

CITY OF MILPITAS

Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



DEMOLITION TOTAL BUILDING

In order to process and expedite your request for a Demolition Permit for removal of an entire building, please submit the **applicable items** listed below. For removal of only a portion of a building or for interior demolition projects, please refer to the “*Demolition Other Than Total Building*” handout.

- Five (5) complete sets of drawings (24” x 36” min. size) to include:
 - Demolition Plans (Including structural and shoring when applicable).
 - Civil Demolition Plans (Site). Show proper capping of all related utilities to the building(s). See attached Engineering Land Development checklist.
 - Blueprint for a Clean Bay drawing (available in PDF format on our website).
 - Photos for above ground structures including buildings and signs.
- Copy of the acknowledgement letter (J number) from the Bay Area Air Quality Management District. A copy of the BAAQMD Notification Form is attached for your use. For more information regarding BAAQMD requirements, visit their website at <http://www.baaqmd.gov/>.
- Recycling report (see attached).
- Approved P.G. & E. Clearance form (see attached).
- If hazardous material storage and/or processes are included in demolition, complete Fire Department Closure Application. Permit will not be issued until Closure Process is completed.
- Contact City Finance Department, have water meter removed and pay any fees due.
- Tree Removal Plan in conformance with project approval. Tree Removal Plan shall include but not be limited to Tree Survey, Arborist Report and Tree Protection Plan (if applicable).
- Pre-construction Survey for nesting birds to identify any potential nesting activity.
- Storm Water Pollution Prevention Plan (SWPPP).
- Construction schedule (is required prior to permit issuance)
- Site Clearance or Closure letters from Responsible Agencies (see Item #9 on attached Engineering Division checklist)
- Other requirements listed on the attached Engineering Division’s Site Demolition Checklist..

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. A Permit may be issued only to a State of California Licensed Contractor or the Building Owner.
4. If the work is performed by the Building Owner personally or by his/her workers, and an inspection indicates the work cannot be completed satisfactorily, then a licensed contractor must perform the work.
5. If the Building Owner hires workers, State Law requires the Owner to obtain Worker’s Compensation Insurance. Proof of this insurance is required prior to inspection.

6. Contractor is responsible for obtaining any required permits from Cal/OSHA. A permit is required for demolition of buildings more than three stories or more than 36 feet in height.
7. All demolished materials including, but not limited to broken concrete and paving materials, pipe, vegetation, and other unsuitable materials, excess earth, building debris, etc., shall be removed from the job site for recycling and/or disposal by the Property Owner or Contractor, all to the satisfaction of the City Engineer or designee.
8. The City of Milpitas allows contracted debris box haulers to conduct business within the City of Milpitas. **You may only select a hauler from the list provided at the following link:**
http://www.ci.milpitas.ca.gov/business/com_debris_boxes.asp?fr=com. Debris Box Conditions of Use:

Residents may place temporary debris boxes on private property (not on the street or blocking a sidewalk) for up to 30 days within any 60-day period. Please call 408-586-3353 for written consent to extend this time frame.

Businesses may use temporary debris boxes at construction sites for construction and demolition debris from commencement to completion of construction. Recycling of construction and demolition debris shall be a requirement to obtain commercial demolition and building permits. Call 408-586-3353 for more information about commercial recycling.

Prior to actual work being started, contact the Building & Safety Department to schedule a pre-demolition meeting. After all work is completed, a final inspection is required. Submit Confirmation of Compliance letter (Part II of Demolition Recycling Report Process) prior to final inspection, otherwise permit will not be finalized and re-inspection fee will be charged.

DEMOLITION RECYCLING REPORT PROCESS

Residential, commercial and industrial demolition permits for the removal of a building require completion of this Recycling Report process (CGBC 101.3). Contractors and Subcontractors that fail to comply with the Demolition Recycling Report process will be subject to withholding of a demolition or building permit final and/or issuance of the Certificate of Occupancy. If you have any questions regarding this process, please call the Building and Safety Department at (408) 586-3240.

PART I - Prior to demolition permit issuance, the Property Owner or Contractor shall submit on **business letterhead** to the Building and Safety Department a **Construction Waste Management Plan** (see sample Plan attached). This Construction Waste Management Plan shall be approved by the City's Utility Engineering Section prior to demolition permit issuance. The Plan shall including the following:

- 1) Project Name, address and permit number.
- 2) The Property Owner or Contractor, to the maximum extent possible, shall salvage and reuse or recycle all useful construction materials generated during the demolition and construction project including, but not limited to roofing materials, wood, drywall, metals, and miscellaneous and composite materials, aggregate base material, asphalt, and concrete. The Construction Waste Management Plan shall identify and estimate the total tonnage by material type to be removed, the tonnage by material type to be diverted from disposal in the landfill by efficient usage, recycling, reuse on the project or salvaged for future use or sale, and the percentage of material diverted from the landfill by material type. See sample Worksheet attached.
- 3) If the project is for construction of a new building or structure, 50 percent of the non-hazardous construction and demolition debris must be recycled and/or salvaged for reuse. 100 percent of trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing shall be reused or recycled.
- 4) State that the project will conform with the City's franchise agreement for waste hauling and that all materials recycled and/or disposed shall be sorted on-site and hauled separately, with the exception of hauling conducted by Allied Waste Services which may be commingled (visit http://www.ci.milpitas.ca.gov/business/com_debris_boxes.asp?fr=com for more information).
- 5) Identify the diversion facility where the material collected will be taken.
- 6) Identify construction methods employed to reduce the amount of waste generated.
- 7) State that each Subcontractor that comes on-site shall receive a copy of the Construction Waste Management Plan and sign an acknowledgement that they received a copy (see sample form attached).

The Construction Waste Management Plan shall be updated as necessary and shall be accessible during construction for examination by the City.

PART II - After completion of demolition and/or prior to final permit inspection, the Property Owner or Contractor shall submit on **business letterhead** to the Building & Safety Department a **Confirmation of Compliance** letter stating compliance with the requirements of the Construction Waste Management Plan, listing all materials generated and actual quantities of materials diverted. The quantities of recycled materials shall be supported by copies of weight tags and/or receipts of "end dumps". Include the signatures of subcontractors acknowledgement of receiving a copy of the Plan.

Final inspection will not be signed off without the Confirmation of Compliance letter. If final inspection is made and the report is not presented, a re-inspection fee will be charged.

Construction Waste Management Plan

Note: This sample form may be used to assist in writing the projects Construction Waste Management Plan.

Project Name: _____

Project Address: _____

Permit Number: _____

Project Manager: _____

Waste Hauling Company: _____

Diversion Facility: _____

All Subcontractors shall comply with the project's Construction Waste Management Plan. All Subcontractor foremen shall receive a copy of the plan and sign the CWM Plan Acknowledgment form.

