



## DEMOLITION TOTAL BUILDING

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

- Submit complete set of drawings electronically to <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).
    - Civil Demolition Plans (Site). Show proper capping of all related utilities to the building(s). See attached Engineering Land Development checklist.
    - [Blueprint for a Clean Bay](#) (Sheet CB-1) shall be included in submittal package.
    - Photos for above ground structures including buildings and signs.
  - Signed [Bay Area Air Quality Declaration](#) and copy of the acknowledgement letter (J number) from the Bay Area Air Quality Management District. For more information regarding BAAQMD requirements, visit their website at <http://www.baaqmd.gov/>.
  - [Polychlorinated Biphenyls \(PCB\) Screening Assessment](#)
  - [Recycling report](#) if required.
  - Approved P.G. & E. Clearance form (see attached).
  - 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.
  - Contact City Finance Department, have water meter removed and pay any fees due. Permit will not be issued until confirmation from Finance Department is received.
  - Tree Removal Plan in conformance with project approval. Tree Removal Plan shall include but not be limited to Tree Survey, Arborist Report and Tree Protection Plan (if applicable).
  - Documentation to satisfy project mitigation measures associated with issuance of construction permits including but not limited to pre-construction survey of endangered or protected species.
  - Storm Water Pollution Prevention Plan (SWPPP) or BMP's.
  - Construction schedule is required prior to permit issuance.
  - Site Clearance or Closure letters from Responsible Agency, if applicable (see Item #9 on attached Engineering Land Development checklist)
  - Other requirements listed on the attached Engineering Land Development Division's Site Demolition Checklist.
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, the property owner, or the 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 utilities shall be disconnected and capped/plugged to the approved final disconnect location prior to pre-site inspection. Utility cap/plug locations shall not be covered or backfilled for inspection purposes.
8. All trenching and holes on site shall be backfilled and compacted prior to final inspection.
9. 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.
10. 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@milpitasanitation.com](mailto:info@milpitasanitation.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 (1<sup>st</sup>) using the online or IVR inspection request method of your choosing. After all work is completed, a final inspection (2<sup>nd</sup>) 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.**

**PACIFIC GAS & ELECTRIC COMPANY  
CLEARANCE LETTER**

This letter is required for all total building demolition projects or whenever utilities must be disconnected prior to the start of work.

Date: \_\_\_\_\_

City of Milpitas  
Building Safety & Housing Department  
455 East Calaveras Boulevard  
Milpitas, CA 95035

Regarding demolition or removal at Project Address: \_\_\_\_\_

This is to verify that the gas and electric facilities at the above-listed address will be disconnected by

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Representative  
Pacific Gas and Electric Company

\_\_\_\_\_  
Signature of Contractor



**CITY OF MILPITAS**  
**Engineering Division (Land Development Section)**  
455 E. Calaveras Blvd.  
Milpitas, CA 95035

**SITE DEMOLITION CHECKLIST**

If you have any questions, please contact (408) 586-3253 or fax (408) 586-3305.

- 1. An encroachment permit is required** to perform work on the public right of way, including within easements and on city facilities (water, sewer, storm drain, street, etc.). If acceptable to City, the conditions of approval may include an interim condition for the capping of City utilities at the property line (until street work is performed). **At street work phase, all utilities not necessary for development shall be capped at the main (if the project is dropped, the capping must be done at that timeframe to comply with this condition). Any City facilities such as fire hydrant, street light, water meter, etc. that is not needed shall be salvaged and delivered to City of Milpitas. All utilities shall be properly disconnected before the building can be demolished.** Show (state) how the water service(s), sewer service(s) and storm service(s) will be disconnected. The water service shall be closed off at the meter box for interim and disconnected or capped off at the main (no abandoned live water service). The sanitary sewer shall be capped off at the clean out near the property line or approved location if it is not to be used. The storm drain shall be capped off at a manhole or inlet structure or approved location if it is not to be used.
2. Provide video inspection report of any facilities to be protected or unused laterals that appears to serve adjacent properties prior to removal.
- 3. Prior to start of any construction**, the developer shall submit a construction schedule (start of any work-demolition to occupancy of homes/buildings) and monitoring plan for City Engineer review and approval. The construction schedule and monitoring plan shall include, but not be limited to, construction staging area, parking area for the construction workers, personal parking, temporary construction fencing, construction information signage and establish a neighborhood hotline to record and respond to neighborhood construction related concerns. The developer shall coordinate their construction activities with other construction activities in the vicinity of this project. The developer's contractor is also required to submit updated monthly construction schedules to the City Engineer for the purpose of monitoring construction activities and work progress. **It is recommended that you install a construction sign with a brief project description, "excuse construction activities", name and phone # for questions/concerns. You are required to log calls** for review (day/time, type of call, response resolution day/time, action).
4. The work is subject to appropriate traffic control, including truck staging. The staging of the trucks shall not impact the public streets. If on-site staging of trucks affects public streets, work shall stop until appropriate traffic control plan is approved and implemented. **Submittal of truck haul route for acceptance is required.**
5. If oversized vehicles are used, contact the Milpitas Police Dept at 408 586 2400 for permit requirements or questions about special equipment plate and transport requirements.
6. A construction water meter can be obtained from the City of Milpitas (City Hall, 1<sup>st</sup> floor, \$2,000 deposit) for dust control via water mist.

Milpitas Land Development Section  
Site Demolition Checklist

7. The contractor shall perform proper measures of Storm Water Pollution Prevention Plan (SWPPP) such as containing all materials (place in container, place on liner with cover, etc.), erosion and sediment control, concrete washout and inlet control to prevent any pollutants from entering the storm drain system and creeks. Stockpiles must be contained, watering of inactive stockpiles is not an acceptable method of "containment". You are reminded of the requirement to submit for a construction permit with Regional Board (upload necessary documents). **Provide 3 hard copies and a pdf copy of the signed uploaded SWPPP** (Notice of Intent, provide documentation of the project risk level) for review. SWPPP is a living document which must be kept current and noting implementation of necessary measures for compliance.
8. A tree removal permit is required for removal of any trees. Provide a document showing the locations, type of trees and trunk diameters for review and permit processing. The removal is subject to the terms of the permit and mitigation as stated in the planning conditions of approval.
9. It is the responsibility of the applicant to obtain any necessary permits/approvals from affected agencies, including but not limited to, BAAQMD, PG&E, PacBell, Comcast, Santa Clara Valley Water District (such as well destruction or construction), Union Pacific Railroad, Regional Quality Control Board, Caltrans, Santa Clara County related departments (such as SC County Environmental Health Dept for soil/groundwater remediation, SC County Roads Airports Dept for Montague Expwy, etc.), VTA, etc. Copies of approvals or permits from other agencies must be obtained before the start of the work in the respective jurisdictional agency and be submitted to the City of Milpitas.
10. Provide geotechnical report for filling of holes left by foundation removal as appropriate.
11. It is required that a pre-construction meeting be held with appropriate city staff (inspection, engineer, fire, etc.), developer and primary contractors prior to start of work.