



INFORMATION BULLETIN

# IB-047

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## Obtaining a Demolition Permit

The purpose of this Information Bulletin (“IB”) is to outline the steps an applicant must follow to apply for a Demolition Permit. A Demolition Permit is required when an existing building is being demolished and removed in its entirety from the site. The goal of a Demolition Permit is to ensure that the lot is clear of debris, that health hazards are mitigated, and that existing utilities have been properly 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 the demolition and related work.

1. Complete a [APP-001 Consolidated Permit Application](#) and include the following information:
  - a. Address of the building (one application is required 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, setbacks, and building heights at the site with the building to be demolished identified.
3. To obtain sewer capacity credit for existing plumbing fixtures, complete a [Special Inspection application](#) and [FORM 034 Sewer Capacity Acknowledgement](#) (or [FORM-035 Sewer Capacity Acknowledgment](#) for those projects in the Douglas Park Development Area) to arrange to have fixtures counted and documented.
4. Contact the following agencies for their approval and/or appropriate documentation:
  - a. Planning Bureau will screen all demolition permits. These permits include those in a Historical District or Coastal Zone, has net-loss of dwelling units, or requires entitlements. 411 West Ocean Boulevard, 2nd Floor, Long Beach, CA, (562) 570-6194.
  - b. Public Works Department verify the location of underground utilities or impacts to the public right of way. Should the demolition project require pedestrian protection, a Public Works Permit must be obtained prior to the Demolition Permit issuance. Please submit inquiries or [PW application](#) package submittal to [PW-PrivateDevelopment@longbeach.gov](mailto:PW-PrivateDevelopment@longbeach.gov). 411 West Ocean Boulevard, 2nd Floor, Long Beach, CA, (562) 570-6784.

- c. Long Beach Energy Resources Department notification is required when requesting to disconnect gas service. Please visit [longbeach.gov/energyresources](http://longbeach.gov/energyresources) for additional information. Provide documentation (e.g., inspection note, email, etc.) of the termination. 2400 East Spring Street, Long Beach, CA, (562) 570-5991.
  - d. Health and Human Services Department verify that the building is free of vermin infestation. A copy of the [Demolition Permit Release](#) shall be provided to the Development Permit Center. 2525 Grand Avenue, Long Beach, CA (562) 570-7600
  - e. South Coast Air Quality Management District (SCAQMD) must receive notification of demolition or asbestos removal. Applicant must file a *Notification of Demolition or Asbestos Removal* form with the State and provide a copy to the Development Permit Center. Visit [aqmd.gov](http://aqmd.gov) and search for "Rule 1403 Form". 21865 East Copley Drive, Diamond Bar, CA, (909) 396-2000.
  - f. California Occupational Safety and Health Administration (Cal OSHA) notification is required when the building to be demolish is more than four stories in height or five feet in depth. Provide a copy of the [demolition-permit-release](#) to the Development Permit Center. 680 Knox, Suite 100, Torrance, CA, (310) 516-3734.
  - g. Long Beach Harbor Department notification is required when the building to be demolish is located in the Harbor District. Provide a copy of the approved Harbor Development Permit (HDP) to the Development Permit Center. 415 W. Ocean Blvd., Long Beach, CA, (562) 437-0041.
  - h. Long Beach Water Department require demolition plans to be submitted for review and approval prior to the Demolition Permit issuance. Please visit [lbwater.org/customer-services](http://lbwater.org/customer-services) for instructions and requirements. 1800 E. Wardlow Road, Long Beach, CA (562) 570-2419.
  - i. Southern California Edison notification is required when requesting to disconnect electrical service. Provide documentation (e.g., inspection note, email, etc.) of the termination. Please visit [sce.com](http://sce.com) or contact them at (800) 655-4555 for additional information.
  - j. Building and Safety Bureau require a building demolition plan review for the following situations: building to be demolished is five or more stories in height, subterranean or basement structure is more than five feet in depth, has common wall(s) shared between adjoining buildings or structures may be impacted, OR method is other than hand-wrecking or bull dozing. 411 West Ocean Blvd., 2nd Floor, Long Beach, CA 90802, (562) 570-7648.
5. A field inspector shall visit the site to verify the accuracy of the plot plan, to determine if site or pedestrian protection is required, or if a common wall shared with an adjacent building or structure exist that may be impacted by the building demolition.
  6. Should a common wall exist at the proposed demolition site, the Development Permit Center will be required to 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 demolition contractor who has an active City of Long Beach Business License can obtain the Demolition Permit.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.