Subcontractors who fail to comply with the Waste Management Plan will be subject to backcharges or withholding of payment, as deemed appropriate. For instance, Subcontractors who contaminate debris boxes that have been designated for a single material type will be subject to backcharge or withheld payment, as deemed appropriate.

1. The project's overall rate of waste diversion will be ____ % (must be at least 50% if project is construction of a new building or structure).
2. This project shall generate the least amount of waste possible by planning and ordering carefully, following all proper storage and handling procedures to reduce broken and damaged materials and reusing materials whenever possible. The majority of the waste that is generated on this jobsite will be diverted from the landfill and recycled for other use.
3. The attached CWM Plan Worksheet identifies the waste materials that will be generated on this project, the diversion strategy for each waste type and the anticipated diversion rate.
4. Waste prevention and recycling activities will be discussed at the beginning of weekly subcontractor meetings. As each new subcontractor comes on-site, the WMP Coordinator will present him/her with a copy of the CWM Plan and provide a tour of the jobsite to identify materials to be salvaged and the procedures for handling jobsite debris. All Subcontractor foremen will acknowledge in writing that they have received a copy of and will abide by the CWM Plan. A Construction Waste Management Acknowledgment form will be provided for Subcontractor to sign. Both the CWM Plan and the Acknowledgement form will be posted at the jobsite.
5. Salvage: Excess materials that cannot be used in the project, nor returned to the vendor, will be offered to site workers, the owner, or donated to charity if feasible.
6. All materials shall be sorted on site and hauled separately by {HAULING COMPANY} or Allied Waste Services will provide a commingled drop box at the jobsite for most of the construction waste. The separately sorted boxes hauled by {HAULING COMPANY} will be taken to {NAME OF DIVERSION FACILITY}. The commingled drop boxes will be taken to Allied's facility for sorting. The average diversion rate for commingled waste will be ____ %. As site conditions permit, additional drop boxes will be used for particular phases of construction (e.g., concrete and wood waste) to ensure the highest waste diversion rate possible.
7. In the event that the waste diversion rate achievable via the strategy described in (6) above, is projected to be lower than what is required, then a strategy of source-separated waste diversion and/or waste stream reduction will be implemented. Source separated waste refers to jobsite waste that is not commingled but is instead allocated to a debris box designated for a single material type, such as clean wood or metal.

Notes:

- a. Waste stream reduction refers to efforts taken by the builder to reduce the amount of waste generated by the project to below four (4) pounds per square foot of building area.
- b. When using waste stream reduction measures, the gross weight of the product is subtracted from a base weight of four (4) pounds per square foot of building area. This reduction is considered additional diversion and can be used in the waste reduction percentage calculations.
8. {HAULING COMPANY} will track and calculate the quantity (**in tons**) of all waste leaving the project and calculate the waste diversion rate for the project. {HAULING COMPANY} will provide Project Manager with an updated monthly report on gross weight hauled and the waste diversion rate being achieved on the project. {HAULING COMPANY'S} monthly report will track separately the gross weights and diversion rates for commingled debris and for each source-separated waste stream leaving the project. In the event that {HAULING COMPANY} does not service any or all of the debris boxes on the project, the {HAULING COMPANY} will work with the responsible parties to track the material type and weight (**in tons**) in such debris boxes in order to determine waste diversion rates for these materials.
9. In the event that Subcontractors furnish their own debris boxes as part of their scope of work, such Subcontractors shall not be excluded from complying with the CWM Plan and will provide {HAULING COMPANY} weight and waste diversion data for their debris boxes.
10. In the event that site use constraints (such as limited space) restrict the number of debris boxes that can be used for collection of designated waste the project Superintendent will, as deemed appropriate, allocate specific areas onsite where individual material types are to be consolidated. These collection points are not to be contaminated with non-designated waste types.
11. Debris from jobsite office and meeting rooms will be collected by {DISPOSAL SERVICE COMPANY}. {DISPOSAL SERVICE COMPANY} will, at a minimum, recycle office paper, plastic, metal and cardboard.
12. Contractor and all subcontractors shall comply with the City of Milpitas Franchise Agreement for waste hauling by only selecting a hauler from the listed found at: http://www.ci.milpitas.ca.gov/resident/recycle/res_debris_boxes.asp.

Construction Waste Management Plan Worksheet

Project Name: _____

Project Address: _____

Permit Number: _____

Project Manager: _____

Waste Hauling Company: _____

Diversion Facility: _____

WASTE MATERIAL TYPE	TONNAGE TOTAL MATERIAL TO BE REMOVED	DIVERSION METHOD				% PROJECTED DIVERSION RATE
		TONNAGE DIVERTED THROUGH EFFICIENT USE	TONNAGE RECYCLED	TONNAGE SALVAGED FOR FUTURE USE OR SALE	TONNAGE TOTAL MATERIAL DIVERTED	
Asphalt						
Concrete						
Shotcrete						
Metals						
Wood						
Rigid insulation						
Fiberglass insulation						
Acoustic ceiling tile						
Gypsum drywall						
Carpet/carpet pad						
Plastic pipe						
Plastic buckets						
Plastic						
Hardiplank siding and boards						
Glass						
Cardboard						
Pallets						
Job office trash, paper, glass & plastic bottles, cans, plastic						
Alkaline and rechargeable batteries, toner cartridges, and electronic devices						
Other:						
Other:						
Other:						
TOTALS:						

**PACIFIC GAS & ELECTRIC COMPANY
CLEARANCE LETTER**

This letter is required for all total building demolition projects or whenever utilities must be disconnected prior to the start of work.

Date: _____

City of Milpitas
Building & Safety Department
455 East Calaveras Boulevard
Milpitas, CA 95035

Regarding demolition or removal at Project Address: _____

This is to verify that the gas and electric facilities at the above-listed address will be disconnected by

(date)

Signature of Representative
Pacific Gas and Electric Company

Signature of Contractor



CITY OF MILPITAS
Engineering Division (Land Development Section)
455 E. Calaveras Blvd.
Milpitas, CA 95035

SITE DEMOLITION CHECKLIST

If you have any questions, please contact Ebby Sohrabi at (408) 586-3335, fax (408) 586-3305 or esohrabi@ci.milpitas.ca.gov.

