



City of Walnut Creek
Development Review Services
1666 N. Main Street, Walnut Creek, CA 94596
(925) 943-5834 phone (925) 256-3500 fax

Information Bulletin No. IB-018

Commercial Interior-Only Demolition Permit Submittal Requirements

1. Submit 3 sets of floor and reflected ceiling plans showing all of the following information:
 - a. Indicate the Construction Type of the Building based upon IBC definitions. An architect or engineer must evaluate the building's overall allowable area based upon construction type and occupancy group previously used to determine the least fire-resistive construction type to be associated with the building.
 - b. Identification of the address and owner of the property.
 - c. Describe all elements that are to be demolished.
 - d. Do not include any structural demolition related to the vertical load carrying elements or systems or to the lateral load resisting elements or systems.
 - e. Do not include any new work associated with the interior-only demolition permit.
 - f. Do not include any exterior demolition unless the applicant has specifically received approval from a specific planner. The planner will be required to approve the plans for the specific exterior demolition work upon at the time of application. Applicant should coordinate the time of visit to the city with the planner to ensure that the planner will be available to sign the plans once they are submitted. Otherwise the application will be routed to the planner and the permit will not be issued immediately at the counter.
 - g. The proposed demolition shall be consistent with the building's fire and life safety system. In other words, if the construction type of the building requires sprinklers, then the sprinklers must remain operational following the demolition work. Another example is that if the construction type of the building is associated with a fire resistive rating, then the demolition must be limited to the removal of items that do not result in violation of the building's required rating. Proper consideration must be given to exterior walls, interior floors, and the roof/ceiling assembly to maintain the required rating.
2. These demolition permits are usually issued "over-the-counter" at the time of application.
3. For any questions related to the permit application, please contact a city plan check engineer.