



DEMOLITION OTHER THAN TOTAL BUILDING

In order to process and expedite your request for a Demolition Permit for removing a portion of a building or for interior demolition, please submit the **applicable items** listed below. For removal of an entire building, please refer to the "[Demolition Total Building](#)" handout.

- Submit complete sets of drawings electronically at <http://www.ci.milpitas.ca.gov/permits/> to include: The full scale plot size shall be min. 22"x17" and all drawings shall be drawn to scale with recommended min. scale of 1/8" = 1'-0" for floor plans and 1"=10' for site plans.
 - Demolition Plans (Including structural when applicable).
 - Storm Water Pollution Prevention Plan (SWPPP) or BMP's (as applicable).
 - [Blueprint for a Clean Bay](#) (Sheet CB-1) shall be included in submittal package.
 - Signed [Bay Area Air Quality Declaration](#). For more information regarding BAAQMD requirements, visit their website at <http://www.baaqmd.gov/>.
 - [Polychlorinated Biphenyls \(PCB\) Screening Assessment](#)
 - [Recycling report](#) if required.
 - If hazardous material storage and/or processes are included in demolition, complete [Fire Department Closure Application](#). Permit will not be issued until Closure Process is completed. Please contact Fire Prevention Division at 408-586-3365 for more information.
1. Electronic submittal is strongly encouraged. If hard copy is submitted, it must be accompanied with a USB drive with the electronic copy of the complete submittal package at submittal time and the files shall meet the [file standards](#). Submit five (5) complete sets of plans.
 2. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
 3. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
 4. A Permit may be issued only to a State of California Licensed Contractor or the property owner, or property owner designee.
 5. Contractor is responsible for obtaining any required permits from Cal/OSHA. A permit is required for demolition of buildings more than three stories or more than 36 feet in height.
 6. SWPPP plan or BMP's (as applicable) shall be implemented prior to pre-site inspection and beginning demolition. The site SWPPP plan or BMP's shall be maintained by the contractor or owner (as applicable) and modified by the QSD (if applicable) for the duration of the project. Also, prior to final inspection, the site shall be stabilized per SWPPP plan or BMP's if other work is not already under way for site improvement, and the SWPPP or BMP responsibilities are turned over to the next permitted contractor.
 7. All demolished materials including, but not limited to broken concrete and paving materials, pipe, vegetation, and other unsuitable materials, excess earth, building debris, etc., shall be removed from the job site for recycling and/or disposal by the Property Owner or Contractor, all to the satisfaction of the City Engineer or designee.

8. Milpitas Sanitation is the franchised hauler with exclusive rights to service temporary debris boxes. Please contact Milpitas Sanitation at 408-988-4500 or email at info@milpitassanitation.com to reserve temporary debris boxes.

Debris Box Conditions of Use:

Residents may place temporary debris boxes on private property (not on the street or blocking a sidewalk) for up to 30 days within any 60-day period. Please call 408-586-2680 for written consent to extend this time frame.

Businesses may use temporary debris boxes at construction sites for construction and demolition debris from commencement to completion of construction. Temporary debris boxes shall be placed onsite on private property and not on the street or blocking a sidewalk. Recycling of construction and demolition debris shall be a requirement to obtain commercial demolition and building permits. Call 408-586-2680 for more information about commercial recycling.

***Prior to actual work being started, schedule a pre-site demolition inspection (1st) using the online or IVR inspection request method of your choosing. After all work is completed, a final inspection (2nd) is required.**

****Submit Confirmation of Compliance letter (Part II of Demolition Recycling Report Process) prior to final inspection if Part I was required, otherwise the permit will not be finalized.**