

City of Big Bear Lake



BUILDING AND SAFETY DIVISION

Demolition Permits & Guidelines

Prior to permit issuance:

1. Verify with the Planning Division to check if the structure has any historical value.
2. A plot plan must be submitted that includes the square footage of all buildings on the property indicating what is to be demolished and what is to remain. The foundation and slabs must be demolished unless plans have been submitted to Building & Safety indicating that portions of the original foundation are being used in a new structure.
3. The demolition permit fee will be based on the valuation to complete the job (excluding dump fees). The permit application scope of work must include "sewer to be capped-off at grade and inspected prior to final." Also include the date of demolition on the permit application.
4. Obtain a sewer permit for demo/Cap-Off from the Engineering Department. A second permit will be obtained from the Engineering Department for reconnection.
5. If a licensed contractor takes out the permit, a signed owner authorization form, or a contract signed by the property owner must be submitted.
6. Proof of ownership must be provided including a deed, Metroscan, or other acceptable form.
7. The applicant shall sign and submit the demolition requirement form (attachment A). The original form will be retained by Building & Safety and the applicant will receive a copy.
8. Applicant must complete Building Demolition/Sewer User Fee Billing Information (attachment B).
9. An asbestos survey is required on demolition of 100 square feet or more. Visit South Coast Air Quality Management's (SCAQMD) website for the online application portal and requirements for Rule 1403 Asbestos Removal notification. A 14 calendar day notice must be electronically sent to SCAQMD prior to demolition. **California Health and Safety Code 19827.5 prohibits cities from issuing demolition permits until you provide the city with a copy of the demolition notification that you submitted to the SCAQMD. The 1403 form and FAQ's can be found at:**
<http://www.aqmd.gov/home/rules-compliance/compliance/asbestos-demolition-removal>

**Contact: South Coast Air Quality Management District
21865 Copley Drive, Diamond Bar, CA 91765
(909)396-2336 (Asbestos Hot Line) www.aqmd.gov**

10. If the demolition project will affect the public right-of-way on Big Bear Boulevard, Caltrans must to be notified. Contact 909-383-4526 for more information.

After permit issuance:

1. The Sanitation Department must be notified and contacted to schedule a sewer cap inspection.
2. Temporary erosion and dust control measures must be utilized during demolition including silt fence, sandbags, straw waddle, etc. in case of a storm event during demolition.
3. Secure site during demolition and remove any safety hazards if leaving the site for extended periods of time.
4. All foundations, slabs, and concrete must be completely removed unless plans have been submitted to Building & Safety showing the utilization of existing foundations in the new building.
5. Contact Building & Safety for a final inspection to close out the demo permit.
6. Waste management receipts will be required at time of final inspection.



DEMOLITION PERMIT APPLICATION

JOB ADDRESS: _____

APN: _____ ASSOCIATED BUILDING PERMIT No. (IF ANY) _____

Applicant or Agent (primary contact)	Name		Phone	
	Address	City	State	Zip
	Email			
Contractor	Contact Name	Company Name		Phone
	Address	City	State	Zip
	Email	City Business License No.	California Contractor's License No.	Classification
Property Owner	Name		Phone	
	Address	City	State	Zip
	Email			

APPLICATION SUBMITTAL REQUIREMENTS

- Application & Fees** - Completed application and payment of fees. An Incomplete application is subject to not being accepted by the City.
- Property Owner Verification** - Property owner signature on application or a letter of authorization.
- Verify Historical Value (see Planning Department if structure was built prior to 1969)**
- SCAQMD Notification** - (must be made 14 calendar days prior to start of demolition.)
- Asbestos Report** - Required for any structure greater than 100 square feet. Must be performed by a licensed professional.
- Site Plan** - To include existing structures, property dimensions, dimensions and size of structures to be demolished
- Sewer Cap-Off Permit (if applicable)** - Obtain permit from Engineering Department

PROJECT INFORMATION

	Structure Type (SFR, MFR, Garage, Comm.)	Square Feet to be Demolished	Year Built*	
Separately identify each structure proposed to be demolished, its square footage and year built (attach additional sheets as necessary).				*Structures more than 50 Years old may require a Historical Evaluation under the California Environmental Quality Act.

I certify that I have read and fully understand the detailed requirements of this application, and state under penalty of perjury, under the laws of the State of California, that the above information and associated project plans is true and correct. I agree to comply with all City, county, and state laws and ordinances related to building construction and hereby authorize representatives of the City to enter upon the above-mentioned property for inspection purposes. I realize that this application is a permit request and it does not authorize the work specified herein. Further, neither the City nor any board, department officer or employee thereof make any warranty nor shall be responsible for the performance or results of any work described herein.

