



Demolition Permit Checklist

Town of Atherton
Building Department
80 Fair Oaks Ln
Atherton, California 94027
Phone: (650) 752-0560
Inspection requests:
(650) 752-0542

Demolition Permits are required for all sites where the complete demolition of any structure is to occur and may be required for partial demolitions of over 50% of the existing gross floor area. The following 4 items shall be submitted at time of application to the [building eplan submittal portal](#):

- Building Permit Application
- C&D – Recycling and Waste Calculation Form. Use the [“Recycling and Waste Calculator for General Demolition and Pool Demolition”](#)
- the [COP Plan](#) (including [Tree Protection](#)) and site plan identifying all structures to be removed. See Guidelines for Construction, Operations and Parking Plans and the Town of Atherton Tree Protection handouts. Construction fencing is required to be installed and will be inspected at the required Pre-Demolition inspection.
- Appropriate Fees and Deposits

By Ordinance, there is a minimum waiting period of 10 working days from the time of submittal to the time of permit issuance. BAAQMD establishes limited time frames for their approval. The COP Plans will require review by the Town Arborist. During the waiting period the following items 4 times should be obtained and submitted separately:

- Certification from Bay Area Air Quality Management District (BAAQMD “J Number”) (415) 771-6000
- Letters of Service Termination/Disconnect from Utility Suppliers (Elect, Gas, Sewer)
Gas service must be terminated at the main/street. If not a special meeting is required and detail plans for the protection of the service line must be submitted for approval.
PG&E: (800) 743-5000
Fair Oaks Sewer San Mateo (650) 363-4100
West Bay Sanitary District (650) 321-0384
- If the demo includes a pool, provide a copy of the Sewer District permit to drain the pool or documentation from an accredited lab that the pool has been treated and the total chlorine residual concentration in the discharge shall not exceed 0.019 mg/L.

Prior to permit issuance,

- 1) The Town Arborist must visit the site to determine compliance with the requirements of the COP Plan and Tree Protection Plan.
- 2) A “pre-demolition” inspection must be scheduled and, wherein the Building Inspector will visit the site to determine compliance with general demolition requirements and verify that the Construction Fencing has been installed screening the project from the public way.