- 1. An encroachment permit is required** to perform work on the public right of way, including within easements and on city facilities (water, sewer, storm drain, street, etc.). If acceptable to City, the conditions of approval may include an interim condition for the capping of City utilities at the property line (until street work is performed). **At street work phase, all utilities not necessary for development shall be capped at the main (if the project is dropped, the capping must be done at that timeframe to comply with this condition). Any City facilities such as fire hydrant, street light, water meter, etc. that is not needed shall be salvaged and delivered to City of Milpitas. All utilities shall be properly disconnected before the building can be demolished.** Show (state) how the water service(s), sewer service(s) and storm service(s) will be disconnected. The water service shall be closed off at the meter box for interim and disconnected or capped off at the main (no abandoned live water service). The sanitary sewer shall be capped off at the clean out near the property line or approved location if it is not to be used. The storm drain shall be capped off at a manhole or inlet structure or approved location if it is not to be used.
2. Provide video inspection report of any facilities to be protected or unused laterals that appears to serve adjacent properties prior to removal.
3. **Prior to start of any construction**, the developer shall submit a construction schedule (start of any work-demolition to occupancy of homes/buildings) and monitoring plan for City Engineer review and approval. The construction schedule and monitoring plan shall include, but not be limited to, construction staging area, parking area for the construction workers, personal parking, temporary construction fencing, construction information signage and establish a neighborhood hotline to record and respond to neighborhood construction related concerns. The developer shall coordinate their construction activities with other construction activities in the vicinity of this project. The developer's contractor is also required to submit updated monthly construction schedules to the City Engineer for the purpose of monitoring construction activities and work progress. **It is recommended that you install a construction sign with a brief project description, "excuse construction activities", name and phone # for questions/concerns. You are required to log calls** for review (day/time, type of call, response resolution day/time, action).
4. The work is subject to appropriate traffic control, including truck staging. The staging of the trucks shall not impact the public streets. If on-site staging of trucks affects public streets, work shall stop until appropriate traffic control plan is approved and implemented. **Submittal of truck haul route for acceptance is required.**
5. If oversized vehicles are used, contact the Milpitas Police Dept at 408 586 2400 for permit requirements or questions about special equipment plate and transport requirements.
6. A construction water meter can be obtained from the City of Milpitas (City Hall, 1st floor, \$2,000 deposit) for dust control via water mist.

Milpitas Land Development Section
Site Demolition Checklist

7. The contractor shall perform proper measures of Storm Water Pollution Prevention Plan (SWPPP) such as containing all materials (place in container, place on liner with cover, etc.), erosion and sediment control, concrete washout and inlet control to prevent any pollutants from entering the storm drain system and creeks. Stockpiles must be contained, watering of inactive stockpiles is not an acceptable method of “containment”. You are reminded of the requirement to submit for a construction permit with Regional Board (upload necessary documents). **Provide 3 hard copies and a pdf copy of the signed uploaded SWPPP** (Notice of Intent, provide documentation of the project risk level) for review. SWPPP is a living document which must be kept current and noting implementation of necessary measures for compliance.
8. A tree removal permit is required for removal of any trees. Provide a document showing the locations, type of trees and trunk diameters for review and permit processing. The removal is subject to the terms of the permit and mitigation as stated in the planning conditions of approval.
9. It is the responsibility of the applicant to obtain any necessary permits/approvals from affected agencies, including but not limited to, BAAQMD, PG&E, PacBell, Comcast, Santa Clara Valley Water District (such as well destruction or construction), Union Pacific Railroad, Regional Quality Control Board, CalTrans, Santa Clara County related departments (such as SC County Environmental Health Dept for soil/groundwater remediation, SC County Roads Airports Dept for Montague Expwy, etc.), VTA, etc. Copies of approvals or permits from other agencies must be obtained before the start of the work in the respective jurisdictional agency and be submitted to the City of Milpitas.
10. Provide geotechnical report for filling of holes left by foundation removal as appropriate.
11. It is required that a pre-construction meeting be held with appropriate city staff (inspection, engineer, fire, etc.), developer and primary contractors prior to start of work.

Fresh Concrete and Mortar Application

- Who should use this information?
- Masons and Bricklayers
 - Subcontractors
 - Patio Construction Workers
 - Construction Inspectors
 - General Contractors
 - Home Builders
 - Developers
 - Concrete Delivery/Pumping Workers

Doing the Job Right

General Business Practices

- Wash out concrete mixers only in designated wash-out areas in your yard, away from storm drains and waterways, where the water will flow into a temporary waste pit in a dirt area. Let water percolate through the driveway or into a catchment, hardened concrete as garbage. Whenever possible, recycle washout by pumping back into mixers for reuse.
- Wash out chutes onto dirt areas at site that do not flow to streets or drains.
- Always store both dry and wet materials under cover, protected from rainfall and runoff and away from storm drains or waterways. Protect dry materials from wind.
- Secure bags of cement after they are open. Be sure to keep wind-blown cement powder away from streams, gutters, storm drains, rainfall, and runoff.
- Do not use diesel fuel as a lubricant on concrete forms, tools, or trailers.

During Construction

- Don't mix up more fresh concrete or cement than you will use in a two-hour period.
- Set up and operate small mixers on tarps or heavy plastic drop cloths.
- When cleaning up after driveway or sidewalk construction, wash fines onto dirt areas, not down the driveway or into the street or storm drain.
- Protect applications of fresh concrete and mortar from rainfall and runoff until the material has dried.
- Wash down exposed aggregate concrete only when the wash water can (1) flow into a dirt area, (2) drain onto a bermed surface from which it can be pumped and disposed of properly, or (3) be vacuumed from a catchment created by blocking a storm drain inlet. If necessary, divert runoff with temporary berms. Make sure runoff does not wash gutters or drains.
- When breaking up pavement, be sure to pick up all the pieces and dispose of properly. Recycle large chunks of broken concrete at a local recycling facility.
- Never bury waste material. Dispose of small amounts of excess dry concrete, grout, and mortar in the trash.
- Never dispose of washout into the street, storm drains, drainage ditches, or streams.

Storm Drain Pollution from Fresh Concrete and Mortar Applications

Fresh concrete and cement-related mortars that wash into lakes, streams, or estuaries are toxic to fish and the aquatic environment. Disposing of these materials to storm drains or creeks can block storm drains, causes serious problems, and is prohibited by law.

Heavy Equipment Operation

Who should use this information?

- Vehicle and Equipment Operators
- Site Supervisors
- General Contractors
- Home Builders
- Developers

Doing the Job Right

Site Planning and Preventive Vehicle Maintenance

- Designate one area of the construction site, well away from streams or storm drain inlets, for auto and equipment parking, refueling, and routine vehicle and equipment maintenance. Contain the area with berms, sand bags, or other barriers.
- Maintain all vehicles and heavy equipment. Inspect frequently for and repair leaks.
- Perform major maintenance, repair jobs, and vehicle and equipment washing off site where cleanup is easier.
- If you must drain and replace motor oil, radiator coolant, or other fluids on site, use drip pans or drop cloth. Its to catch drips and spills. Collect and spill clean up on site immediately. Recycle them wherever possible, otherwise, dispose of them as hazardous wastes.
- Do not use diesel oil to lubricate equipment parts, or clean equipment. Use only water for any device cleaning.
- Cover exposed fifth wheel hitch and other oily or greasy equipment during rain events.
- Use a little water as possible for dust control. Ensure water used doesn't leave silt or discharge to storm drains.