ROLE OF THE UNDERSIGNED IS (CHECK ONE): OWNER CONTRACTOR OTHER _____

Printed Name _____ **Signature** _____ **Date** _____

STAFF USE ONLY

Permit No.	Building & Safety	Planning	Fee
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Attachment A

CITY OF BIG BEAR LAKE
BUILDING AND SAFETY DIVISION

INSTRUCTION AND INFORMATION PERTAINING TO DEMOLITION
PERMIT LIMITATION AND DEMOLITION REQUIREMENTS

By authority contained in the California Building Code. Every demolition permit issued shall have an imposed time limitation of 180 days. All work pertinent to demolition prescribed shall be fulfilled within this allocated time interval or as designated by the administrative authority. When demolition is a consequence of an abatement or condemnation, a shorter time period of 30 days for completion of work shall prevail and will supersede the 180 day limitation, or as designated by the administrative authority.

Description, scope, and nature of work relevant to each particular demolition site is as follows:

1. Provide dust control at all times. If water from a hydrant is needed, a permit is needed from the Department of Water and Power.
2. Observe start-up time prescribed in development Code Section 87.1305
3. Completely demolish each structure.
4. Remove foundations and slabs.
5. Remove debris and residue.
6. Smooth and level the site, and provide adequate drainage and erosion control measures.
7. Dispose of debris and trash created during the demolition process by transporting to an approved landfill.
8. Cap sewer within 5' of property line before start of demolition. Call for cap-off inspection.
9. The obligation and responsibility for determining the location of any or all abandoned wells, shafts, openings, septic tanks, cesspools, basements, pits, or other like hazards lies with the property owner or contractor. All such hazards shall be abated as per Section 722, California Plumbing Code or by methods approved by the Building Official.
10. Two inspections shall be called for:
(a) At the time of abatement, the operation is to be verified by a Building Inspector. (b) Final inspection indicating compliance to all conditions.
11. Burying, covering, or otherwise discarding of debris on the demolition site is not permitted by the City of Big Bear Lake Development Code Section 87.1305.
12. In instances regarding excavation and removal or service station storage tanks, or other excavations involving substantial backfill, a compaction report by an approved soils engineering firm may be required by the Building Department. Other requirements are a grading permit from the Building Department, tank removal permit from the Fire Department, and a permit from the South Coast Air Quality Management District.
13. Notify all utility companies to remove, and/or disconnect all utilities to the structure (including all buried pipes, wires and conduits) prior to the start of demolition.
14. South Coast Air Quality Management District shall be properly notified of demolition of building in accordance with AQMD Rule 1403 Asbestos Emissions from Demolition/Renovation Activities. Submit documentation to the Building Department for verification.

I, the undersigned, owner or licensed contractor, of the building(s) to be demolished have read, understand and agree to complete the above state mandatory requirements within the allocated time limitations.

I hereby declare that written asbestos notification to the United States Environmental Protection Agency, or to other state agencies pursuant to Part 61 of Title 40 of the Code of Federal Regulations, is not applicable to the scheduled demolition project listed herein on the demolition permit application

Signature

Date

City of Big Bear Lake



BUILDING DEMOLITION/SEWER USER FEE BILLING INFORMATION

AS A PROPERTY OWNER IN THE CITY OF BIG BEAR LAKE – YOU HAVE TWO (2) CHOICES REGARDING THE BILLING OF SEWER FEES FOR YOUR DEMOLISHED STRUCTURE:

1) The City can discontinue billing this property as an improved parcel in the City of Big Bear Lake, reducing the sewer and refuse fees, which is billed on your County tax bill; but when you rebuild at a later date, the property owner will be charged a re-connection fee. The property will show as on “Standby” and will be charged the current standby fees.

- OR -

2) If the property owner plans to rebuild within five (5) years, the parcel status can remain “Improved” and the City will continue to bill the annual sewer and refuse user fees accordingly. When re-building is complete, there will not be the reconnection fees, just the current inspection fee.

PLEASE MARK THE BOX THAT APPLIES TO YOUR CHOICE, FILL IN THE APN AND ADDRESS AND SIGN BELOW.

No, I am NOT planning on re-building during the next five (5) years. I am requesting that the EDU(s) will be removed from the tax roll and this property’s Sewer and Refuse fees will be put on Standby. I understand that when that time comes to improve this property and rebuild – the current reconnection fees will be charged to the property owner. Please reduce the annual Sewer and Refuse fees accordingly.

Yes, I plan on rebuilding within the next five (5) years and I choose to keep the sewer & refuse tax billing as is. Please continue to bill the property owner for this property as an Improved Parcel.

APN & ADDRESS _____

PROPERTY OWNER’S SIGNATURE _____

A proof of Property Ownership is required to be attached with this form.