



DEMOLITION PERMIT GUIDELINES*

B.H.M.C. Section 10-3-4201

NOTE: This handout is provided as a convenient summary and interpretation of the municipal code, please refer to [BHMC 10-3-4201](#) for the exact requirements. A separate permit shall be obtained for each separate building or structure proposed for demolition, and the following conditions shall be satisfied prior to issuance of a Demolition permit.

A) Demolition permit issued at the same time as replacement Building permit:

1. Historic Preservation verification & clearance (must be issued for potential historical resources in advance of permits being issued)
2. Construction / Demolition sign (posted at least 10 days prior to issuance of permit and during the holding period for all eligible historic resources and as directed by the Historic Preservation Section of the Current Planning Section of the Community Development Department)
3. Asbestos Abatement permit (required for all buildings)
4. Sewer Cap and associated permit
5. Construction fence w/screen (including compliance with all landscaping requirements)
6. Temporary toilet
7. Water available at site
8. Disconnect utilities (Electrical, Gas, Telephone, and Cable Services)
9. Rodent Control report
10. Picture of existing building
11. Temporary power pole and associated permit
12. Pre-Construction Meeting
13. Construction parking plan and associated permit
14. Demolition bond
15. Site conditions verification (request for inspection)
16. Fire inspection for vegetation clearance required per CFC 4907.3.1 contact 310-281- 2703 (Applicable to “Very High Fire Hazard Severity Zone” (VHFHSZ))

B) Demolition prior to a Replacement Building Permit:

1. All items listed under Section A above
2. Landscape, irrigation, fencing and property maintenance plans.
3. Covenant and Agreement (obtain form from Building & Safety)
4. 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 the Development Services Program (Building and Safety). A building owner or 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.**

1. HISTORIC PRESERVATION VERIFICATION & CLEARANCE

Contact Historic Preservation team prior to applying for any demolition permits:

- Associate Planner: Aaron Savage - asavage@beverlyhills.org 310-285-1146
- Urban Designer: Mark Odell - modell@beverlyhills.org 310-285-1116

Historical preservation verification shall be completed by the Community Development Department Planning Division prior to the issuance of any Building or Demolition Permits for any property in the City of Beverly Hills.

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 [Beverly Hills Municipal Code 10-3-3212](#). For the purposes of this section, any interior space or spaces open to the 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:

A. A landmark must satisfy <u>all of</u> the following requirements:	
1.	It is at least forty-five (45) years of age, or is a property of extraordinary significance;
2.	It possesses high artistic or aesthetic value, and embodies the distinctive characteristics of an architectural style or architectural type or architectural period;
3.	It retains substantial integrity from its period of significance; and
4.	It has continued historic value to the community such that its designation as a landmark is reasonable and necessary to promote and further the purposes of this article.
B. In addition to the requirements set forth in subsection A of this section, a landmark must satisfy at least one of the following requirements:	
1.	It is listed on the national register of historic places;
2.	It is an exceptional work by a master architect;
3.	It is an exceptional work that was owned and occupied by a person of great importance, and was directly connected to a momentous event in the person's endeavors or the history of the nation. For purposes of this subsection B3, personal events such as birth, death, marriage, social interaction, and the like shall not be deemed to be momentous;
4.	It is an exceptional property that was owned and occupied by a person of great local prominence;
5.	It is an iconic property; or
6.	The landmark designation procedure is initiated, or expressly agreed to, by the owner(s) of the property. (Ord. 15-O-2682, eff. 11-19-2015)

2. 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 Building Official determines that the grading, construction, or demolition work will have a significant impact on the surrounding properties). The sign should be in place for the entirety of the historic clearance process and removal should be coordinated with the historic preservation team. This sign shall be obtained from the Development Services Program and placed on the site at the time of the circulation period, as reviewed on a case-by-case basis, or if no historic circulation period required, then posted in conjunction with the issuance of the sewer cap permit.

3. ASBESTOS ABATEMENT

- 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 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 Building and Safety Department to remove the asbestos. When obtaining a permit, the contractor shall provide the following items:
 - 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) The building owner or 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.
- b) The building owner or demolition contractor shall install a **temporary security fence with 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.

- c) 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.**

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 Building and Safety approves an alternate location because the requirements of this subsection prevent servicing the toilet or are otherwise infeasible.

5. ELECTRICAL, GAS, TELEPHONE, AND CABLE SERVICE SHALL BE DISCONNECTED

6. TEMPORARY POWER PERMIT SHALL BE OBTAINED

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 high-quality digital image of the building (taken from a sufficient distance and perspective depicting the entire building) shall be submitted to the Development Services Program in the Community Development Department. (Denote Address and Data)

9. INSPECTION IS REQUIRED

A request for inspection shall be made to the Development Services Program when the above work is completed. When these requirements have been completed, the **Sewer Cap Permit** and the **Asbestos Permit** (if required) will be approved and finalized.

10. DEMOLITION PERMIT

A separate Demolition permit is required for every detached structure.

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 Program and take immediate steps to minimize the hazard. No further demolition work shall be done until approval to proceed is given by the Project Inspector or Building Official.

No permit for demolition work will be issued until satisfactory plans and procedures have been submitted to and approved by the Development Services Program.

Demolition Plan Requirements:

- 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.

❖ A separate grading permit is required for backfilling and compaction.

Demolition work can only begin when a demolition permit is issued and historical clearance as necessary is granted. 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 building and safety, 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.