



Building Demolition Submittal Requirements

A building demolition permit is required for complete removal of a building; this *may* also include partial removal of a building structure. Separate permits are required for each separate building to be demolished. Prior to application for a demolition permit, the applicant must provide the following drawings:

Three copies of a site plan accurately showing the following information:

- a) Identification of the address and owner of the property.*
- b) Description of the last known use of the building to be demolished*
- c) Property lines defining the parcel*
- d) All buildings and accessory building footprints*
- e) Footprint of the specific building to be demolished. Separate buildings to be demolished require separate permits.*
- f) All trees and their associated drip lines, including trees from adjacent property which have drip lines onto the subject property.*
- g) Clearly show the access route to be used for demolition.*
- h) Location and layout of any private sewer disposal system, including septic tank and leach field routing.*
- i) Location of any potable water wells.*

The City of Walnut Creek has some special ordinance requirements that are unique to building demolition projects. Prior to the issuance of a demolition permit, the applicant must provide the following:

1. SIGNATURES from the utility companies acknowledging that they have been notified of the proposed demolition. The City will provide a utility signoff sheet once an application for demolition permit has been received.
2. Evidence of GENERAL LIABILITY INSURANCE naming "The City of Walnut Creek and its officers, officials, employees, agents and volunteers" as insureds pursuant to Section 9-2.03(c)(3) of the City of Walnut Creek Municipal Code. Applicant is referred to Title 9, Chapter 2, of the Municipal Code for details. Title 9 of the Municipal Code may be found at the Building Division web page given above.
3. A BOND will be required to be submitted for the proposed demolition work in accordance with the City of Walnut Creek Municipal Code. The bond amount is determined by the sum of the cost of demolition, plus an amount to be determined by the Engineering Division to adequately protect the City property from damage during the demolition of the building. The applicant will be notified by telephone of the total bond amount once Engineering Services determines the amount necessary to protect the public property. Applicant is referred to Title 9, Chapter 2, of the Municipal Code for details. Title 9 of the Municipal Code may be found at the Building Division web page given above.

4. A copy of the BAY AREA AIR QUALITY MANAGEMENT DISTRICT'S ACKNOWLEDGEMENT FORM as evidence that the district has been notified of the proposed demolition. The district may be contacted at (415) 749-4762.
5. Applicant must complete the BUILDING DEMOLITION DATA SHEET. This sheet is printed and given to the applicant at the time of application. It is used to summarize the size and prior use of the building to be demolished. It forms the basis for traffic mitigation credits on future development on the same site.
6. Approval from County Health Department for abandoning private water wells or private septic tanks and their associated leach field.
7. Where the total construction costs of a development project are projected to be \$50,000 or more, or where the area of construction, demolition or renovation is 300 square feet or more, then a Debris Recycling Program must be submitted to the City prior to the issuance of a permit.
8. An encroachment permit from Current Engineering Services will be required if demolition work encroaches within the public right-of-way. A traffic and pedestrian control plan will need to be submitted with the encroachment permit application. Please contact Current Engineering Services at 925-943-5899, extension 232, for more information.
9. Condition of Approval for Buildings Having Potential of PCBs-Containing Materials (For All Commercial Demolitions). <https://www.walnut-creek.org/home/showpublisheddocument/20526/636946285907200000>

Before a permit can be issued, it must be signed by the legal owner of the property, by an appropriately California licensed contractor, or by an agent of the owner or contractor. If an agent, authorization to sign the building permit on the owner's or contractor's behalf must be submitted to the Permit Clerk.