INFORMATION SHEET

NO. S-04

DATE : June 22, 2015

CATEGORY : Structural

SUBJECT : Demolition Permits

PURPOSE : To carry out the safety requirements of the Building Code and to expedite processing of permit applications for the demolition of buildings.

REFERENCE : San Francisco Building Code Sections 106A.3.2.2, 1705.18 and 3303
AB-032 Site Permit Processing
AB-036 Special Inspection for Demolition Work Ordinance No. 27-06:
Construction and Demolition Debris Recovery Program
DBI Cost Schedule

DISCUSSION :

(A) General Procedures

To demolish the entire building to the foundation will require a demolition permit (Form 6).

To demolish part of the building will not require a demolition permit, but will require a building permit (Form 3/8).

For a site permit to remodel an existing building, no demolition permit is required.

For a site permit to construct a new building on a vacant space of a lot, no demolition permit is required.

Site permit application to construct a new building on a space occupied by an existing building and demolition permit shall be filed at the same time, unless both new and existing buildings are nonresidential or mixed use. (Note: Mixed use is a project combining nonresidential and residential uses)

For nonresidential or mixed use projects, site permit application to construct a new building on a space occupied by an existing building may be issued if demolition permit had been filed. However, no addenda for construction of a new building on a space occupied by an existing building shall be issued unless the demolition permit had been issued.

For residential projects, site permit application to construct a new building on a space occupied by an existing building needs to be issued at the same time as demolition permit.
(B) Demolition Plans - Details

Except for buildings of Type V construction and Type I, II, III and IV buildings less than 3 stories or 25 feet in height shall provide Items 1, 2 and 3 as set forth herein below prior to approval of any application for demolition permit.

1. Applicant shall submit two sets of detailed plans showing the following:
   (a) The sequence of operation floor by floor,
   (b) Location of standpipes,
   (c) Location and details of protective canopy,
   (d) Location of truck crane during operation,
   (e) Any necessary fence or barricade with lights,
   (f) Any floor or wall left standing, and
   (g) Schedule of the days when the demolition will be done; i.e., on weekdays or on Sundays.

2. Applicant shall designate the party responsible for repairing any structural sidewalk slabs that may be damaged during operation.

3. Applicant shall designate the responsible registered Civil Engineer or Architect who will supervise the demolition work.

4. Applicant shall secure appropriate permits for use of street space, at the time of filing the demolition permit.

5. Any wall or other construction to be left standing must be certified for structural stability by a registered Civil Engineer, and must be so shown on submitted plans.

6. Demolition contractor shall notify the District Building Inspector at least two days prior to the commencement of demolition operation. Demolition contract shall also notify SFE at (415)355-3700.

7. A registered Civil Engineer or Licensed Architect shall continuously and personally supervise the demolition work and shall submit progress reports to the Director of the Department of Building Inspection in writing.

8. Any of the aforementioned requirements may be waived only upon the written approval of the Director of the Department of Building Inspection after receiving certification by the registered Civil Engineer or record that the safety requirements of the Building Code are not lessened.

(C) Demolitions Permit Processing

Contractors seeking approval for demolition shall, in addition to other City department sign-offs, provide the following:

1. BAAQMD “J” number (obtained by calling 771-6000, ext. 217)

2. Asbestos/RACM survey supported by preparer’s CAL OSHA certification

3. Form 3/8 application completed by licensed asbestos handling contractor when survey indicates the presence of asbestos
4. Two sets of mailing list for demolition to CPB to comply with the notification requirement per San Francisco Building Code Section 103A3.2.2.1 (due upon filing of demolition permit).

Applications not complying with items 1 – 4 above shall not be accepted for review without prior arrangements.

5. Demolition Debris Recovery Plan (DDRP) approved by the San Francisco Department of Environment (SFE).

NOTES:
(a) The DDRP shall be prepared by person conducting demolition and shall demonstrate how the project will divert Construction & Demolition (C&D) debris material from landfill.
(b) Applicant shall submit the DDRP to SFE for review after Planning approved the Site Permit.
(c) Demolition permit application number needs to be on the DDRP.

