-2355**

Obtain approval from AT & T on agency letterhead verifying all telephone services have been removed.

Plan Submittal for Construction

To submit for a permit the following information must be completed electronically through

<https://dublinca-energovweb.tylerhost.net/apps/selfservice#/home> .

- Please request via permits@dublin.ca.gov a copy of the instructions to submit and upload your plan submittal.
- A completed permit application worksheet. [Permit Application Form](#)
- A completed Building Demolition application worksheet.

- Contractor's City of Dublin Business License must be current.
- Complete digital plan set
- Waste Management Plan
- PCBs Screening Assessment Form ⁽¹⁾ See note below
- External agency approvals as noted above
- Plan check fee payment

(1) The San Francisco Bay Regional Water Quality Control Board requires that local agencies develop a screening program to keep Polychlorinated Biphenyls (PCBs) from building materials out of the storm drain system during building demolition projects. All applicants requesting a complete building demolition must complete the PCBs Screening Assessment Form. For more information on the PCBs Building Demolition Ordinance and associated requirements, visit the City's website on Building Demolition Ordinance: dublin.ca.gov/2113.

Minimum Plan Requirements

Cover sheet / Site plan

- Job address / name of property owner, contractor, contact person / contact's addresses and phone numbers, title and registration information of project design professional / description of work / applicable codes, type of construction / sheet index.
- Show all existing buildings on the property clearly indicating which structures will be demolished; location of all building and site utilities (gas, electrical, sewer, water, stormwater); existing wells and septic tanks, and method of well/tank abandonment/ removal.

Plans

- **Building description.** Provide existing building size (square footage); type of construction; and if sprinklered. Include year built, and remodeled (if applicable).
- **Pedestrian protection.** Show the type and location of applicable pedestrian protection as required by Section 3306 of the California Building Code (CBC).
- **Landscape.** Identify all existing trees and irrigation proposed to be removed and which will remain. Notify DSRSD if landscape involves the use of recycled water for irrigation.
- **Elevations.** Minimum of two (2) exterior elevations. Identify the height of each building and its distance(s) to pedestrian way (public sidewalk).
- **Hauling plan.** Include the hauling plan and hauling route, as applicable.
- **Erosion & Sediment Control Plan.** Provide a copy of the erosion & sediment control plan, and any dust control plan.

Plan Check Time

Allow 4 business days on each submittal.

Permit Issuance

The following will be required at time of permit issuance:

- Prior approval of the Waste Management Plan and Performance Security Bond.
- Proof of current contractor's license / business license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

Please print the necessary documents (permit record, approved forms, all stamped construction documents, and inspection record card).

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep another set on file. A copy of the set will be forwarded to the County's Assessor's Office.

Inspections

The following inspections must be scheduled:

- Pre-Site inspection: Prior to any demolition and for verification of site utility disconnects, abandonment, pedestrian protection measures are in place.
- In progress inspection.
- Final inspection: After the building and site demolition work is completed.

When you are ready for your inspection(s) please do so from your project in CSS.

Online inspections can be scheduled each day up until 5:00 AM the day of your inspection. The inspection record card, the permit and all required energy form(s) must be presented to the City Building Inspector before each inspection.

Please note, when inspectors schedule their routes each morning (Mon-Fri) the applicant will receive an email notification with the start time of the 2-hour inspection window. If you do not receive an email notification, your 2-hour inspection window will start at the time of the inspection slot you scheduled (8 AM or 11 AM).

Questions

Contact the **Building & Safety Division** at **(925) 833-6620** for inquiries on plan check and building fees. Project information such as valuation cost, square footage areas, and type of construction are necessary to provide estimates on fees.