Spill Cleanup

- Clean up spills immediately when they happen.
- Never hose down "dirty" pavement or impermeable surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rag) whenever possible and properly dispose of absorbent materials.
- Sweep up spilled dry materials immediately. Never attempt to "wash them away" with water, or bury them.
- Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- Report significant spills to the appropriate local spill response agencies immediately. In Milpitas, dial 911 if hazardous materials might enter the storm drain.

Stormwater Pollution from Heavy Equipment on Construction Sites

Profilly maintained vehicles and heavy equipment that leak oil, antifreeze or other fluids on the construction site see common sources of storm drain pollution. Prevent spills and leaks by isolating equipment from runoff channels, and by washing trucks and other maintenance products. Remove construction equipment from the site as soon as possible.

Doing the Job Right

General Business Practices

- Schedule excavation and grading work during dry weather.
- Perform major equipment repairs away from storm drains.
- When refueling or vehicle/equipment maintenance must be done on site, designate a location away from storm drains.
- Do not use diesel oil to lubricate equipment parts, or clean equipment. Use only water for any device cleaning.

Field Manual 1

- For proper erosion and sediment control, use the National Sedimentation and California Stormwater Best Management Practices Handbook (Construction, 2003)
- Cover stockpiles and excavated soil with sediments traps or plastic sheeting.
- Check for sediment levels.
 - If the water is clear, the pumping time is less than 24 hours, and the flow rate is less than 20 gallons per minute, you may pump water to the street or storm drain.
 - If the pumping time is more than 24 hours and the flow rate is greater than 20 gpm, call your local wastewater treatment plant for guidance.
 - If the water is not clear, solids must be filtered or settled out by pumping to a settling tank prior to discharge. Options for filtering include:
 - Pumping through a perforate pipe sunk part way into a small pit filled with gravel.
 - Pumping from a bucket placed below the water level using a submersible pump.
 - Pumping through a filtering device such as a swimming pool filter or fiber fabric, wrapped around end of suction pipe.
 - When discharging to a storm drain, protect the inlet using a barrier of burlap bags filled with drain rock, or cover inlets with filter fabric anchored under the grate. OR pump water through a gravelly pipe directly to discharge.

Earth-Moving and Dewatering Activities

Who should use this information?

- Buildings, Back-Hoe, and Grading Machine Operators
- Dump Truck Drivers
- Site Supervisors
- General Contractors
- Home Builders
- Developers

Storm Drain Pollution from Earth-Moving Activities

Soil excavation and grading operations loosen large amounts of soil that can flow or blow into storm drains when handled improperly. Sediments in runoff can clog storm drains, smother aquatic life, and destroy habitats in creeks and the Bay. Effective erosion control practices reduce the amount of runoff eroding a site and slow the flow with check dams or roughened ground surfaces.

Contaminated groundwater is a common problem in the Santa Clara Valley. Depending on soil types and site history, groundwater pumped from construction sites may be contaminated with toxics (such as oil or solvents) or nutrients (such as nitrogen). Any of these pollutants can harm wildlife in creeks or the Bay, or interfere with wastewater treatment plant operation. Discharging sediment laden water from a dewatering site into any water of the state without treatment is prohibited.

Dewatering Operations

- Check for leaks, discoloration, or an oily sheen on groundwater.
- Call your local wastewater treatment agency and ask whether the groundwater must be treated before discharge.
- If contamination is suspected, have the water tested by a certified laboratory.
- Depending on the test results, you may be allowed to discharge pumped groundwater to the storm drain (if no sediments present) or require collection, OR, you may be required to collect and haul pumped groundwater offsite for treatment and disposal at an appropriate treatment facility.

Roadwork and Paving

Who should use this information?

- Road Crews
- Driveway/Sidewalk/Parking Lot Construction Crews
- Soil Coat Contractors
- Operators of Grading Equipment, Paving Machines, Dump Trucks, Concrete Mixers
- Construction Inspectors
- General Contractors
- Developers
- Home Builders

Doing the Job Right

General Business Practices

- Develop and implement erosion/sediment control plans for roadway embankments.
- Schedule excavation and grading work during dry weather.
- Check for and repair leaking equipment.
- Perform major equipment repairs at designated areas in your maintenance yard, where cleanup is easier. Avoid performing equipment repairs at construction sites.
- When refueling or when vehicle/equipment cleaning must be done on site, designate a location away from storm drains and creeks.
- Do not use diesel oil to lubricate equipment parts or clean equipment.
- Recycle used oil, concrete, broken asphalt, etc. whenever possible, or dispose of properly.

During Construction

- Avoid paving and seal coating in wet weather, or when rain is forecast, to prevent fresh materials from contacting stormwater runoff.
- Cover and seal catch basins and manholes when applying seal coat, slurry seal, fog seal, or similar materials.
- Protect drainage ways by using earth dikes, sand bags, or other materials to divert or trap and filter runoff.
- Never wash excess material (oil, wet exposed aggregate concrete or similar treatments) into a storm drain. Collect and recycle, or dispose of dirt area.
- Cover stockpiles (lathfall, sand, etc.) and other construction materials with plastic tarps. Protect from rainfall and prevent runoff with temporary rock or plastic sheets and berms.
- When stripping or cleaning building exteriors with high-pressure water, block storm drains. Direct wash water into a sediment trap or catchment (imp or vacuum) building cleaning water and dispose to the sanitary sewer. Sampling of wash water may be required to assist the wastewater treatment authority in making its decision.

Storm Drain Pollution from Roadwork

Road paving, surfacing, and pavement removal happen right in the street, where there are numerous opportunities for asphalt, seal-coat slurry, or excavated material to illegally enter storm drains. Extra planning is required to store and dispose of materials properly and guard against pollution of storm drains, creeks, and the Bay.

Doing the Job Right

Handling Paint Products

- Keep all liquid paint products and wastes away from the gutter, street, and storm drains. Liquid residues from paints, thinners, solvents, diluents and cleaning fluids are hazardous wastes and must be disposed of as hazardous.
- Wash water from painted buildings constructed before 1978 can contain high amounts of lead even if paint chips are not present. Before you begin stripping paint or cleaning up 1978 building exteriors with water under high pressure, test paint for lead by taking paint scrapings to a local laboratory. See Yellow Pages for a state-certified laboratory.
- If there is loose paint on the building, or if the paint tests positive for lead, block storm drains. Check with the wastewater treatment plant to determine whether you may discharge water to the sanitary sewer, or if you must send it offsite for disposal as hazardous waste.

Paint Removal

- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- Chemical paint stripping residue and chips and dust from paint removal may contain lead, mercury or tributyl tin. This residue must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.
- When stripping or cleaning building exteriors with high-pressure water, block storm drains. Direct wash water into a sediment trap or catchment (imp or vacuum) building cleaning water and dispose to the sanitary sewer. Sampling of wash water may be required to assist the wastewater treatment authority in making its decision.

