



DEMOLITION CHECK LIST RESIDENTIAL & COMMERCIAL

Building Department

1480 Main Street

St. Helena, CA 94574

(707) 968-2657

For additional information, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/building>

NOTE: All (any) demolition to exterior elevation requires prior Planning approval.

■ Completed and signed "Building Permit Application". **Each structure to be demolished requires a separate application**, all structures can be on the same plan set(s). The square footage, by use, shall be written in the "work description" area of the building permit. *NOTE: PARTIAL DEMOLITION WORK ASSOCIATED WITH BUILDING ALTERATION IS COVERED BY THE ISSUED ALTERATION PERMIT (IE; A SEPARATE DEMOLITION PERMIT IS NOT REQUIRED FOR DEMOLITION PURSUANT TO A REMODEL, ALTERATION, ETC).*

■ Construction (and Demolition) Waste Management Plan (CWMP) worksheet.

■ "J" number from the Bay Area Air Quality Management District (BAAQMD Regulation 11, Rule 2).

■ PG&E letter of consent (if applicable). Prior to the issuance of a demolition permit; applicant shall provide a letter of consent to abandon gas and electric utilities. See Figure 1 at end of this document.

■ If property is on septic provide a copy of "sewage permit" from the County of Napa.

■ If property is on City of St. Helena water and/or sewer detail on the plans and/or in writing how the water and/or sewer are to be abandoned (temporary or permanent abandonment).

■ If property is on well provide copy of County documents detailing their procedures for abandonment (temporary or permanent) of well.

■ **Pre-Site Inspection:**

- A site inspection is required **prior** to any demolition of any building or structure.
- All utilities (water, sewer, gas, electric, septic, well) shall be inspected and verified to have been terminated in an approved manner.
- PG&E shall terminate supplied gas and electric services.
- Each utility termination location shall be staked and flagged for future locating.
- Required tree protection measures, erosion and sediment control measures shall be in place at the time of inspection.

■ Plan Requirements:

- Plans shall be drawn to scale (1/4" = 1'-0" min. excluding site plans), fully dimensioned and legible and printed on paper a minimum size of 11" x 17" to a maximum of 24" x 36", depending on the scope of the project. Plans on larger than 24"x36" will not be accepted.
- Drawings submitted for permit shall be intended for construction. Plans stamped/marked "not for construction", "permit only", "preliminary", or similarly stamped will not be approved for issuance or reviewed for code compliance.
- 3 sets of plans, wet-stamped and signed by the architect or engineer, or wet signed by the design professional/personnel.
- Provide a clear boxed area on the plans, a minimum of 4" wide by 3" in the same position on the right side of each plan sheet for the purpose of the City of St. Helena approval stamp(s).
- All square footages are to be dimensioned and clearly labeled by use (i.e. conditioned/habitable, accessory etc.).
- Other forms, reports, documents, or items as needed or required for your project.

■ Title Page and Site Plan Requirements:

- Legal job address, Assessor's Parcel Number (APN), and a page index.
- Names, addresses, phone numbers, and emails of property owner, contractor, design professionals and consultants, with titles and license/registration numbers.
- Provide a site plan depicting property lines, easements, structures, septic and leach fields, wells, water and sewer laterals, location of existing sewer cleanouts (if any)
- Sewer and water lateral lines and connection points, sewer cleanout, water meter location, utility easements including gas and electric meter locations, fire hydrants, location of water tanks, locations of wells and septic/leach fields dimensioned between them (the well and the septic/leach fields), and in relation to all structures to be demolished including swimming pools, other easements (well, septic etc.), and rights-of-way.
- Identify locations of all utility terminations (water, sewer, electric, gas).
- Roads and access areas (dimensioned) indicating new and existing, if applicable, with a north arrow.
- All structures on property (existing, proposed, any to be demolished) with distance to property lines and with distances between structures.
- Accurately identify the location, species, and size of each tree (or significant vegetation) with drip lines and note protection measures. Identify location, species and size of each tree that is to be removed.
- There may be other information required by other departments, Fire, Planning, Public Works, and Police.

■ Final Inspection:

- Final inspection is required. The site shall be clear of all debris.
- Concrete, asphalt, and all other construction debris shall have been removed and hauled away.
- The site has been graded to prevent ponding and sloped to drain. Required erosion sediment control measures are in place.
- Receipts from the waste hauler/facility per the CWMP have been submitted and approved by the Building Department.

PG&E
1850 Soscol Avenue
Napa, CA 94559
800.743.5000

**REQUEST FOR REMOVAL OF FACILITIES
&
UTILITY LETTER OF CONSENT**

Date: _____

Contractor Name: _____ Contractor License #: _____

Contractor Address: _____ City: _____ State: _____ Zip: _____

REQUEST FOR REMOVAL OF FACILITIES LOCATED AT:

Address: _____

For the purpose of:

- House/Building Demolition.
- House/Building Move

Facilities Involved:

- Gas
- Electric Overhead (OH)
- Electric Underground (UG)

PG&E gives assurance that facilities at the above location will be removed by 3:30 p.m. on: _____ (date).

PG&E Representative Signature: _____ Date: _____

This form must be submitted to the City of St. Helena Building Department prior to permit issuance.