



## Commercial – Demolition Submittal Requirements

**Submittal Requirements  
SR-CDEMO**  
**Effective:** April 12, 2019  
**By:** Chief Building Official  
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

### **Building Permit Application/Forms**

- [Application for Building Permit](#)  
(Bay Area Air Quality Management District J number required on application, see outside agencies below)
- [Owner-Builder Acknowledgement and Information Verification Form](#)  
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Application for Revisions or Submittal of Plan Review Responses](#)  
(Required for revisions to approved plans or when responding to plan check comments)
- [PCB Screening Assessment Form](#)  
(Required only when completely demolishing an entire building)

### **Fees**

- Plan Check and Admin Fees** due at time of submittal
  - If you'd like to estimate the fees ahead of time visit the [Building Division fee page](#).
- Remaining permit fees** (inspection fees, engineer fees, etc.) will be due once the permit has been approved by all the required divisions and all conditions have been complied with.

### **Required Design Documents**

- (3) sets of drawings**
  - Site plan showing all of the following information:
    - Bay Area Air Quality Management District J number (If applicable)
    - Identification of the address and owner of the property
    - All property lines
    - Location and footprint of all structures and buildings on the property (Indicate "To Remain" or "To Be Demolished")
    - Listing of the current use and area of each building
    - Location and footprint of private sewer disposal system, including tank and leach field routing (If applicable)
    - Location of water wells (If applicable)
    - Location and size of abandoned swimming pools (If applicable)

### **Waste Management**

- See [Waste Management Process](#)



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### **Other City Approvals Required**

- Business License required for all contractors doing work within the city.
- Planning Division approval required when removing parking (contact [Planning](#) for additional submittal requirements)
- Engineering Division approval required when work is to be done in the public right away or site grading is required (contact [Engineering](#) for additional submittal requirements)
- Public Works approval required if protected trees are being removed (contact [Public Works](#) for additional submittal requirements)

### **Outside Agencies** (Contact agencies directly as separate permit and review requirements may apply)

- Bay Area Air Quality Management District** (415) 749-4990
  - Demolition permits cannot be issued until receiving an approval from the Bay Area Air Quality Management District. Applicants must submit the BAAQMD J number to the City prior to issuance of the permit. This number should be provided on both the Application for Building Permit and the plans.
- Contra Costa Health Department Approval** (925) 692-2500
  - If a septic tank is on the property, Health Department approval for its abandonment must be submitted prior to issuance of the permit. The tank must be completely pumped out before the tank is demolished and removed from the property. A receipt from the pumping company is acceptable as evidence of sewer/sludge removal.
  - Abandoned wells shall be capped in an approved manner under the direct supervision of Contra Costa County Health Department. A copy of the Health Department Report shall be provided to the City prior to final of the permit.
- Contra Costa County Fire District** (925) 941-3300

### **Additional Information**

- The structure, including foundations, onsite sidewalks and driveways shall be completely removed from the property.
- The lot shall be graded with a slight crown to provide for water drainage to the public right of way. Soil may be imported for that purpose, up to fifty (50) yards without a grading permit.
- A sewer cap is required within five feet of the property line with an approved cap. Concrete plugs are not permitted. An inspection is required before the cap is covered. You may identify the location with a small "S" sprayed on the sidewalk or curb for reference or use.



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- Demolition should not be within the drip line of existing protected trees (see [Tree Ordinance Information](#))