Painting and Application of Solvents and Adhesives

Who should use this information?

- Painters
- Painters
- Plasterers
- Graphic Artists
- Dry Wall Crews
- Floor Covering Contractors
- General Contractors
- Home Builders
- Developers
- Homeowners

Storm Drain Pollution from Paints, Solvents, and Adhesives

All paints, solvents, and adhesives contain chemicals that are harmful to wildlife in local creeks, San Francisco Bay, and the Pacific Ocean. Toxics that may come from liquid or solid products or from cleaning residues and wastes, adhesives and cleaning fluids should be recycled, if possible, or disposed of, or if you must send it offsite for disposal as hazardous waste.

Recycle/Reuse Leftover Paints Whenever Possible

- Donate excess water-based paint for reuse.
- Reuse leftover oil-based (latex) paint that is not retrievable thinned, sludge and unwanted paint, as hazardous waste.
- Unopened cans of paint may be able to be returned to the paint vendor. Check with the vendor regarding its "buy-back" policy.

Storm Drain Pollution from Construction Activities

Construction activities can contribute to storm drain pollution in many ways. From the use of heavy equipment to the disposal of construction materials, there are many opportunities for pollutants to enter storm drains. Proper planning and site management can help prevent this pollution.

BLUEPRINT FOR A CLEAN BAY

Best Management Practices for the Construction Industry

Remember: The property owner and the contractor share ultimate responsibility for the activities that occur at a construction site. You may be held responsible for any environmental damage caused by your subcontractors or employees.

Preventing Pollution: It's Up to Us!
In the Santa Clara Valley, storm drains transport water directly to local creeks and San Francisco Bay without treatment. Stormwater pollution is a serious problem for wildlife dependent on our creeks and bays and for the people who live near polluted streams or bays. Common sources of pollution include spilled oil, fuel, and fluids from vehicles and heavy equipment, construction debris, sediment created by erosion, landscaping runoff containing pesticides or weed killers, and materials such as used motor oil, antifreeze, and paint products that people pour or spill into a storm drain.



Thirteen valley municipalities have joined together with Santa Clara County and the Santa Clara Valley Water District to educate local residents and businesses and fight stormwater pollution. This "Blueprint" summarizes Best Management Practices (BMPs) for stormwater pollution prevention.

Spill Response Agencies:

- Dial 911
- Santa Clara County Environmental Health Services (408) 299-6930
- San Jose's Office of Emergency Services (408) 299-3300
- San Jose's Office of Emergency Services (408) 299-3300

Local Pollution Control Agencies

- Santa Clara County Office of Toxics and Solid Waste Management (408) 441-1195
- Santa Clara Valley Water District (408) 265-2600
- San Jose's Santa Clara Water Pollution Control Plant (408) 299-3300
- San Jose's Office of Emergency Services (408) 299-3300
- San Jose's Office of Emergency Services (408) 299-3300
- San Jose's Office of Emergency Services (408) 299-3300

Small Business Hazardous Waste Disposal Program

Santa Clara County businesses that generate less than 27 gallons or 220 pounds of hazardous wastes per year are eligible to use Santa Clara County's Small Business Hazardous Waste Disposal Program. Call (408) 299-3300 for a quote, more information or guidance on disposal.

General Construction and Site Supervision

Who should use this information?

- General Contractors
- Site Supervisors
- Inspectors
- Home Builders
- Developers
- Homeowners

Storm Drain Pollution from Construction Activities

Construction sites are common sources of storm water pollution. Materials and wastes blown or washed into a storm drain, gutter, or street have a direct impact on local creeks and the Bay.

As a contractor, or site supervisor, owner or operator of a site, you may be responsible for any environmental damage caused by your subcontractors or employees.

Landscaping, Gardening, and Pool Maintenance

Who should use this information?

- Landscapers
- Gardeners
- Swimming Pool/Spa Service and Repair Workers
- General Contractors
- Home Builders
- Developers
- Homeowners

Storm Drain Pollution from Landscaping and Swimming Pool Maintenance

Many landscaping activities expose soil and increase the likelihood that earth and garden chemicals will run off into the storm drains during irrigation or when rains. Swimming pool water containing chlorine and copper-based algaecides should never be discharged to storm drains. These chemicals are toxic to aquatic life.

Doing the Job Right

General Principles

- Keep an orderly site and ensure good housekeeping practices are used.
- Maintain equipment properly.
- Cover materials when they are not in use.
- Keep materials away from streams, storm drains and drainage channels.
- Ensure dust control water doesn't leave site or discharge to storm drains.

Good Housekeeping Practices

- Designate one area of the site for auto parking, vehicle refueling, and routine equipment maintenance. The designated area should be well away from streams or storm drain inlets, bermed if necessary. Make major repairs off site.
- Keep materials out of the rain - prevent runoff contamination at the source. Cover exposed soils or construction materials with plastic sheeting or tarps before it rains, sweep and remove materials from surfaces that drain to storm drains, creeks, or channels.
- Keep pollutants off exposed surfaces. Place trash cans and recycling receptacles around the site to minimize litter.
- Clean up leaks, drips and other spills immediately to not contaminate soil or groundwater or leave residue on paved surfaces.
- Never hose down "dirty" pavement or surfaces where materials have spilled.
- Use dry cleanup methods whenever possible. If you must use water, use just enough to keep the dust down.
- Cover and maintain dumpsters. Check frequently for leaks. Place dumpsters under roofs or cover with tarps or plastic sheeting around the outside of the dumpster. Never clean a dumpster by washing it down on the construction site.

Advance Planning to Prevent Pollution

- Schedule excavation and grading activities for dry weather periods. To reduce soil erosion, plant temporary vegetation or place other erosion control before rain begins. Use the Erosion and Sediment Control Field Manual available from the Regional Water Quality Control Board San Francisco Bay Region, at a cost.
- Control the amount of runoff crossing your site (especially during excavation) by using berms or temporary or permanent drainage ditches to divert runoff away from the site. Reduce stormwater runoff velocities by constructing temporary check dams in storm drains and the receiving waterway.
- Train your employees and subcontractors. Make these brochures available to everyone who works on the construction site. Inform subcontractors about local stormwater requirements and their own responsibilities.

Doing the Job Right

General Business Practices

- Protect stockpiles (e.g. asphalt, sand, soil) and landscaping materials from wind and rain by storing them under tarps or secured plastic sheeting.
- Store pesticides, fertilizers, and other chemicals indoors or in sealed containers.
- Schedule grading and excavation projects during dry weather.
- Use temporary check dams or ditches to divert runoff from storm drains.
- Protect storm drains with sandbags or other sediment controls.
- Vegetation is an excellent form of erosion control for your site. Replant as soon as possible with temporary vegetation such as grass seed.
- Landscaping/Garden Maintenance
 - Consider using integrated Pest Management Techniques. Use pesticides sparingly according to instructions on the label. Rinse equipment, and use insecticide as sparingly as possible. Dispose of unused pesticides as hazardous waste.

