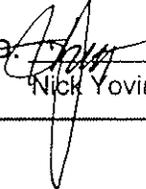


POLICY MANUAL

City of FRESNO 	NO. 02-120 SUBJECT: Demolition Permit Process
PLANNING AND DEVELOPMENT DEPARTMENT	EFFECTIVE: November 1, 2002 REVISED: APPROVED:  Nick Yovino, Director

PURPOSE:

Establish uniform procedures for the issuance of demolition permits.

POLICY: Demolition Permit Process

Applicability: Development Department Personnel,
Planning Division Staff
Building and Safety Services Division Staff

Authority: Departmental Policy

General:

Section 106.1 of the California Building Code requires that all structures to be demolished first obtain a permit from the building official. The following procedure has been established to provide timely and consistent handling of these permits and to insure that structures to be demolished have appropriate clearances for health, safety and historical significance.

Procedures:

Submittal:

Prior to requesting a Demolition Permit the applicant shall obtain a Plumbing Permit to cap the sewer service to the site.

The applicant shall provide the following information:

- a. Application for Demolition Permit.
- b. Demolition release form from the San Joaquin Valley Air Pollution Control District.
- c. Completed 'Debris and Excavation' form.
- d. Sewer cap permit with final approved inspection..
- e. Plans for pedestrian protection if required by structure location or clearance from Public Works Traffic Division for blocking the street during demolition.
- f. Commercial and Multifamily demolitions require a complete site plan drawn to scale clearly indicating all structures and property lines of the location.

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Review:

The counter planner shall:

1. Review the site with the applicant to determine appropriateness of the demolition and verification of address..
2. View the site via aerial photographs.
3. Ensure requirements of an entitlement have been satisfied. (If required)
4. Sign and date the Demolition Permit Application form..
5. Refer applicant to historic preservation for clearance.

Historic Preservation shall:

1. Review the site for historic significance. Allow sufficient time for this review as a site visit may be necessary.
2. Sign the Demolition Permit application Form.

The Building and Safety counter staff shall:

1. Verify all documents are provided and appropriate clearance has been obtained.
2. Input information in HTE and verify all permit requirements. (ie: license validity)
3. Plan check any pedestrian protection plans if provided.
4. Issue Demolition Permit
5. Calculate fees per the Master Fee Schedule and refer to cashier for collection.



2600 Fresno Street
Fresno, California 93721-3604

Planning and Development Department

Application for Demolition Permit

Date: _____

Site address: _____

Description of structure to be demolished: _____

Location of debris disposal: _____

Permitee: _____ Phone _____

Address: _____ Zip code: _____

Owner : _____ Phone _____

Address: _____ Zip code: _____

In order to obtain a demolition permit please provide the following:

1. Provide verification that Plumbing Sewer Cap permit has been obtained and a final inspection approved.
2. Provide a completed "Debris and Excavation" form.
3. Provide a demolition release form from the San Joaquin Valley Air Pollution Control District.
4. Provide pedestrian protection as required by Chapter 33 of the California Building Code. (if required).
5. Provide a site plan for proposed location, drawn to scale and clearly indicating all structures on site. (commercial only).
6. Provide a completed permit application form.
7. Pay fees in accordance with the Master Fee schedule.
8. Obtain approvals noted below.

Planning and Development Department: Date _____
 Planning Division review by counter planner By _____
 Title: _____

Historic Preservation Commission: Date _____
 Karana Hattersley-Drayton By _____
 Phone (559)621-8520 Title: _____

HTE Application Number _____

Staff Member _____