



PROCEDURES: DECONSTRUCTION PERMIT

EFFECTIVE: JULY 1, 2020

SCOPE: RESIDENTIAL AND COMMERCIAL

CODES ENFORCED: 2019 CALGreen and PAMC

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

- 1. Permit Application:** Complete a building permit application for each structure to be deconstructed.
- 2. Utilities Disconnection:** Electrical, natural gas and water utilities shall be disconnected prior to issuance of a demolition permit. The applicant must submit a completed Utility Removal form to the Utilities Business Office located on the 1st floor of City Hall, 250 Hamilton. **The house must be vacant before you submit for utility removal.** The Utility Engineers will prepare work orders for service disconnection and meter removal. As a rule, allow 7-10 working days for work to be completed. When the disconnections are complete, the Utilities Department will notify the Building Department.
- 3. Bay Area Air Quality Management District (BAAQMD):** Obtain an approval (J-number) from the BAAQMD for each demolition project and submit the J-number to the city prior to permit issuance. For more information visit their website at: www.baaqmd.gov
- 4. Deconstruction Survey:** A Deconstruction Survey (for single-family residential only) shall be required for deconstruction permit applications submitted on or after July 1, 2020. This survey submittal shall include a list of materials that are reusable in the project as well as the values of such materials. (For examples see [the Construction and Deconstruction webpage](#).) At this time, our only approved vendor for this service is The ReUse People. Contact them for this service by phone (888)588-9490 or e-mail info@thereusepeople.org. More information can be found at www.TheReusePeople.org. Contact Val Perez-Ibardolasa at val.perez-ibardolasa@cityofpaloalto.org or Carlos Ruiz at carlo.ruiz@cityofpaloalto.org for questions or to be considered as an approved third-party vendor.
- 5. Regulated Tree Protection:** Regulated trees (street trees, protected trees, all commercial property trees) must be protected with temporary fencing installed as shown on Tree Protection Detail #503 and the Tree Technical Manual, Section. 2.00. When construction activity is within the drip-line of a protected tree, a certified arborist tree preservation report is required before the Planning Department can approve a project for demolition or building permit issuance.
Further details are available at: <http://cityofpaloalto.org/civicax/filebank/documents/6937>

Note: For residential projects, deconstruction permits are issued concurrently with the building permit. However, if the existing structures are to be deconstructed, the deconstruction permits can be issued in advance of the building permits. Please Contact Val Perez-Ibardolasa at val.perez-ibardolasa@cityofpaloalto.org or Carlos Ruiz at carlo.ruiz@cityofpaloalto.org for additional requirements.