

Community Development Department

**1600 First St., P.O. Box 660
Napa, CA 94559-0660**

Engineering Division
Phone: (707) 257-9530

Planning Division
Phone: (707) 257-9530

Building Division
Phone: (707) 257-9540
Inspections: (707) 257-1063

Facsimile: (707) 257-9522

**Napa Fire Department
Fire Prevention Division**
Phone: (707) 257-9590



DEMOLITION PERMIT APPLICATION

A permit is required for the demolition of a building, house or garage.

Contact the following people prior to a permit being issued:

1. <i>Planning Dept</i> Will determine if building is historical.	1600 First St. (707) 257-9530
2. <i>Napa Fire Department</i> Review for training potential.	1600 First St. (707) 257-9590
3. <i>Napa Sanitation District</i> Will issue a Demolition Permit.	935 Hartle Ct. (707) 258-6000
4. <i>Napa Valley Unified School District</i> Will give you credit for square footage when you rebuild.	1616 Lincoln Ave. (707) 253-3538
5. <i>PG&E</i> Will give you a clearance or fax a clearance to the Building Department.	300 Burnell St. (707) 257-5918
6. <i>Water Service Pre-Demolition Clearance Form</i>	770 Jackson St (707) 257-9544
7. <i>BAAQMD - (Bay Area Air Quality Management) will send you an acknowledgment with BAAQMD J # when you complete the attached form1. There may be a ten-day waiting period before the Building Department can issue a permit. Phone: 415-771-6000</i>	

When all of the above is complete, bring the Napa Sanitation Demo Permit, a clearance from PG&E and the form sent to you by BAAQMD with your J# on it. The Building Department can then issue the permit. The permit fee is \$44.00 with an additional \$1.05 Imaging Fee. No plans are required.

Note: If you have a septic tank - contact Environmental Health in writing (707) 253- 4471 instead of Napa Sanitation.

All forms and handouts are available on www.cityofnapa.org

Demolition Permit

A permit is required for the demolition of a building, house or garage. Approval must be obtained from the Planning Department prior to issuing the permit.

This building is *NOT HISTORIC* and we authorize the demolition.

Address: _____

Planning Dept: _____

Date: _____



DEMOLITION REGULATION 11, Rule 2

Notification Form

<i>For Office Use Only</i>	
J#	_____
I#	_____

Site of Demolition

Site Address: _____ Cross Street: _____
 City: _____ Zip: _____
 Owner/Operator _____ Phone () _____
 Specific Location of Project within Building/Address: _____
 Check One: Single Family Dwelling Commercial Multifamily Dwelling Govt Bldg School

Contractor/Individual Performing Demolition

Name: Company/Individual _____ Contact: _____
 Mailing Address: _____
 City: _____ Zip: _____ Phone: () _____
 Have you previously submitted notifications for other sites? Yes No

Description of Demolition

Is this Demolition by Fire for Fire Training purposes? yes No
 Is this Demolition ordered by a Government Agency? yes No
(Emergency only – attach copy of order)
 If not Demolition for Fire Training, check applicable method:
 Heavy Equipment Implosion By Hand Other _____
 Dates of Demolition: (*Actual* dates must be entered, "ASAP" or "SOON" will be rejected.)
 Start: _____ Completion: _____ Weekend Work? Night Work (*After 5 PM*)?

Asbestos Survey Report

Name of company that conducted survey: _____
 Address: _____
 City: _____ Zip: _____ Phone: () _____
 Name of person who completed the survey: _____ CAC/SST #: _____
 Is /was asbestos present? Yes No
 If yes, who will remove/has removed prior to demo? _____

Form Preparation Information

This form prepared by: _____ Title: _____
 Name: Company/Individual _____ Phone: () _____
 Address: _____ City: _____ State: _____ Zip: _____

See Page Two to Complete This Form

Press here to clear form

Required Information

Payment must be received before J# will be assigned. See Schedule L of Regulation 3 for appropriate fees.

Payment type: Check Cashier's Check Money Order Credit Card (Visa, MasterCard Only)
(payments, other than credit card payment, must be mailed or delivered to: 939 Ellis St., San Francisco, CA 94109)

I certify that the above information is correct and that I will comply with all of the requirements of the BAAQMD's regulations, as well as all other applicable federal, state and local requirements.

Signature of Contractor or Person Performing Demolition: _____

Form: Demo-052108

GENERAL INFORMATION

- ◆ This notification form shall be used to notify the BAAQMD of a **demolition** operation only. Notification is required for every demolition. All boxes must be completed. Appropriate fee payment must accompany each notification. Notifications may be faxed to (415) 749-4658, but job numbers will not be issued unless accompanied by a valid credit card authorization or until a valid check, cashier's check or money order for applicable fees is received.
- ◆ Notification shall be provided to the District at least 10 working days prior to commencement of demolition, or as early as possible prior to commencement of emergency demolition. The notification period will not start until a complete notification is submitted (see above).
- ◆ An Acknowledgement Letter is mailed to the contractor/person listed within 3 days of receipt of a complete notification. This should be checked for accuracy of data.
- ◆ If the job is postponed or cancelled, the District **must** be notified of a revision; the Acknowledgement Letter should be used to fax or mail the revision information. When cancelled, a cancellation fee will apply.
- ◆ For specifically-defined "Emergency" conditions, the 10 working day period will be waived. Notification must be made by fax, and the job number will be issued if accompanied with a faxed copy of a valid check, cashier's check or money order.
- ◆ For 4 or fewer unit residences, the 10 working day period may be reduced to 72 hours for an additional fee.