No demolition permit should be issued without an approved DDRP for that permit number, as required by Ordinance 27-06.

Note: Link to SFE’s Construction & Demolition webpage is http://www.sfenvironment.org/c&d
DEMOLITION PERMIT PROCESSING FLOW CHART (See Section C):
(Except applies to unsafe building per San Francisco Building Code Section 102A.16)

Demolition Permit Application
Received Form #6

BAAQMD "J" Process Received
DCP Approval Received

DDRP Approval Received
Asbestos Report Received
"RACM"

Asbestos Report Indicates "RACM"

Asbestos Report Indicates "RACM"

Form #3/8 for "RACM" Removal
Under Special Inspection or Report

FINAL INSPECTION
Pending Special Inspection clearance letter
Re: Asbestos cleanup and completion of RACM removal under Form 3 permit

Route to CPB for Issuance

"RACM" - Regulated Asbestos Containing Materials
(D) Demolition Cost

1. **BLDG Form 6: Application for Demolition Permit**
   Applicant shall write the estimated cost of demolition of building on the form. Plan Reviewer would verify the cost by the following procedures.

2. **Building Volume**
   \[ \text{Building Volume} = \text{Length of Building} \times \text{Width of Building} \times \text{Height of Building} = \text{Ground Floor Area} \times \text{Height of Building} \]

3. **Average Unit Cost of Demolition of Building:**
   For average unit cost per cubic yard of building volume, see latest DBI Cost Schedule.

4. **Cost of Demolition of Building**
   \[ \text{Cost of Demolition of Building} = \text{Building Volume} \times \text{Unit Cost} \]
   Other conditions will be evaluated on a case-by-case basis by the Supervisor or Manager, subject to written approval by Planning if required.

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Tom C. Hui, S.E., C.B.O.
Director
Department of Building Inspection

This Information Sheet is subject to modification at any time. For the most current version, visit our website at http://www.sfdbi.org
DEMOLITION DEBRIS RECOVERY PLAN WORKSHEET
Construction and Demolition (C&D) Debris Recovery Program
City and County of San Francisco
Environment Code Chapter 14; Ordinance No. 27-06; SFE Regulations 06-05-CDO

PLAN TYPE: □ NEW PERMIT APPLICATION □ FINAL REPORT

DATE DEMO COMPLETED ____________________________

General Instructions:

- Demolition Debris Recovery Plan (DDRP) WORKSHEET must be completed by person conducting demolition and submitted to San Francisco’s Department of Environment (SFE) for all Department of Building Inspection (DBI) Full Demolition Permit applications (Form #6). Submit to SFE at address or fax at bottom of this page.
- The DDRP must demonstrate that the demolition project will achieve a minimum of 65% diversion from landfill. Mixed C&D debris material taken to a San Francisco Registered C&D Facility will be credited at 65% diversion. No C&D debris material can be taken directly to landfill or be put in garbage.
- After SFE approves the DDRP, it will be returned to you to submit to DBI before issuance of the Demolition Permit. Detailed instructions for completing a final report will be included with the approved DDRP.
- Demolition permits will not be issued by DBI without an approved DDRP.
- A FINAL REPORT MUST BE SUBMITTED WITHIN 30 DAYS AFTER COMPLETION OF DEMOLITION.

Demolition Permit Application No. __________________________ Permit Application Date __________

Project Address __________________________ Project Block/Lot# ______

Demolition Permit Applicant __________________________ Phone (________)

Demolition Permit Applicant Address __________________________

Contact Name __________________________ Phone (________)

Contact Address __________________________ Fax (________)
(if different from above)

Describe building being demolished: Type __________ Square Footage __________

Complete the Diversion Rate Table on the reverse side of this worksheet indicating the disposition by material type of all project materials. See www.sfenvironment.org/c&d for possible facilities or markets to take materials. For new permit applications, provide ESTIMATED tons. For final reports, provide ACTUAL tons based on receipts you have received from facilities. Information included in the final report is subject to verification by SFE.

