



# CITY OF YORBA LINDA

4845 Casa Loma Avenue Yorba Linda, California 92886

---

---

## BUILDING DIVISION (714) 961-7120

---

---

### Procedure No. 001

**Procedure Subject:** Demolition Standard Operating Procedure  
**Effective Date:** 07/23/2020

The purpose of this Procedure is to provide clarity in the processing of Demolition Permits and Inspections.

#### 1.0 Definition of a Demolition Permit

**A building shall be defined as being demolished when any of the following are performed as part of the demolition process.**

- A. More than 50% of the existing exterior walls are removed and more than 75% of the interior walls are removed.
- B. More than 50% of the existing exterior walls are removed and more than 50% of the existing foundation is removed.
- C. More than 50% of the existing exterior walls are removed and more than 75% of the existing interior walls are altered by raising the height of the top plate height so that the existing walls no longer support the original loads.
- D. If an existing building is relocated on the same lot or moved to a new location, the structure shall first be permitted as a Demolished Building. The moved building shall then be reviewed and permitted as a new structure and shall meet the current code requirements for a new building. Applicable fees shall be determined by the appropriate departments.
- E. Demolition of interior non-bearing walls in a commercial development as part of the Tenant Improvement process, shall not be considered demolished. A Floor Plan drawn to a minimum scale of  $1/8" = 1' - 0"$  shall be provided. The submitted plan shall indicate all bearing and non-bearing walls in the wall schedule. The project is also subject to the current Disabled Access requirements per Chapter 11A and 11B of the California Building Code. The submitted Demolition Plan shall be in full compliance with the current disabled access laws or accompanied with the Unreasonable Hardship Form. The submitted plans are subject to plan review submittal and approval prior to permit issuance.
- F. Special conditions may exist in addition to those listed above that meet the intent of a building demolition. In these cases, the Building Official may determine that a request for the proposed work is based on the specific conditions shown on the permit application and the demolition plans presented.

#### 2.0 Procedure

- A. All demolition permit applications are subject to the approval of the City of Yorba Linda City Council, except Interior non-bearing walls in Tenant Improvement construction. All applicants are required to submit a written request for demolition to the Building Division. The request shall include the construction type, number of stories, disturbed land in acres/square feet, and historical significance. Any historical significance of a structure proposed for demolition, will be identified in the City of Yorba Linda Citywide Historical Property Survey. Any historical information shall be included in the application prior to processing by the Building Division.

- B. Applicants requesting a demolition permit shall provide accurate mailing labels with the names and addresses of the property owners, residents and/or occupants of the property immediately adjacent to, on all sides, and the subject property of the application. The Planning Division shall mail notices to property owners, residents and/or occupants using the mailing labels provided by the applicant, within ten (10) days of the City Council review to consider the demolition permit. The applicant is also required to provide written confirmation that all tenants, occupants, or persons with any leasehold or other property interests in the subject property have been properly notified in writing of the applicant's request for a demolition permit.
- C. Submitted applications shall include a drawn to scale site plan indicating the proposed structures to be demolished and lot size. Site plan shall include all utilities such as water, gas, electric and their connections and point of termination. The site plan must also include the location of either a sewer or septic system. If a septic system is present, the system shall be abandoned per Appendix H of the current California Plumbing Code, back filled, and a compaction report must be submitted for approval.
- D. All utilities shall be either abandoned at the utility source or within 5' – 0" of the property line. **It is the contractor/owner's responsibility to notify all utility companies of the proposed abandonments.**
- E. A staff report will be prepared by the Building Division and submitted to the Community Development Director for inclusion into the City Council Agenda for consideration and approval for the complete demolition of the building
- F. An asbestos evaluation and assessment report shall be presented to the City indicating the presence or absence of asbestos material in any structure, for both residential or commercial construction. This report is required for all demolition projects regardless of the date of construction on the structure. The contractor or owner/builder shall submit a demolition notification form to the South Coast Air Quality Management District (SCAQMD) by Certified Mail. The applicant shall provide the City a copy of the Certified Mail receipt prior to the issuance of any demolition permit. The demolition permit may be issued fourteen (14) days after the date on the Certified Mail receipt. No demolition work can begin until the demolition permit is issued. Contractor or owner/building shall also register the demolition job with (SCAQMD) and furnish feedback to the Building Division (prior to demolition permit issuance). Contact: SCAQMD at (909) 396-2001; 21865 E. Copley Drive, Diamond Bar, CA, 91765-4182.
  - 1) All applications shall include a completed Southern California Air Quality Management District (SCAQMD) Form/Rule 1403 and an approved Erosion Control plan by the Public Works Department.
  - 2) A demolition contractor must also provide an asbestos abatement and removal completion report if asbestos is found in the building. Such report must be prepared by an asbestos abatement State licensed contractor. The contractor must also furnish an asbestos material disposal manifest signed by the licensed disposal site operator that indicates proper disposal of asbestos materials at the first called inspection.
- G. Any construction or demolition activity, including, but not limited to, clearing, grading, grubbing, or excavation, or any other activity that results in a land disturbance of **equal to or greater than one acre** is required to comply with the State General Construction Permit 2009-0009-DWQ amended by 2010-0014-DWQ & 2012-0006-DWQ. A Storm Water Pollution Prevention Plan (SWPPP) is

required to be submitted to the Engineering Division for review and acceptance. The discharger is only considered covered by this general permit upon receipt of a Waste Discharger Identification (WDID) number assigned and sent by the State Water Board's Storm Water Multi-Application and Report Tracking System (SMARTS).

- H. **Demolition activity that results in land disturbance of less than one acre** is required to install temporary best management practices (BMPs) to eliminate non-storm water discharge from the site and protect public storm drain inlets. The discharger is required to install perimeter control measures such as installing silt fences, fiber rolls, or gravel bags. The discharger shall install inlet protection at the nearest downstream catch basin such as filter fabric, fiber roll, and gravel bags. **The BMPs shall be indicated on the site plan.** The installation of the BMPs will be coordinated with the contractor to the satisfaction of the building inspector. Permanent erosion control measures shall be in place and approved by the Public Works/Engineering Department.
- I. Upon approval by the City Council, receipt of approvals and proof of payment of fees from all concerned City departments and outside agencies, the demolition permit will be issued. The valuation of the demolition work and associated permit fees are required to be paid as prescribed in the City of Yorba Linda Fee Ordinance No. 2019-5628.

### 3.0 Inspections

For a demolition to be considered complete, the inspection process must confirm the following items are complete and approved, prior to the Final Inspection.

- the entire foundation has been removed and all utilities capped off within 5' – 0" from the property line or on the utility supplier's side.
- The contractor or homeowner has provided accurate receipts and or documents of all materials recycled during the demolition process, per the City of Yorba Linda's Construction Waste Management requirements.
- If applicable, the septic system removed, backfilled, a compaction report approved, erosion control measures in place, and the site returned to a vacant lot. The only exceptions are noted in Section 1.