Materials/Waste Handling

- Practice Source Reduction - minimize waste when you order materials. Order only the amount you need for the job.
- Use recyclable materials whenever possible. Arrange for pickup of recyclable materials such as concrete, asphalt, scrap metal, solvents, degreasers, cleaned vegetation, paper, rock, and vehicle maintenance materials such as used oil, antifreeze, batteries, and tires.
- Dispose of all wastes properly. Many construction materials and wastes, including solvents, water based paints, vehicle fluids, broken asphalt and concrete, wood, and taken vegetation Materials that cannot be recycled must be placed in an appropriate landfill or disposed of as hazardous waste. Never bury waste materials or leave them in the street or near a creek or stream.

Permits

- In addition to local grading and building permits, you will need to obtain coverage under the State's General Construction Activity Stormwater Permit if your construction site's disturbed area totals 1 acre or more. Information on the General Permit can be obtained from the Regional Water Quality Control Board.

San Jose's Santa Clara Water Pollution Control Plant

San Jose's Santa Clara Water Pollution Control Plant (408) 945-3300. You may be able to discharge to the sanitary sewer by running the hose to a utility rack or sewer pipe clean-out.

Drain/Fountain/Spa Maintenance

- Higher flow rates may be prohibited by local ordinance.
- Never discharge pool or spa water to a street or storm drain (discharge to a sanitary sewer cleanout).
- If possible, when emptying a pool or spa, let chlorine dissipate for a few days and then recycle/ reuse water by draining it gradually onto a landscaped area. OR

Milpitas Municipal Code (MMC) 2008

XL-16-11 Accidental Discharge - Notification of Discharge

- (a) All parties shall notify the City by telephone immediately by dialing (911) upon accidentally discharging any material other than an acceptable discharge into a storm drain or watercourse to enable county representatives to be taken by the City Chapter to set forth in the schedule of fines established by resolution of the City Council.
- (b) This notification shall be followed, within ten (10) days of the date of occurrence, by a detailed written notification of the City Engineer describing the causes of the accidental discharge and the measures being taken to prevent future occurrences. Such notification will not relieve persons of the liability for violations of this Chapter or for any fines imposed on the City or on account thereof under Section 13256 of the California Water Code, or for violation of Section 56503 of the California Fish and Wildlife Code, or any other applicable provisions of State or Federal laws, (Ord.239 (part), 8/17/93) XI-16-11, Enforcement and Penalties

XL-16-14 Enforcement and Penalties

- (a) Criminal Penalties. Violations of the provisions of this Chapter shall be subject to criminal penalties as provided in Section 14-1-9-1 of the City Code.
- (b) Judicial Civil Penalties. Any person who intentionally or negligently violates any provision of this Chapter or any provision of state or federal law or certificate issued pursuant to this chapter shall be civilly liable to the City in a sum not to exceed twenty five thousand dollars per day for each day in which such violation occurs.

PROJECT NAME:

PROJECT NAME:

BLUEPRINT FOR A CLEAN BAY
BUILDING & SAFETY DEPARTMENT

SHEET

CB-1



EPA Renovation, Repair and Painting Rule

Does the RRP Rule apply to you?

The rule applies to all jobs in pre-1978 housing (i.e. "Target Housing") and child occupied facilities where more than 6 square feet per room or 20 square feet outside will be "disturbed" by worker(s) being compensated for the job. This includes landlords.

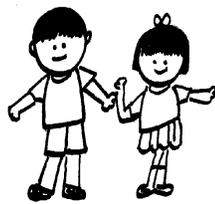
Where does the RRP Rule Apply?

The rule applies in Target Housing and Child-Occupied Facilities*



Target Housing - A house or apartment (including mobile homes) built before January 1, 1978 except for:

- 1) 0-bedroom units (like dorm rooms or studio apartments)
- 2) housing that is officially designated for the elderly or the handicapped
- 3) housing that has been tested by a State Certified Lead Inspector and found to be free of lead based paint.



Child Occupied Facility - A building, or portion of a building, constructed prior to 1978, visited by the same child, 6 years of age or under, on at least 2 different days within any week, provided that each day's visit lasts at least 3 hours, the combined weekly visit lasts at least 6 hours, and the combined annual visits last at least 60 hours. Such facilities may include, but are not limited to, day-care centers, preschools and kindergarten classrooms.

What does the RRP Rule Require? *California Law requires lead-safe work practices for all pre-1978 buildings.

1. **Pamphlet Distribution**—Contractors must give clients a pamphlet called "Renovate Right" and get a signed receipt before beginning a job.
2. **Individual Certification**—At least one RRP Certified Renovator is required at each job site. Certification involves taking a 1-day class from an EPA Accredited Training Provider.
3. **Firm Certification**—In addition to individual certification, each firm, agency or non-profit must also become RRP certified.
4. **On-the-Job-Training**—RRP Certified Renovators are required to train all non-certified people at the job site. Note: Contractors who work on buildings receiving Federal assistance, including Section 8, must have everyone trained in the classroom, or have a state-certified lead in construction supervisor present.
5. **Paint Testing**—The rule requires contractors to either test paint they will disturb BEFORE beginning a job, or assume that it is lead-based. In California contractors may not test paint. Instead, current law requires that they must assume that all surfaces in all structures built before 1978 contain lead based paint. The only people who can test for lead-based paint in California are State Certified Lead Inspectors/Risk Assessors.
6. **Use Lead Safe Work Practices**—The RRP Rule requires that "Lead Safe Work Practices" be used when disturbing more than six (6) square feet per room inside or more than twenty (20) square feet of painted surfaces outside.
7. **Cleaning Verification**—At the end of each job, contractors are required to do a "cleaning verification" to make sure they cleaned up properly.

FOR ADDITIONAL INFORMATION, VISIT
The Environmental Protection Agency www.epa.gov/getleadsafe
Get the Lead Out Coalition www.getleadout.org



[Home](#) | [Compliance & Enforcement](#) | [Asbestos Programs](#) | [Asbestos FAQ](#)

Asbestos FAQ

What is asbestos?

Asbestos is a naturally-occurring mineral. Chrysotile (white asbestos) is the type most commonly used in structural applications. Asbestos is heat resistant, very strong, and has remarkable insulating properties, making it a desirable material in construction.

What are the health effects of asbestos exposure?

There are three exposure routes for asbestos fibers:

1. Inhalation via the respiratory system
2. Ingestion via the mouth associated with asbestos fibers in drinking water
3. Skin contact

Asbestos has been known to cause a number of disabling and fatal diseases such as asbestosis, lung cancer, mesothelioma and pleural plaques. There is no safe level of exposure to asbestos; therefore, all exposure to asbestos should be avoided.

