

Community Development Department

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



CITY of NAPA

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

INTERIOR DEMOLITION PERMIT

A permit is required for the interior demolition of a building.

Contact the following people prior to a permit being issued:

Planning Division: Approval must be obtained from the Planning Division in writing prior to the Building Division issuing a permit.

This building is *NOT HISTORIC* and the Planning Division authorizes the demolition:

Address: _____

Planning Dept: _____

Date: _____

BAAQMD: Bay Area Air Quality Management will send you an acknowledgement with BAAQMD J# when you complete the attached form. Once you have received this, bring the paperwork with you to the Building Division to pull your permit. *The permit fee is \$44.00 with an additional \$1.05 Imaging Fee.*



DEMOLITION REGULATION 11, Rule 2

Notification Form

For Office Use Only

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

Required Information

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

Payment type: Cash Check Money Order Credit Card (*Visa, MasterCard Only*)
(Complete attached authorization form)

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: _____

G:\Form:Demo-01:7/25/2003

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 or (415) 928-0338, but faxed notifications will only be accepted if accompanied by a valid credit card authorization for applicable fees.
- ◆ 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, but the job number will not be issued until the applicable fees are received by a valid credit card authorization. Following authorization approval, the job number will be issued and the notification form must be completed and returned, with the job number (" J# _____ ") filled in.
- ◆ 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.

939 Ellis Street ◆ San Francisco, California 94109 ◆ (415) 749-4762

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

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. _____ Expiration Date _____
Billing Address Zip Code _____

FOR ADMIN USE ONLY:

Authorization # _____ Invoice # _____
Date _____ Job # _____

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: \$42

Cancellation: \$42 (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: \$291

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

OPERATION FEE: \$176

Cancellation: \$118 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.

Asbestos - Frequently Asked Questions

Question: What is asbestos?

Answer: Asbestos is a naturally-occurring mineral. Chrysotile (white asbestos) is the type most commonly used in structural applications. Asbestos is heat resistant, very strong, and has remarkable insulating properties, making it a desirable material in construction.

Question: What are the health effects of asbestos exposure?

Answer: There are three exposure routes for asbestos fibers: (1) inhalation via the respiratory system (2) ingestion via the mouth associated with asbestos fibers in drinking water and (3) skin contact. Asbestos has been known to cause a number of disabling and fatal diseases such as asbestosis, lung cancer, mesothelioma and pleural plaques. There is no safe level of exposure to asbestos; therefore, all exposure to asbestos should be avoided.

Question: The building department requires a District job number (J#) prior to structural demolition. What is a job number?

Answer: Because asbestos has been used in many structural applications, District Regulation 11-2-401.3 requires that for every demolition or for every renovation involving the removal of 100 sq ft/lin ft or greater of Regulated Asbestos Containing Material (RACM), a notification must be made to the BAAQMD at least 10 working days prior to commencement of demolition/renovation. For residential buildings of four or fewer dwelling units, 72 hour prior notification is acceptable with the payment of an additional fee (see schedule below).

The District provides a form to use for notification of the two types of jobs. To obtain a Demolition or Renovation form, download it or call BAAQMD staff at (415) 749-4762. Information obtained from the form is stored and a job number (J#) is assigned to each demolition or renovation job that is notified. The J# is proof that the notification requirements of District Regulation 11-2 have been met. This information then allows BAAQMD staff to conduct an inspection to determine compliance with all other requirements of Regulation 11-2.

Question: What is the difference between demolition/renovation?

Answer: BAAQMD Regulation 11, Rule 2 defines demolition as the wrecking, dismantling or intentional burning of a structure. Renovation is the removal of Regulated Asbestos Containing Material (RACM).

Question: Is there a fee associated with a job number (J#)?

Answer: Yes. District Regulation 3, Schedule L imposes a fee as authorized by the California Health & Safety Code.

