



City of Long Beach
Department of Development Services
Building and Safety Bureau
Obtaining a Demolition Permit

Information
Bulletin
BU-047
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A Demolition Permit is required when a primary building is being demolished and removed in its entirety from the site. The purpose of a Demolition Permit is to ensure that the lot is clear of debris and health hazards and that the utilities have been disconnected. Prior to the issuance of any Demolition Permit, the applicant shall ensure that the demolition site is secured and the public is protected from any harm that may result from this work. The purpose of this Information Bulletin is to outline the steps an applicant must follow to apply for a Demolition Permit.

1. Complete a Development Services Permit Application and include the following information:
 - a. Address of the building (one application for each building to be demolished).
 - b. Contractor's name, address, and State license information.
 - c. Contact person's name, mailing address, and phone number.
 - d. Total square feet of building to be demolished.
 - e. Contract amount for the demolition (not including any asbestos abatement cost).
 - f. Description of the building (e.g., two-story warehouse building), the number of residential units (if applicable), and the method of demolition (e.g., hand wreck, bulldozer, etc.).
2. Provide a plot plan, drawn to scale, showing all buildings, set backs, and building heights at the site with the building to be demolished highlighted.
3. To obtain sewer capacity credit for existing plumbing fixtures, complete a Special Inspection application to arrange to have fixtures counted. Applicant should also complete the Sewer Capacity form to document this information.
4. Complete a Construction & Demolition Recycling Program Application.
5. Contact the following agencies for their approval and/or appropriate documentation:
 - a. Planning Bureau, 333 West Ocean Boulevard, 4th Floor, Long Beach, CA, (562) 570-6194, to conduct additional reviews should the property be located in a Historical District or Coastal Zone. (Form: Development Services Permit Application).
 - b. Public Works, 333 West Ocean Boulevard, 10th Floor, Long Beach, CA, (562) 570-6784, to verify the location of underground utilities. Should the demolition project require pedestrian protection, a Public Works Permit (Attachment A) must be obtained prior to Demolition Permit issuance.

This information is available in an alternative format by request to (562) 570-3807. For an electronic version of this document, visit our website at www.lbds.info.

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- c. Gas & Oil, 2400 East Spring Street, Long Beach, CA, (562) 570-5991, to schedule an on-site inspection and termination of services (Long Beach Gas & Oil Inspection Report). The Development Permit Center will forward a copy of the submitted plot plan to Long Beach Gas & Oil notifying them of the pending demolition; however, the applicant should also have a copy of the plot plan available for the inspection.
- d. Health & Human Services, 2525 Grand Avenue, Long Beach, CA (562) 570-7600, to verify that the building is free of vermin infestation. Return a copy of the Demolition Permit Release (Attachment B) to the Development Permit Center.
- e. South Coast Air Quality Management District (SCAQMD), 21865 East Copley Drive, Diamond Bar, CA, (909) 396-2000, or <http://www.aqmd.gov> (search "Rule 1403 Form"). Applicant must file a copy of the *Notification of Demolition or Asbestos Removal* form (Attachment C) with the State and provide a copy to the Development Permit Center.
- f. California Occupational Safety and Health Administration (Cal OSHA), 680 Knox, Suite 100, Torrance, CA, (310) 516-3734. Contact is required when the building is more than four stories in height or five-feet in depth.
- g. Long Beach Harbor Department, 4801 Airport Plaza Drive, Long Beach, CA, (562) 437-0041. Contact is required when the building is located in the Harbor District (Form: Harbor Development Permit (HDP)).

In addition, applicant shall be responsible for contacting the Long Beach Water Department at www.lbwater.org or (562) 570-2300 and Southern California Edison at www.sce.com or (800) 655-4555 to disconnect respective utility services.

- 6. A field inspector shall visit the site to verify the accuracy of the plot plan and to determine if site or pedestrian protection is required or if a common wall exists.

Should a common wall exist at the proposed demolition site, the Development Permit Center shall notify the owner of the adjacent building of the pending demolition. The Demolition Permit will not be granted for at least 30 days from the notification date of the adjacent owner, unless written permission to issue the permit earlier is obtained from the adjacent owner.

- 7. After all approvals and/or documentations have been received, a licensed contractor who has an active City of Long Beach Business License can obtain the permit.