The building department requires a District job number J#) prior to structural demolition. What is a job number?

Because asbestos has been used in many structural applications, District Regulation 11-2-401.3 requires that for every demolition or for every renovation involving the removal of 100 sq ft/lin ft or greater of Regulated Asbestos Containing Material (RACM), a notification must be made to the BAAQMD at least 10 working days prior to commencement of demolition/renovation. For residential buildings of four or fewer dwelling units, 72 hour prior notification is acceptable with the payment of an additional fee (see schedule below).

The District provides a form to use for notification of the two types of jobs. To obtain a Demolition or Renovation form, download it or call BAAQMD staff at (415) 749-4762. Information obtained from the form is stored and a job number (J#) is assigned to each demolition or renovation job that is notified. The J# is proof that the notification requirements of District Regulation 11-2 have been met. This information then allows BAAQMD staff to conduct an inspection to determine compliance with all other requirements of Regulation 11-2.

What is the difference between demolition/renovation?

BAAQMD Regulation 11, Rule 2 defines demolition as the wrecking, dismantling or intentional burning of a structure. Renovation is the removal of Regulated Asbestos Containing Material (RACM).

Is there a fee associated with a job number (J#)?

Yes. District Regulation 3, Schedule L imposes a fee as authorized by the California Health & Safety Code.

How can I pay the associated fees to receive a J#?

The District accepts payment for demolition and renovation fees by check, cashier's check, money order, and credit or debit cards. Effective May 1, 2013, customers may pay by American Express, Discover, Master Card, Visa, debit or pre-paid debit cards through the Air District's online payment portal through GovPayNet at: www.baaqmd.gov/payments. Credit card forms will no longer be accepted for asbestos fee payments. You can also submit payments by check, cashier's check or



Compliance Advisory

April 17, 2013

New Asbestos Credit Card Procedures

This Advisory is provided to inform you about activities of the Air District which may affect your operation. It will help you achieve and maintain compliance with applicable air pollution regulations.

ATTENTION: ASBESTOS DEMOLITION & RENOVATION CONTRACTORS AND BUILDING DEPARTMENTS

SUBJECT: NEW CREDIT AND DEBIT CARD PAYMENT PROCEDURES FOR ASBESTOS DEMOLITION AND RENOVATION OPERATIONS

The Bay Area Air Quality Management District (Air District) currently accepts payment of asbestos demolition and renovation fees by check, cashier's check, money order and Visa or Mastercard. **Effective May 1, 2013**, customers who submit payment by credit card for Asbestos Demolition and Renovation Notifications will now be able to use **American Express, Discover, Master Card, Visa, debit, or pre-paid debit cards** through the Air District's new online payment portal. Customers using the online payment portal must follow the new procedures outlined below:

1. Customers paying by credit or debit card must now use the new Air District **online payment portal** through GovPayNet at: www.baaqmd.gov/payments. Payments can now be made with a major credit card (**Master Card, Visa, American Express or Discover**), **debit, or pre-paid debit card** (*note: there is a convenience fee charged by the vendor*).
2. The online credit or debit card payment form must have all the required fields completed to be processed. Incomplete or incorrect credit card information will not be accepted and will delay getting your Job #.
3. Full payment of fees is required at the time of notification submittal. The credit card payment must have the correct amount paid in order to be processed by Air District staff. Underpaid amounts cannot be processed and a new corrected online payment must be resubmitted prior to getting your Job #. If you have questions regarding fees, please contact an asbestos technician at 415-749-4762. **Your J# will be mailed to you within 2-3 business days.**
4. The Asbestos Notification forms should still be faxed to 415-749-4658. Old Credit Card Payment forms will **not** be accepted (*please recycle any older Air District Credit Card Payment forms*). E-mailed forms will **not** be accepted and credit card numbers will **not** be accepted by phone.
5. For customers who wish to pay by credit or debit card at Air District offices ("drop-in"), payments will only be accepted on Monday through Friday during the hours of 9:30 am – 12:00 pm and from 1:00 pm to 4:00 pm. *Please be advised that drop-ins are not guaranteed to receive a Job# the same day.*

In order to continue providing secure and prompt credit and debit card processing, your cooperation with these procedures is appreciated. Customers may also submit payments by check, cashier's check and money order by mailing them with the asbestos notification form to 939 Ellis St. San Francisco, CA 94109. If you have any further needs, please contact the Air District as indicated below:



For questions about this Advisory, contact an Asbestos Technician at (415) 749-4762.



For a copy of this Advisory, see www.baaqmd.gov/advisories.



For a copy of Regulation 11-2, see: www.baaqmd.gov/rules.



For a copy of asbestos notification forms, see: www.baaqmd.gov/Forms.aspx.

Wayne Kino

Director of Compliance and Enforcement



DEMOLITION REGULATION 11, Rule 2

Notification Form

For Office Use Only

J# _____
I# _____

Site of Demolition

Site Address: _____ Cross Street: _____
 City: _____ Zip: _____
 Owner/Operator _____ Phone () _____
 Specific Location of Project within Building/Address: _____
 Check One: Single Family Dwelling Commercial Multifamily Dwelling Govt Bldg School

Contractor/Individual Performing Demolition

Name: Company/Individual _____ Contact: _____
 Mailing Address: _____
 City: _____ Zip: _____ Phone: () _____
 Have you previously submitted notifications for other sites? Yes No

Description of Demolition

Is this Demolition by Fire for Fire Training purposes? yes No
 Is this Demolition ordered by a Government Agency? yes No
(Emergency only – attach copy of order)
 If not Demolition for Fire Training, check applicable method:
 Heavy Equipment Implosion By Hand Other _____

Dates of Demolition: (*Actual* dates must be entered, "ASAP" or "SOON" will be rejected.)
 Start: _____ Completion: _____ Weekend Work? Night Work (*After 5 PM*)?

Asbestos Survey Report

Name of company that conducted survey: _____
 Address: _____
 City: _____ Zip: _____ Phone: () _____
 Name of person who completed the survey: _____ CAC/SST #: _____
 Is /was asbestos present? Yes No
 If yes, who will remove/has removed prior to demo? _____

Form Preparation Information

This form prepared by: _____ Title: _____
 Name: Company/Individual _____ Phone: () _____
 Address: _____ City: _____ State: _____ Zip: _____

See Page Two to Complete This Form

Required Information

Payment must be received before J# will be assigned. See Schedule L of Regulation 3 for appropriate fees.

Payment type: Check Cashier's Check Money Order Credit/ Debit Card* (American Express, Discover, Visa, MasterCard or Debit Card) (**payments, other than credit card payment, must be mailed or delivered to: 939 Ellis St., San Francisco, CA 94109**)

I certify that the above information is correct and that I will comply with all of the requirements of the BAAQMD's regulations, as well as all other applicable federal, state and local requirements.

