

Demolition Permits

Policy and Procedure No.: **B-16-32**

December 2016

Purpose:

A permit is required for the demolition of any commercial or residential building. The following documentation must be submitted to Elk Grove Building Safety & Inspection for the review and issuance of a demolition permit:

Plan Submittal for Construction

- A completed City of Elk Grove Permit Application.
- A completed Construction & Demolition Debris Recycling Program Application.
- Three (3) copies of a site plan. The site plan should provide the following information:
 - Building locations, square footages and tree protection measures.
 - Water service and sewer lateral serving the site will be properly disconnected and sealed.
 - Excavations will be filled to the extent that they do not represent a hazard and the rubble and debris has been removed from the site.
 - Gas and electric services will be properly terminated.
- Proof of Sacramento Air Quality Management District approval (for non-residential buildings or if a residential building is being replaced with commercial or industrial buildings).
- Copy of permit approval from Sacramento Environmental Management (for abandoned wells or septic tanks).

- Planning Department approval (this review is obtained internally).
- Encroachment Permit with the Public Works Department. Please contact their department directly for their requirements and to obtain their approval prior to obtaining a Building Demolition Permit. You can reach the Public Works Department at (916) 478-2256.

Plan Review Timelines

Allow a minimum of **five (5)** business days for the plan review.

Minimum Size Plan Requirements

Minimum 11" x 17" plans fully dimensioned, clear and legible. Single line floor plans are unacceptable.

Fees

It is recommended that you visit the Building Inspection & Safety counter to review all applicable building fees prior to plan submittal.

Application Forms

An Application for Permit form may be obtained at www.elkgrovecity.org or requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**
Phone: **(916) 478-2235**
Hours: **Monday through Friday**
8:00 am - 5:00 pm