



## COMMUNITY DEVELOPMENT DEPARTMENT

### Building Inspection Division

221 West Pine St./PO Box 3006, Lodi, CA 95241-1910

(209) 333-6714

# Demolition Permit Process

Policy and Procedure-B

[January] 2008

## 1. APPLICATION

- a. Application process starts at the Community Development Department.
- b. Applicant shall provide 6 plot plans detailing parcel and building(s) to be demolished on 8 1/2 inch x 11 inch paper that is legible and proportional.
- c. Applicant will be given San Joaquin Valley Air Pollution Control District (SJVAPCD) forms (if applicable). Applicant is responsible to deliver the completed forms to the SJVAPCD office in Modesto.
- d. Community Development Department will collect plan review fees (\$50.00 for Planning Dept, \$118 for Public Works) at time of application. Building permit fee of \$60.00 will be collected once permit has been approved for issuance.
- e. Applicant must contact Finance Department and show proof that they've applied for demolition permit (copy of receipt for plan review fees) when the electric service is ready to be disconnected. Finance Department will issue Service Order to Electric Utility Department to disconnect service.

## 2. DISTRIBUTION

Staff Comment Sheets sent to the following departments:

Public Works

Water/Waste Water (Approved when water and sewer have been disconnected)

Electric Utilities (Approved when service disconnected)

Planning Division

Community Improvement

PG&E (Make note on Staff Comment Sheet "Please call Permit Technician @ the Building Department (209) 333-6714 when services have been cut/removed.") Fax Staff Comment Sheet to PG&E (209) 932-6507.

San Joaquin County Environmental Health Division (Well and Septic abandonment only)

\*Refer to Public Works

## 3. ISSUANCE

- a. Demolition permit issued when all staff comments sheets are returned and approved and applicant provides SJVAPCD approval (if applicable).
- b. Applicant schedules pre-inspection with the Building Inspection Division prior to actual demolition.

## 4. FINAL

Final inspections by Public Works and other Departments if noted, must be done prior to Building Inspection Division final.