

# CITY OF MILPITAS

Office of Building Safety  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.milpitas.gov](http://www.milpitas.gov)



## DEMOLITION (TOTAL BUILDING)

In order to process and expedite your request for a Demolition Permit for removal of an entire building, please submit the **applicable items** listed below. For removal of only a portion of a building or for interior demolition projects, please refer to the "[Demolition \(Other Than Total Building\)](#)" handout.

- ☐ Submit complete set of drawings electronically to the [Online Submittal System](#) to include: The full scale plot size shall be min. 22"x17" and all drawings shall be drawn to scale with recommended min. scale of 1/8" = 1'-0" for floor plans and 1" = 10' for site plans.
  - ☐ Demolition Plans (Including structural when applicable).
  - ☐ Civil Demolition Plans (Site). Show proper capping of all related utilities to the building(s). See attached Engineering Land Development checklist.
  - ☐ [Blueprint for a Clean Bay](#) (Sheet CB-1) shall be included in submittal package.
  - ☐ Photos for above ground structures including buildings and signs.
- ☐ Structural calculations when applicable.
- ☐ Signed [Bay Area Air Quality Declaration](#) and copy of the acknowledgement letter (J number) from the Bay Area Air Quality Management District. For more information regarding BAAQMD requirements, visit their website at <http://www.baaqmd.gov/>.
- ☐ [Polychlorinated Biphenyls \(PCB\) Screening Assessment](#)
- ☐ [Recycling report](#) if required.
- ☐ Approved P.G. & E. Clearance form (see attached).
- ☐ If hazardous material storage and/or processes are included in demolition, complete Fire Department Closure Application. Permit will not be issued until Closure Process is completed. Please contact Fire Prevention Division at 408-586-3365 for more information.
- ☐ Contact City Finance Department, have water meter removed and pay any fees due. Permit will not be issued until confirmation from Finance Department is received.
- ☐ Tree Removal Plan in conformance with project approval. Tree Removal Plan shall include but not be limited to Tree Survey, Arborist Report and Tree Protection Plan (if applicable).
- ☐ Documentation to satisfy project mitigation measures associated with issuance of construction permits including but not limited to pre-construction survey of endangered or protected species.
- ☐ Storm Water Pollution Prevention Plan (SWPPP) or BMP's.
- ☐ Construction schedule is required prior to permit issuance.
- ☐ Site Clearance or Closure letters from Responsible Agency, if applicable (see below Engineering Land Development Division's Site Demolition Checklist)
- ☐ Other requirements listed on the [Engineering Land Development Division's Site Demolition Checklist](#).

### Notes:

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. A Permit may be issued only to a State of California Licensed Contractor, the property owner, or the property owner designee.

4. Contractor is responsible for obtaining any required permits from Cal/OSHA. A permit is required for demolition of buildings more than three stories or more than 36 feet in height.
5. SWPPP plan or BMP's (as applicable) shall be implemented prior to pre-site inspection and beginning demolition. The site SWPPP plan or BMP's shall be maintained by the contractor or owner (as applicable) and modified by the QSD (if applicable) for the duration of the project. Also, prior to final inspection, the site shall be stabilized per SWPPP plan or BMP's if other work is not already under way for site improvement, and the SWPPP or BMP responsibilities are turned over to the next permitted contractor.
6. All utilities shall be disconnected and capped/plugged to the approved final disconnect location prior to pre-site inspection. Utility cap/plug locations shall not be covered or backfilled for inspection purposes.
7. All trenching and holes on site shall be backfilled and compacted prior to final inspection.
8. All demolished materials including, but not limited to broken concrete and paving materials, pipe, vegetation, and other unsuitable materials, excess earth, building debris, etc., shall be removed from the job site for recycling and/or disposal by the property owner or contractor, all to the satisfaction of the City Engineer or designee.
9. Milpitas Sanitation is the franchised hauler with exclusive rights to service temporary debris boxes. Please contact Milpitas Sanitation at 408-988-4500 or email at [info@milpitassanitation.com](mailto:info@milpitassanitation.com) to reserve temporary debris boxes.

**Debris Box Conditions of Use:**

**Residents** may place temporary debris boxes on private property (not on the street or blocking a sidewalk) for up to 30 days within any 60-day period. Please call 408-586-2680 for written consent to extend this time frame.

**Businesses** may use temporary debris boxes at construction sites for construction and demolition debris from commencement to completion of construction. Temporary debris boxes shall be placed onsite on private property and not on the street or blocking a sidewalk. Recycling of construction and demolition debris shall be a requirement to obtain commercial demolition and building permits. Call 408-586-2680 for more information about commercial recycling.

**\*Prior to actual work being started, schedule a pre-site demolition inspection (1<sup>st</sup>) using the online or IVR inspection request method of your choosing. After all work is completed, a final inspection (2<sup>nd</sup>) is required.**

**\*\*Submit Confirmation of Compliance letter (Part II of Demolition Recycling Report Process) prior to final inspection if Part I was required, otherwise the permit will not be finalized.**

# PACIFIC GAS & ELECTRIC COMPANY

## CLEARANCE LETTER

This letter is required for all total building demolition projects or whenever utilities must be disconnected prior to the start of work.

Date: \_\_\_\_\_

City of Milpitas  
Office of Building Safety  
455 East Calaveras Boulevard  
Milpitas, CA 95035

Regarding demolition or removal at Project Address: \_\_\_\_\_

This is to verify that the gas and electric facilities at the above-listed address will be disconnected by

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Representative  
Pacific Gas and Electric Company

\_\_\_\_\_  
Signature of Contractor