INSTRUCTIONS

- ◆ **SPECIFIC LOCATION OF PROJECT:** Identify where the demolition is taking place if the site contains more than one building.
- ◆ **START AND COMPLETION DATES:** The start date is the date on which demolition of the facility or structure commences. Any revision to the start or completion dates must be submitted prior to the previously notified date(s). Under no circumstances may the revised start date be earlier than the 10th working day following the postmark or fax date of the original notification. If the start date is unknown, enter an estimated start date and revise the notification when the actual start date is known, but not later than the estimated start date.
- ◆ **FIRE TRAINING:** Reg. 11-2-206 includes "intentional burning" in the definition of demolition. Notification is required, the 10 working day requirement must be met and all Asbestos-Containing Material (ACM) >1% must be removed prior to fire training. The District's Open Burning Notification form must also be filed and the applicable requirements of Regulation 5 must be met.
- ◆ **SURVEY REPORT:** Provide information showing that prior to commencement of the demolition, a survey was performed to determine the presence of Regulated ACM (RACM). Indicate if there was/was not suspected ACM.
- ◆ **GOVERNMENT ORDERED DEMOLITION:** If an "Emergency" demolition (see above) is the result of a state or local agency declaring the building a public nuisance or structurally unsound and in danger of imminent collapse, a copy of the written order must accompany this notification.

FEES APPLICABLE TO DEMOLITION OPERATIONS (FROM REGULATION 3, SCHEDULE L)

Demolition **conducted at a single family dwelling** is subject to the following fee:

OPERATION FEE: \$49

Cancellation: \$49 (100% of fee) non-refundable, for notification processing.

Demolition **conducted at a single family dwelling or multiple family dwelling with four or fewer units with 72 hours instead of 10 days prior notice (excluding emergencies)** is allowed upon payment of the following **additional** fee:

OPERATION FEE: \$340

Demolition, **other than those conducted at a single family dwelling**, is subject to the following fee:

OPERATION FEE: \$205

Cancellation: \$137 of above amount non-refundable for notification processing.

Demolition conducted for the purpose of **fire training** is exempt from fee.

SURVEY REQUIREMENTS FOR DEMOLITION OPERATION (FROM REGULATION 11, RULE 2)

303.8 Surveys: Except for ordered demolitions, prior to commencement of any demolition or renovation, the owner or operator shall thoroughly survey the affected structure or portion thereof for the presence of asbestos-containing material, including Category I and Category II nonfriable asbestos-containing material. The survey shall be performed by a person who is certified by the Division of Occupational Safety and Health, and who has taken and passed an EPA-approved Building Inspector course and who conforms to the procedures outlined in the course. The survey shall include sampling and the results of laboratory analysis of the asbestos content of all suspected asbestos-containing materials. This survey shall be made available, upon request by the APCO, prior to the commencement of any RACM removal or any demolition. This subsection shall not apply if the owner or operator asserts that the material to be renovated is RACM and will be handled in accordance with the provisions of Sections 11-2-303, 304 and 401. The requirement for certification by the Division of Occupational Safety and Health shall not apply to in-house health professionals within a specific nonasbestos related company who perform occasional surveys only for that company as part of their regular job responsibilities

8.1 When a structure, or portion thereof, is demolished under an ordered demolition, the survey must be done prior to, during, or after the demolition but prior to loading or removal of any demolition debris. If the debris contains regulated asbestos-containing material, all of the debris shall be treated as asbestos-containing waste material pursuant to Section 11-2-304.

8.2 For renovation or demolition of residential buildings having four or fewer dwelling units, a survey is not required. A sample and test of the material will be required only when any of the following will be removed or disturbed: heating, ventilation, air conditioning ducting and systems; acoustic ceiling material or acoustic plaster; textured or skim coated wall surfaces, cement siding or stucco, or resilient flooring. Where the material is found to contain greater than 1 percent asbestos and is friable, the material must be handled in accordance with Section 11-2-303.

CREDIT CARD PAYMENT FORM
(Visa and Mastercard ONLY)

for Demolition and Asbestos Job Notifications Use Only
For multiple notifications, please use a separate form for each job
*Refer to **Regulation 3, Schedule L** for Fees*

Site Address _____

City _____ Zip _____

Project Description:

Demolition _____ Amount Paid \$ _____

Renovation _____ Amount Paid \$ _____

Removal Amount (of regulated asbestos):

_____ lin ft _____ sq ft _____ cu ft

PAYMENT TYPE:

Master Card

VISA

CREDIT CARD INFORMATION

Name _____

Company Name _____

Card No. _____

Billing Address Zip Code _____

CVV2 Code (3 digit code on reverse side of card) _____ Expiration Date _____

FOR ADMIN USE ONLY:

Authorization # _____

Date _____

Invoice # _____

Job # _____

Water Division
770 Jackson St., P.O. Box 660
Napa, CA 94559-0660

Phone: (707) 257-9544
Facsimile: (707) 257-9581

CITY of NAPA

WATER SERVICE PRE-DEMOLITION CLEARANCE FORM

Date of Demolition: _____
Demo Site Address: _____
City: _____

Contractor/Individual Performing Demo: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____

Select one option below:

- Existing water meter and service to be retained and protected during demolition by contractor.
- Existing water meter to be removed, service shut off and disconnected at meter box by city personnel and protected during demolition by contractor.
- Existing water meter to be removed and service killed at main before demolition by city personnel.
- No water service exists for this parcel.

Note: Damages to any part of water utility will be billed at T/M (time and materials) to repair.

All above work performed per existing Water Division's fee schedule unless other arrangements are made.

Water Division Supervisor, PWD, signature required:

Date: _____