Instructions for completing the table on the reverse side of this worksheet: all materials are reported in TONS

Column 1 - This is the total tons of materials generated from this project listed by material type;

Column 2 - Materials that will be separated on site in usable condition taken to a salvage facility for reuse. Also includes materials reused on site such as wood forms, and inerts used as backfill, etc.

Column 3 - Materials separated on site that will be taken to a facility to be reprocessed into a new product. This includes source separated materials such as wood, metal, cardboard, drywall, landscape debris, etc.

Column 4 - Materials that are not source-separated on site and are taken to a San Francisco Registered C&D Facility that will process mixed C&D materials for recovery. Mixed C&D materials taken to a SF-Registered C&D Debris Facility will be credited with 65% diversion. A list of Registered Facilities can be found at sfenvironment.org/c&d

Column 5 - Sorted, Non-Recyclable, Non-Compostable Debris hauled to landfill; MUST DESCRIBE.

Column 6 - Name of facility(s) you intend to use for reuse, recycling or disposal of each material generated from the project.

Submit Instructions: Submit this completed and signed form to: Department of the Environment, 1455 Market Street, #1200., San Francisco, CA 94103. Attention: C&D Demolition Debris Recovery Plan. Fax: 415.554.6393

For questions, please call SFE at (415) 355-3700 or see www.sfenvironment.org/c&d

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**Diversion Rate Table** (See Instructions on the front side of this form for column descriptions).

<table>
<thead>
<tr>
<th>Material Type (Tons)</th>
<th>1 Total Tons Generated</th>
<th>2 Salvage or Reuse</th>
<th>3 Recycling (source-separated material)</th>
<th>4 Mixed C&amp;D Debris to Registered Facility *</th>
<th>5 Landfill Disposal</th>
<th>6 Facility or Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example: Wood</strong></td>
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<td>Building Resources/SFR&amp;D</td>
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<tr>
<td>Wood, Pallets &amp; Lumber (clean &amp; unpainted, no pressure treated wood)</td>
<td>50</td>
<td>5</td>
<td>45</td>
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<tr>
<td>Cabinets, Fixtures, Doors, Windows, Equipment</td>
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<tr>
<td>Metal</td>
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<td>Carpet</td>
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<td>Carpet Padding</td>
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<td>Ceiling Tile</td>
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<td>Drywall (used and painted)</td>
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<td>Green Waste</td>
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<td>Concrete</td>
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<td>Asphalt</td>
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<td>Brick, Masonry, Tile</td>
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<td>Rock/Dirt/Soil</td>
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<td>MIXED DEBRIS</td>
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<tr>
<td>Other (please specify)</td>
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<tr>
<td>Sorted, Non-Recyclable, Non-Compostable Debris (please describe)</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D*</td>
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</tr>
</tbody>
</table>

Calculate **Your Diversion Rate** using the following formula:

\[ \frac{B + C + D \cdot 0.65 \cdot \text{DR}^*}{A} \times 100 \frac{\%}{\text{DR}^*} \]

[* Mixed C&D material designated for processing at a SF-Registered Mixed Debris Facility will be considered diverted at 65% diversion rate (pursuant to Ordinance No. 27-06).]

If Your Diversion Rate is less that 65%, provide justification why the project cannot meet the 65% diversion requirement.

List haulers removing material off site (*use extra page if necessary). *Use only Registered Transporters for Mixed Debris.*

1) 2) 3)

I AGREE TO SUBMIT A FINAL REPORT for this Demolition Permit WITHIN 30 DAYS AFTER COMPLETION OF THE DEMOLITION PROJECT. FINAL REPORT MUST VERIFY THE ACTUAL DIVERSION ACHIEVED & INCLUDE ALL RECEIPTS FROM FACILITIES.

**ESTIMATED DATE OF COMPLETION:** ___________

Submitted by (signature): __________________________ Date: ___________

Print Name __________________________ Title __________________________

FOR OFFICIAL CITY USE ONLY

DATE PLAN/REPORT RECEIVED BY SFE __________________________

APPROVED __________________________ NOT APPROVED __________________________ DATE __________________________

COMMENTS

______________________________

APPROVED BY __________________________ NAME & TITLE __________________________