NOTE: This handout is provided for informational purposes and to further clarify the intent and associated requirements of the municipal code.

A separate permit shall be obtained for each separate building or structure being demolished. **NO grading or removal of trees on site is permitted under the demolition permit.** The following conditions shall be satisfied prior to issuance of a structural Demolition permit.

A) Demolition permit together with a Replacement Building permit:
   1. Historical Preservation Verification
   2. Topographical Survey by a licensed land surveyor & Arborist Report by a licensed arborist
   3. Asbestos Abatement permit
   4. Sewer Cap and associated permit
   5. Temporary power pole and associated permit
   6. Construction / Demolition sign (posted at least 10 days prior to issuance of permit)
   7. Rodent Control report
   8. Photo of existing building
   9. Construction parking plan and associated permit
   10. Construction fence permit w/screen (including compliance with all landscaping, irrigation, and property maintenance requirements)
   11. **Demolition bond**
   12. Disconnect utilities (Electrical, Gas, Telephone, and Cable Services)
   13. Temporary toilet located on site
   14. Water available at site
   15. Site condition verification (request for inspection)
   16. Pre-Construction/Demolition Meeting

B) Demolition permit prior to a Replacement Building Permit:
   1. All items listed under Section A above
   2. Covenant and Agreement to Install Landscaping and Fencing in Connection with Vacant Property (obtain form from Development Services)
   3. Vacant Lot Bond

* Please see the following pages for detailed requirements
DEMOLITION PERMIT REQUIREMENTS

No person shall demolish any building or structure unless a demolition permit has first been obtained from Development Services. A demolition contractor (C-21 licensee) may obtain a demolition permit.

A separate permit shall be obtained for each separate building or structure. The demolition permit will not be issued until all following documents are provided and the work completed.

A) DEMOLITION PERMIT TOGETHER WITH A REPLACEMENT BUILDING PERMIT:

1. HISTORICAL PRESERVATION VERIFICATION

   Historical preservation verification shall be completed by the Community Development Department Planning Division prior to the issuance of any Building or Demolition Permits for Single Family properties.

   Designation Criteria:

   A nominated property may be designated as a landmark if it is more than forty five (45) years of age and satisfies the requirements set forth below.

   Properties that are less than forty five (45) years of age can be designated, but in addition to meeting the criteria below, they must also exhibit "exceptional significance" as defined in this article.

   For the purposes of this section, any interior space or spaces open to the general public, including, but not limited to, a lobby area, may be included in the landmark designation of a property if the city council finds that the public space(s) satisfies the following criteria:

   To be designated as a landmark, a property must satisfy the following criteria:

   A. The property meets at least two (2) of the following criteria:

   1) Is identified with important events in the main currents of national, state, or local history, or directly exemplifies or manifests significant contributions to the broad social, political, cultural, economic, recreational, or architectural history of the nation, state, city, or community;

   2) Is directly associated with the lives of significant persons important to national, state, city or local history;

   3) Embodies the distinctive characteristics of a style, type, period, or method of construction;

   4) Represents a notable work of a person included on the city's list of master architects or possesses high artistic or aesthetic value;
5) Has yielded or has the potential to yield, information important in the prehistory or history of the nation, state, city, or community;

6) Is listed or has been formally determined eligible by the national park service for listing on the national register of historic places, or is listed or has been determined eligible by the state historical resources commission for listing on the California register of historical resources.

B. The property retains integrity from its period of significance. The proposed landmark retains integrity of location, design, setting, materials, workmanship, and association. Integrity shall be judged with reference to the particular criteria specified in subsection A of this section. A proposed landmark’s deferred maintenance, dilapidated condition, or illegal alterations shall not, on their own, be construed to equate to a loss of integrity.