Signature of Contractor or Person Performing Demolition: _____

Form: 1102_demolition_050113

GENERAL INFORMATION

- ◆ This notification form shall be used to notify the BAAQMD of a **demolition** operation only. Notification is required for every demolition. All boxes must be completed. Notifications may be faxed to (415) 749-4658. *To make credit or debit card payment, go to www.baaqmd.gov/payments to pay on-line. Credit card forms will no longer be accepted. **Job numbers will not be issued until applicable fees are received.**
- ◆ Notification shall be provided to the District at least 10 working days prior to commencement of demolition, or as early as possible prior to commencement of emergency demolition. The notification period will not start until a complete notification is submitted (see above).
- ◆ An Acknowledgement Letter is mailed to the contractor/person listed within 3-5 days of receipt of a complete notification. This should be checked for accuracy of data.
- ◆ If the job is postponed or cancelled, the District **must** be notified of a revision; the Acknowledgement Letter should be used to fax or mail the revision information. When cancelled, a cancellation fee will apply.
- ◆ For specifically-defined "Emergency" conditions, the 10 working day period will be waived. Notification must be made by fax, and the job number will be issued if accompanied with a faxed copy of a valid check, cashier's check or money order.
- ◆ For 4 or fewer unit residences, the 10 working day period may be reduced to 72 hours for an additional fee.

INSTRUCTIONS

- ◆ **SPECIFIC LOCATION OF PROJECT:** Identify where the demolition is taking place if the site contains more than one building.
- ◆ **START AND COMPLETION DATES:** The start date is the date on which demolition of the facility or structure commences. Any revision to the start or completion dates must be submitted prior to the previously notified date(s). Under no circumstances may the revised start date be earlier than the 10th working day following the postmark or fax date of the original notification. If the start date is unknown, enter an estimated start date and revise the notification when the actual start date is known, but not later than the estimated start date.
- ◆ **FIRE TRAINING:** Reg. 11-2-206 includes "intentional burning" in the definition of demolition. Notification is required, the 10 working day requirement must be met and all Asbestos-Containing Material (ACM) >1% must be removed prior to fire training. The District's Open Burning Notification form must also be filed and the applicable requirements of Regulation 5 must be met.
- ◆ **SURVEY REPORT:** Provide information showing that prior to commencement of the demolition, a survey was performed to determine the presence of Regulated ACM (RACM). Indicate if there was/was not suspected ACM.
- ◆ **GOVERNMENT ORDERED DEMOLITION:** If an "Emergency" demolition (see above) is the result of a state or local agency declaring the building a public nuisance or structurally unsound and in danger of imminent collapse, a copy of the written order must accompany this notification.

FEES APPLICABLE TO DEMOLITION OPERATIONS (FROM REGULATION 3, SCHEDULE L)

Demolition **conducted at a single family dwelling** is subject to the following fee:

OPERATION FEE: \$75

Cancellation: \$75 (100% of fee) non-refundable, for notification processing.

Demolition **conducted at a single family dwelling or multiple family dwelling with four or fewer units with 72 hours instead of 10 days prior notice (excluding emergencies)** is

allowed upon payment of the following **additional** fee:

OPERATION FEE: \$519

Demolition, **other than those conducted at a single family dwelling**, is subject to the following fee:

OPERATION FEE: \$312

Cancellation: \$208 of above amount non-refundable for notification processing.

Demolition conducted for the purpose of **fire training** is exempt from fee.

SURVEY REQUIREMENTS FOR DEMOLITION OPERATION (FROM REGULATION 11, RULE 2)

303.8 Surveys: Except for ordered demolitions, prior to commencement of any demolition or renovation, the owner or operator shall thoroughly survey the affected structure or portion thereof for the presence of asbestos-containing material, including Category I and Category II nonfriable asbestos-containing material. The survey shall be performed by a person who is certified by the Division of Occupational Safety and Health, and who has taken and passed an EPA-approved Building Inspector course and who conforms to the procedures outlined in the course. The survey shall include sampling and the results of laboratory analysis of the asbestos content of all suspected asbestos-containing materials. This survey shall be made available, upon request by the APCO, prior to the commencement of any RACM removal or any demolition. This subsection shall not apply if the owner or operator asserts that the material to be renovated is RACM and will be handled in accordance with the provisions of Sections 11-2-303, 304 and 401. The requirement for certification by the Division of Occupational Safety and Health shall not apply to in-house health professionals within a specific nonasbestos related company who perform occasional surveys only for that company as part of their regular job responsibilities

8.1 When a structure, or portion thereof, is demolished under an ordered demolition, the survey must be done prior to, during, or after the demolition but prior to loading or removal of any demolition debris. If the debris contains regulated asbestos-containing material, all of the debris shall be treated as asbestos-containing waste material pursuant to Section 11-2-304.

8.2 For renovation or demolition of residential buildings having four or fewer dwelling units, a survey is not required. A sample and test of the material will be required only when any of the following will be removed or disturbed: heating, ventilation, air conditioning ducting and systems; acoustic ceiling material or acoustic plaster; textured or skim coated wall surfaces, cement siding or stucco, or resilient flooring. Where the material is found to contain greater than 1 percent asbestos and is friable, the material must be handled in accordance with Section 11-2-303.

CREDIT CARD PAYMENT FORM

Amount: \$ _____

Invoice # _____

PAYMENT FOR:

Permit Application #	_____
Renewal Site #	_____
NOV Violation Notice #	_____
Other: (Public Records, Etc.)	_____

Please Fax To:
Secure Fax Line
415-749-4969**Credit Card 24/7 Help Line**
415-749-4636**NO TRANSACTION FEES****CREDIT CARD INFORMATION:**

Name (Business): _____

Contact Phone: _____

CVV2(*) / & Exp Date: _____ / _____

Credit Card Number: _____

(*) CVV2 is the 3-digit number on the back of the card.

Signature (Required): _____

Authorized Signature indicates that you are approving the Bay Area Air Quality Management District to charge to your credit card for the amount due and payable as indicated above.

Credit cards submitted to 415-749-4969 are accessible only to designate Finance staff. Credit Card information should NEVER be emailed. Complete details on how to submit credit card payments to the District are available 24/7 via our hotline: 415-749-4636. The amount written will be the charged amount. Resubmission may be required if an amount and/or signature is missing. The date the fax is transmitted is considered the Paid-by/Postmark date. If a refund is determined, it will appear as a credit on your statement as soon as reasonable possible after being confirmed. For billing/account questions, please contact your engineer or call 415-749-4990 (Permitting Main Line).

Renovation/Demolition Job Notification fees are now paid online at www.BAAQMD.Gov/Payments.**NO EMAIL OR PHONE SUBMISSIONS****VISA & MASTERCARD ONLY**

(Optional) Email or Fax Receipt to: _____