



Deconstruction Permit Application Checklist DECONSTRUCTION & CONSTRUCTION MATERIALS MANAGEMENT

SCOPE: RESIDENTIAL & COMMERCIAL
**CODES ENFORCED: TITLE 5, CHP. 5.24 DECONSTRUCTION AND CONSTRUCTION MATERIALS
MANAGEMENT**

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.

You will need to complete a building permit application for each structure to be deconstructed.

1. PRIOR TO BUILDING PERMIT APPLICATION SUBMITTAL

Salvage Survey

- a. Schedule a salvage survey to be conducted by a reuse organization, or other third party approved by the City, and obtain a completed salvage survey prior to the issuance of a deconstruction permit.
- b. The completed survey shall itemize the materials and items eligible for salvage and reuse.

Bay Area Air Quality Management District (BAAQMD)

- a. Obtain an approval (J-number) from the BAAQMD for each deconstruction project and submit the J-number to the City prior to permit issuance. For more information visit their website at: www.baaqmd.gov

Utilities Disconnection

- a. Electrical, natural gas, and water utilities shall be disconnected prior to issuance of a deconstruction permit. The applicant must submit a completed Utilities Disconnection form to the Utilities Business Office located on the 1st floor of City Hall, 250 Hamilton.
- b. The structure must be vacant before submitting 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.

- Polychlorinated Biphenyls (PCBs)** – Ensure PCBs from your building do not enter the storm drain. For more information visit their website at: www.cityofpaloalto.org/pcbdemoprogram.

2. AFTER BUILDING PERMIT ISSUANCE

Green Halo and Waste Management Plan

- a. Setup Green Halo account for online debris tracking on the project and automatic creation of the Waste Management Plan (WMP). Visit their website at: www.greenhalosystems.com
- b. Upload debris weight tags, salvage survey, and the certification of donated/salvaged items to the website throughout the duration of your project.

Approved Collection Containers

- a. Contact the City's collector, GreenWaste of Palo Alto, for container and hauling services.
 - i. Projects using a container provided by the City's collector pursuant to the provisions of Chapter 5.20 shall be deemed to have complied with the requirement to take deconstruction and construction related waste and source separated materials to an approved facility.
 - ii. Contact GreenWaste of Palo Alto at (650) 493-4894 or email pacustomerservice@greenwaste.com. For more information visit: www.greenwasteofpaloalto.com
- b. Persons using any other method of collection, such as self-haul, shall dispose of such debris at an approved facility in accordance with City regulations. (Please note: weight tags from the recycling/waste facility must specify the correct city of origin. Tags with the incorrect city of origin will not be accepted.)

During Deconstruction

- c. Separate deconstruction materials into:
 - i. Materials for reuse – follow guidelines or specifications on how to handle materials deliver materials.
 - ii. Materials for recycle – separated into specific categories (e.g., obtain separate containers for sheetrock, clean wood, etc.) and deliver to one of the City approved materials recovery facilities listed in Green Halo.

3. PRIOR TO FINAL INSPECTION FOR BUILDING PERMIT

Documentation in Green Halo

- a. Upload the initial salvage survey completed by an approved reuse organization
- b. Upload debris weight tags from the recycling/waste facility specifying the correct city of origin.
- c. Upload certification of salvaged materials that identified the list of the materials salvaged for reuse. Certification from an approved reuse organization is required.

ADDITIONAL RESOURCES

- **Deconstruction Webpage:** www.cityofpaloalto.org/deconstruction
- **The Reuse People:** www.thereusepeople.org
- **GreenWaste of Palo Alto:** www.greenwasteofpaloalto.com
- **Green Halo:** www.greenhalosystems.com

CONTACT

- **City of Palo Alto Public Works Zero Waste Division** – zerowaste@cityofpaloalto.org – (650) 496-5910
- **City of Palo Alto Development Services Building Division** – 285 Hamilton Av. (First Floor), Palo Alto, CA 94301 – (650) 329-2496
- **CPA Utilities: Electric Engineering** – 1007 Elwell Ct., Palo Alto 94303 – (650) 566-4500
- **CPA Utilities: Customer Service Center** – 250 Hamilton Av. (Second Floor), Palo Alto, CA 94301 – (650) 329-2161