



# DEMOLITION PERMIT PROCEDURE

Building Department

390 Towne Centre Dr, Lathrop, CA 95330

Phone: (209) 941-7270

## THE FOLLOWING IS AN OUTLINE OF THE PROCEDURES AND INSPECTIONS FOR A DEMOLITION PERMIT:

1. No Person, Firm, or Corporation shall demolish, destroy, level, or cause the same to be done to any building/structure in the City, without first obtaining a separate Demolition Permit for each building/ structure from the Building Department.
2. The Applicant shall first submit a Building Permit Application with a with a Plot Plan or Map Locator showing All Structures located on the Parcel with the structures to be demolished, marked or highlighted. A C&D Form will need to be obtained from Public Works for submittal. The applicant is required to pay all fees as set forth by resolution of the City Council. After going through a Plan Review and Approvals, the Demolition Permit will be issued. Upon Obtaining the Permit, the Applicant must schedule a Pre-Site Inspection prior to the Demolition.
3. The Applicant shall have All Gas, Electric, Water, and Sewer Service disconnected and terminated in a manner approved by the appropriate utility. A written notification of termination of service by the utilities shall be obtained by the Applicant and submitted to the Building Department prior to Permit Issuance.
4. Obtain approval and confirmation from **Pacific Gas and Electric Company**. It is the Applicant's responsibility to notify PG&E and have utilities disconnected. It is also the Applicant's responsibility to insure PG&E notifies the Building Department that these utilities have been properly disconnected. This agency can be reached by calling **1 (800) 743-5000**.
5. The Applicant must contact the **Public Works Department** for removal of the utilities for Water and Sewer Services. This can be done by contacting the Public Works Department at **(209) 941-7430**. A written notification of termination of service by this Department shall be obtained by the Applicant and submitted to the Building Department prior to Permit Issuance.
6. If applicable, for Demolition of Septic Tanks and Water Wells, contact the Agency listed below. It is the Applicant's responsibility to insure that the Environmental Health Department notifies the Building Department for confirmation of abandonment of both underground items.

**Environmental Health Department**  
**304 East Weber Avenue, 3<sup>rd</sup> Floor**  
**Stockton, CA 95202**  
**(209) 468-3420**

7. Obtain Air Pollution Control District Approval if applicable (Residential Structures with four or less dwellings are exempt from this requirement). It is the Applicant's responsibility to obtain the required signature(s) from the District whether to verify compliance with or exemption and return the form to the Building Department.

**San Joaquin Valley Unified Air Pollution Control District**  
**4800 Enterprise Way**  
**Modesto, CA 95356**  
**(209) 557-6400**

8. A Final Inspection of the site shall be called for by the Contractor and the site shall be restored within the former building area to meet adjacent grades and all resulting building debris, trash, junk, vegetation, dead organic matter, rodent harborage, combustible material or any other materials that constitute a threat to life, health or depreciates adjacent properties, shall be removed from the site immediately after the demolition of the structure.