CITY OF WEST SACRAMENTO

Building Demolition Requirements

To successfully process your request for the demolition of an entire building(s), please submit the applicable items listed below for plan review. For details on how to submit your demolition permit application, please visit the Building Division website. Plans will be reviewed by City divisions and approval from utility agencies must be obtained prior to permit issuance.

Submittal Checklist Information

- ☐ **Site Plan.** Provide scope of work on how the demolition will occur. Note locations of all existing buildings, monument signs, swimming pools, and utilities on the property including electrical, gas, sewer, water, wells, septic tanks, etc. Label all structures/utilities and identify which will be demolished or remain (overhead or underground will be capped off, abandoned demolished, etc.) and if multiple buildings will be phased (one permit for each structure). Include structural designs when applicable.
- ☐ **Building Information.** Note on plans the square footage, number of stories, building height, and distances to the pedestrian sidewalk of each of the structures to be demolished.
- ☐ **Pedestrian Protection.** Show the type and location of applicable pedestrian protection as required by the California Building Code (CBC) Section 3306 and Table 3306.1. Identify proposed walkways, directional barricades, construction railings, barrier design, covered walkways, and excavation protection.
- ☐ **Building Permit Application.** Permit Application Form must be fully completed and signed by a California licensed contractor. One permit per structure will be issued.

Pre-Approvals from City Divisions and Utility Agencies

It is highly recommended approvals be obtained prior to applying for the demolition application.

- ☐ **Construction and Demolition (C&D) Recycling Plan (Part 1 Form).** Recycling Plan (Part 1 Form) must be completed and pre-approved prior to permit issuance. For questions, contact the Sustainability Division at (916) 617-4590 or Recycle@cityofwestsacramento.org.
- ☐ **Tree Removal.** If trees will be demolished, please contact the City's Arborist at (916) 617-4620 for additional permit and application submittal.
- ☐ **Encroachment Permit.** Approval will be required for water and sewer disconnect prior to issuance. For questions on specific encroachment permits, please call the Development Engineering Division at (916) 617-4692 or visit their Encroachment Permits website.
- ☐ **Water and Sewer Disconnect.** Contact the Utility Billing Division at (916) 617-4589 for water and sewer service disconnect. A Stop Service Request form and follow up utility disconnection request will be scheduled with the Public Works Department.
- ☐ **PG&E.** Verification of disconnect will be required from PG&E prior to permit issuance. Obtain confirmation for gas and electric services disconnect at (800) 743-5000.

Building Demolition Submittal Requirements

- ☐ **Yolo-Solano Air Quality Management District.** Approval will be required from the Air District's prior to permit issuance. Contact the district at (530) 757-3650 for demolition requirements and their Air District Questionnaire related to asbestos, lead removal and abatement.
- ☐ **Yolo County Environmental Health.** For projects including the abandonment of wells and septic systems, contact the agency at (530) 666-8646.

Inspections

1. **Pre-Site Demolition Inspection (prior to permit issuance).** Once approval is obtained from all divisions and local agencies, and prior to commencing any work, a pre-site inspection must be requested to verify existing site conditions and compliance with the proposed pedestrian protection. Lead and/or asbestos testing must be completed prior to scheduling the Pre-Site inspection. Test results must be presented to the City's building inspector.

   Inspection requests must be scheduled at least three days in advance and confirmed by the Senior Building Inspector at (916) 617-4688 or by email: bldginsp@cityofwestsacramento.org.

2. **Final Inspection.** Completion of the Construction and Demolition (C&D) Recycling Plan (Part 2 Form) and all debris disposal documents – weigh tickets, hauler diversion reports, and/or photos – must be submitted and approved by Sustainability prior to requesting a final inspection. Part 2 Form and disposal documents can be submitted to the Sustainability Division at Recycle@cityofwestsacramento.org.

Permit Fees

Refer to the Fee Schedule for fee details. Based on the extent and size of the buildings demolished, additional inspections fees may be incurred at the discretion of the building inspector.

Additional Resources

- ☐ **Local Utilities.** Please contact your local internet, cable and television providers prior to abandonment.
- ☐ **City Divisions/Departments**

  Arborist: (916) 617-4620 or Treepermits@cityofwestsacramento.org

  Development Engineering: (916) 617-3052 or Cdengineering@cityofwestsacramento.org

  Planning: (916) 617-3053 or Planning-inquiries@cityofwestsacramento.org

  Sustainability: (916) 617-4590 or Recycle@cityofwestsacramento.org

  Utility Billing: (916) 617-4589 or Utility@cityofwestsacramento.org