DEMOLITION:	Single family dwelling - \$39 Non Single family dwelling - \$164
RENOVATION:	Single family dwelling: \$82 for 100-500 sq ft or lin ft \$300 for 501-1000 sq ft or lin ft \$436 for 1001-2000 sq ft/lin ft \$559 for greater than 2000 sq ft/lin ft
RENOVATION:	Non Single family dwelling: \$230 for 100-159 sq ft or 100-259 lin ft or 35 cu ft \$333 for 160-500 sq ft or 260-500 lin ft or greater than 35 cu ft \$485 for 501-1000 sq ft/lin ft \$714 for 1001-2500 sq ft/lin ft \$1019 for 2501-5000 sq ft/lin ft \$1400 for 5001-10000 sq ft/lin ft \$1781 for 10001 or greater sq ft/lin ft
CANCELLATION FEE:	(portion of fee that is non-refundable for notification processing) Single family dwelling - \$39 Non-Single family dwelling - \$110
ADDITIONAL FEE FOR 72 HOUR NOTIFICATION	Residential buildings having four or fewer dwelling units \$272

Question: How do I know if there is asbestos in the structure I want to demolish or renovate?

Answer: Regulation 11-2-303.8 requires that a survey be performed prior to demolition to determine the presence of RACM. The person who performs the survey must be Cal-OSHA certified and must have taken and passed an EPA approved building course. In the case of residential buildings having four or fewer dwelling units, the owner/operator can sample and test suspected asbestos containing materials rather than hiring a certified consultant.

Question: Where can I obtain a list of asbestos consultants/technicians who are certified to perform these surveys?

Answer: This list can be obtained by calling the California Division of Occupational Safety and Health at 916-574-2993 or [going to their web site.](#)

Question: If there is no asbestos in the structure, do I still need to notify the BAAQMD of the demolition of the structure?

Answer: Yes. BAAQMD [Regulation 11-2-401.3](#) requires that notification of demolition must be made to the BAAQMD even if there is no asbestos present.

Question: Where can I obtain an asbestos Renovation or Demolition notification form?

Answer: To obtain a Demolition or Renovation notification form, [download it](#) or call BAAQMD staff at (415) 749-4762.

Question: Where is asbestos typically found in a structure and how can I be certain asbestos is present?

Answer: Asbestos can be found in various locations throughout a structure. Some examples include, **but are not limited to** acoustic ceilings, taping mud on sheetrock, plaster, flooring, heating ducts, stucco, flue pipes, pipe lagging, and roofing. To determine the presence of asbestos, a sample must be taken to a laboratory and tested using polarized light microscopy (PLM) as the testing methodology.

Question: Can a homeowner remove asbestos?

Answer: Yes. However, if the asbestos is determined to be RACM, the homeowner must comply with the removal, disposal and administrative requirements contained in BAAQMD [Regulation 11, Rule 2](#). It is very difficult for a homeowner to set up a containment area or to comply with the HEPA exhaust requirements.

Question: What is Regulated Asbestos Containing Material (RACM)?

Answer: Regulated Asbestos Containing Material (RACM) is defined in BAAQMD [Regulation 11, Rule 2](#) as asbestos which is friable and contains greater than 1% asbestos. Friable asbestos is asbestos which can be crushed, crumbled or pulverized using simple hand pressure when dry. Non-friable asbestos containing materials containing greater than 1% asbestos are also considered to be RACM if they are subjected to sanding, drilling, grinding, cutting, abrading or may be crumbled, pulverized, or reduced to powder during the course of demolition or renovation.

Question: Does asbestos have to be removed?

Answer: No. If it is in good condition and is not being disturbed, it is best to leave it undisturbed. In order for asbestos to be a health hazard, it must be released from the product into the air people breathe.

Question: Does my contractor have to be licensed to remove asbestos?

Answer: The California State Contractors Board requires that a contractor have a valid, current contractors license and certificate for asbestos abatement work. They maintain a list of certified contractors [on their web site](#).

(last updated Friday, August 17, 2001)