C. The property has historic value. The proposed landmark is of significant architectural value to the community, beyond its simple market value, and its designation as a landmark is reasonable, appropriate, and necessary to promote, protect, and further the goals and purposes of this article. (Ord. 12-O-2617, eff. 2-24-2012)

2. TOPOGRAPHICAL SURVEY

A thorough topographical survey signed and stamped by a licensed land surveyor shall be provided to Development Services to be used as a demolition plan prior to the issuance of a demolition permit. The survey shall include, but not be limited to, the following minimum required elements:

- Existing ground contours and finished grades
- Property boundaries, retaining walls, property fences, and/or hedges
- All existing structures (primary & accessory) and improvements including: pool(s), easement(s), utility pole(s), manhole(s), etc.
- All existing trees and their corresponding size (circumference) and species
  - Specify which trees, if any, are considered heritage, native, and/or protected per BHMC 10-3-2900
  - A corresponding written report by a licensed arborist shall be submitted for all trees proposed for removal per BHMC 10-3-2901
  - A separate Tree Removal Permit shall be obtained prior to the removal of any heritage, native, and/or protected tree
- All structures (buildings, walls, fences, etc.) and improvements on the property to be demolished

A digital copy of the topographical survey with digital stamp & signature will also be required prior to issuance of a demolition permit.
3. **ASBESTOS ABATEMENT PERMIT**

a) All buildings are required to obtain a pre-demolition or a pre-remodeling investigation by a **CAL/OSHA Certified Asbestos Consultant**. The consultant shall submit a survey that asbestos is or is not present in the building prior to obtaining the Demolition Permit.

- If Asbestos exists in the building, the report shall specify the location(s) of the asbestos. Prior to the issuance of the permit, a copy of the South Coast Air Quality Management District Notification of demolition and asbestos removal form must be submitted to this department.

b) The building owner then shall secure the services of a **licensed asbestos abatement contractor**. The contractor **must** obtain an Asbestos Abatement Permit from the Development Services Division to remove the asbestos, regardless of the amount present on site. When obtaining a permit, the contractor shall provide the following items:

- Asbestos Survey with Laboratory Test Results
- Schedule of work:
  - Date and time the work will begin.
  - Estimated completion date.
- Evidence of state certification for asbestos removal.
- Copy of the OSHA certification.
- Copy of the AQMD notification letter.

c) When all the asbestos is removed, the contractor shall submit a written **Certificate of Completion** that the asbestos has been removed in accordance with the state requirements.

4. **SEWER CAP**

A **licensed plumbing contractor** shall obtain a plumbing permit to cap the sanitary sewer within 5’ of the property line **and** provide water service to the property, for dust control during demolition as well as irrigation to maintain the landscaping.

5. **TEMPORARY POWER PERMIT SHALL BE OBTAINED**

6. **DEMOLITION SIGN**

The property owner or the owner’s representative shall post at the construction site a notice of intent to do grading, construction, or demolition that is readily visible at least ten (10) days prior to issuance of permit (whenever the Director of Development Services determines that the grading, construction, or demolition work will have a significant impact on the surrounding properties). This sign shall be obtained from the Development Services Division and posted at the sewer cap time.

7. **RODENT CONTROL REPORT IS REQUIRED**

The building shall be inspected for rat and rodent infestation by qualified individuals and a report shall be submitted certifying that the building is free of any rats or rodents prior to issuance of the demolition
permit. If the building is found to be infested, then proper eradication measures by qualified individuals shall be implemented and a report certifying to the eradication of the pest problems shall be submitted prior to issuance of the demolition permit.

8. **PHOTO REQUIRED**

A color 8”×10” photograph on 35 millimeter or greater film stock or a digital photo of the building, taken from a sufficient distance and perspective depicting the entire building, shall be submitted to the Development Services Division. (Denote Address and Data)

9. **CONSTRUCTION PARKING PLAN**

A construction parking plan shall be submitted to indicate where construction vehicles will be parked on site or on the street frontage of the property and obtain permits.

10. **CONSTRUCTION FENCE PERMIT (SEE ATTACHED GUIDELINE & ILLUSTRATION)**

The building owner or demolition contractor shall obtain a building permit to install a temporary security fence with green color mesh screen or construction barricade around the property. Fences or barricades constructed in the public right-of-way require separate permits as well as permits from the Public Works Department.

11. **DEMOLITION BOND** *(required for any structural Demolition)*

Landscape, Irrigation, Fencing, Bond, and recordation of the Covenant is required if Demolition is proposed prior to New Construction Permit.

When all the above conditions have been met, inspected, and approved, the building owner or the demolition contractor may apply for a demolition permit. The demolition contractor shall provide a schedule of work that specifies the date and time when work will begin and estimated completion date. Should a dangerous condition develop during the demolition of a structure, the demolition contractor shall immediately barricade the dangerous area, notify the Development Services Division and take immediate steps to minimize the hazard. No further demolition work shall be done until approval to proceed is given by the Development Services Division.

