
	<p align="center">CITY OF DANA POINT</p> <p>COMMUNITY DEVELOPMENT BUILDING AND SAFETY</p> <p>33282 Golden Lantern, Suite 209 Dana Point, CA 92629 949 248-3594</p>		<p>B006 – DEMO</p>
			<p>2016 CALIFORNIA CODES <i>CODE CYCLE</i></p>
			<p>01/01/2017 <i>EFFECTIVE DATE</i></p>
<p>DEMOLITION PERMIT REQUIREMENTS</p>			

INTRODUCTION

The City of Dana point has established the following criteria for the issuance of demolition permits for the following project types:

RESIDENTIAL

- Additions and renovations may include the demolition as a part of the permit. The demolition permit will be included in the building permit or issued separately upon request if you want to start work before issuance of the construction permit. Demolition work commenced prior to plan approval and permit issuance will place you at risk of delays due to plan review times and structural issues so it is best to wait for construction approvals.
- Demolition Permits for swimming pool installations, renovations and complete removal are permitted and currently the city has separate handouts for this type of project.
- A complete demolition of an existing home to prepare for a New Single Family Dwelling requires a separate demolition permit. A demolition permit subject to any Planning, Coastal Commission, Bluff Top Development Standard or Utility requirements places you at risk for delays and possible approval expectations . Letters from all utilities confirming the disconnection of the water, gas, and electrical are required prior to permit issuance. The capping of the public sewer is an inspection item of the permit.
- Residential fire damage demolition permits can be issued subject to SCAQMD, Asbestos, Demolition recycling, and Life/Safety protection requirements. Confirmation of utility disconnects are required when properties are considered un-habitable. This type of permit is issued on a case by case basis with an individual review and approval by the Building Official.

NON-RESIDENTIAL

- Tenant Improvements may be issued a demolition permit to the extent that the demolition returns the structure to a building “shell only” status. This is not dependent upon a plan submittal for a new tenant improvement. The shell shall be rendered electrically safe if electrical power is to be maintained and the structure is not occupied.
- Facilities that are occupied during demolition and/or construction which include Assembly occupancies, dining facilities, or other similar type occupancies may not operate without a valid Certificate of Occupancy (C of O). Separate approvals to remain open during construction shall be obtained from the Orange County Fire Authority and/or the Orange County Health Department prior to permit issuance. The status of the structure during construction/demolition is to remain safe and sanitary for occupancy at all times and shall require an approval by the Building Official and/or any other appropriate controlling agency.
- Demolition of an existing structure for the purpose of building a new structure qualifies for a demolition permit subject to any Planning, Coastal Commission, Bluff Top Development Standard or Utility requirements. Letters from all utilities confirming the disconnection of the water, gas, and electrical are required prior to permit issuance. The capping of the public sewer is an inspection item of the permit.

SUBMITTAL INFORMATION

Submittals for demolition permits shall include the following information:

- Permit Application.
- Application for Transportation and/or Encroachment permit. (Engineering).
- Application for Construction, Demolition, & Recycling.
- Application and receipt from the SCAQMD specifying the date of proposed demolition.
- Site plan, detailing the location on site, type of demolition, and details of the site BMPs.
- An Assessor's description of the structure with living spaces detailed for use as credit for school fees and other fees such as TCA and Carits fees.
- Water Quality Plan including detailed BMP compliance methods.
- For partial demolition, a floor plan detailing the extent of the demolition.
- Disconnect letters from:
 - SDG&E – Electric service disconnect confirmation.
 - The Gas Company – Gas service disconnect confirmation of removal and cap of the gas service at the property line.
 - SCWD – Water service disconnect confirmation of removal and cap of the water service at the property line. This should include removal or lock out of the meter.
 - SCWD – Sewer lateral removal and cap at the property line. Subject to City of Dana Point inspection.

APPROVALS

One, some or all of the following approvals are required prior to permit issuance

- Planning Division
- Building Division
- Public Works - Encroachment, Transportation, and Water Quality.
- SCWD – South Coast Water District
- OCFA – Orange County Fire Authority
- OCHD – Orange County Health Department
- SCAQMD – South Coast Air Quality Management District

APPLICABLE CITY HANDOUTS

- *City of Dana Point Permit Application*
- *Construction and Demolition Application*
- *Best Management Practices*
- *Pool Demolition*
- *SCAQMD Application Package*