12. **DISCONNECT UTILITIES**

**ELECTRICAL, GAS, TELEPHONE, AND CABLE SERVICES SHALL BE DISCONNECTED**

13. **TEMPORARY TOILET**

The building owner or contractor shall make arrangements for a portable toilet to be located at the rear property or as otherwise specified by the department. **This toilet shall not be located on the public right-of-way.**

Revised 06/2018
Such temporary toilet shall be located within twenty-five (25’) feet of the rear property line and shall be set back at least twenty (20) feet from any other adjacent side property line unless the Director of Development Services approves an alternate location because the requirements of this subsection prevent servicing the toilet or are otherwise infeasible.

14. **WATER AVAILABILITY**

Water shall be made available on site at all times.

15. **INSPECTION REQUEST**

A request for inspection shall be made to the Development Services Division when the above work is completed. When all requirements have been met to the satisfaction of the building inspector, the **Sewer Cap Permit** and the **Asbestos Permit** (if applicable) will be approved and finalized.

16. **PRE-CONSTRUCTION/DEMOLITION MEETING**

When required and requested by the City staff, pre-construction/demolition meeting shall be schedule with the building inspector and the plan review engineer to discuss construction/demolition logistics.

**DEMOLITION PERMIT**

A Demolition permit may be secured upon satisfactory completion of all the items listed above and following Approval of the inspection.

A Demolition permit shall be issued only in conjunction with a Replacement Building permit. *(Article 42, Beverly Hills Municipal Code).*

B) **DEMOLITION PERMIT PRIOR TO A REPLACEMENT BUILDING PERMIT:**

1. PROVIDE ALL ITEMS LISTED UNDER SECTION A) ABOVE

2. **COVENANT AND AGREEMENT**

A *Covenant and Agreement to Install Landscaping and Fencing in Connection with a Demolition Permit* furnished by the City *shall* be completed and submitted to Development Services for recordation.

The covenant shall be completed and signed by all responsible parties (i.e. owners) and notarized by a notary public prior to submittal.

3. **VACANT LOT BOND**

Cash bond shall be posted for maintenance of landscaping and fencing in connection with vacant property.

Revised 06/2018
DEMOLITION PERMIT

A Demolition permit may be secured upon satisfactory completion of all the items listed above and following Approval of the inspection.

DEMOLITION PLAN REQUIREMENT FOR MULTI-FAMILY/CONDOMINIUM

- Plot plan
- Type of construction (wood, steel, concrete, or masonry)
- Specifications for the building (number of stories, square footage, and occupancy)
- Photos of Existing Building
- Basement specifications (if any)
- Any pre-stressed or post-tensioned concrete construction
- Method and sequence of demolition (hand wrecking, dozer or loader wrecking, clam shell wrecking, cable wrecking, or ball wrecking).
- Underpinning of adjacent buildings

Pool Demolition - Complete removal shall be required when demolishing pools.

The building owner or contractor shall obtain a Heavy Hauling Permit from the Public Works Department. The permit shall specify hauling routes and other traffic related conditions as deemed necessary.

- Grading permit is required when any excavation exceeds two (2) feet in depth or any fill exceeds one (1) foot in depth.

Demolition work can only begin when a demolition permit is issued. A building inspector shall be present at the site when the job begins, and will visit the site periodically as the work progresses. When the demolition is completed the grading work shall commence and the inspector should be called for Bottom Excavation Inspection. When the grading is complete then the contractor shall request for Final Grading Inspection and provide Compaction Report.

To ensure that the city meets the statutory obligations imposed by the California integrated waste management act (AB 939), the Director of Development Services, in issuing permits for construction, renovation, and demolition projects of a specified magnitude, is authorized to impose and to enforce requirements related to the salvaging, recycling, and reuse of construction and demolition debris. Those requirements will be established by resolution of the city council. (Ord. 03-O-2436, eff. 1-15-2004)

NOTE: When the building to be demolished contains residential rental units as defined in the Municipal Code, building owners must also obtain all necessary approvals and permits for a new project and meet the necessary tenant-notice requirements prior to obtaining a demolition permit.