



Development Service Center

Hipolito Olmos C.B.O. Building Division
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Visit us: www.cityofgilroy.org

Demolition Guidelines & Procedures

General Information

A demolition permit must be obtained before proceeding with the demolition for any pool, building or structure within the City of Gilroy. In addition, other steps, outlined below, must also be completed before, during, and after the demolition is completed.

Planning Division approval is required to ensure that the building/structure is not in the Historic Neighborhood District, Historic Resources Inventory, or is not a Historic Site. Regulatory approval is required for demolition of these types of buildings/structures.

Before Demolition Permit Issuance

Complete the following before permit issuance (all forms/documents will be submitted concurrently)

1. Complete the [Demolition Application Form](#).
2. Complete the *Construction Waste Management Plan* (Form available at City of Gilroy website).
3. A Demolition Site Plan, fully dimensioned, showing the following: all property lines, all existing structures, utility locations (i.e., electrical meter, gas meter, sewer lateral, water meter), pool, fences, trees, etc.
4. Copy of Asbestos Survey, BAAQMD Job Number, and BAAQMD Letter of Acknowledgment.
 - a. If the building was built or renovated prior to 1980, the owner is responsible for having the structure thoroughly surveyed for the presence of **Asbestos-Containing Material**. The survey shall be done by a person who is certified by the Division of Occupational Health, and the EPA. The survey shall include sampling and laboratory analysis of the suspected Asbestos-Containing Material. Materials such as: insulation, HVAC ducts, gypsum board, acoustic ceilings, paint, vinyl floor, roofing materials, and stucco installed prior to 1980 are likely to contain asbestos.
 - b. If the survey reveals that asbestos is present the Bay Area Air Quality Management District must issue a permit for removal of asbestos and be notified before starting work. You will be provided with a job number (J#) and an acknowledgment letter. Removal must be done by a licensed asbestos removal contractor. See the link below for more information.
<https://www.baaqmd.gov/permits/asbestos>
5. Provide a Termination/Disconnect letter from PG&E confirming that gas and electrical services have been terminated at the main/street. Contact PG&E as soon as possible at 408-299-9500 to schedule disconnect of service.
6. Provide a letter from a licensed pest control company certifying that the building/structure to be demolished is clear from all vermin.
7. Certain species/diameters of trees are protected, if these types of trees are on or adjacent to your property measures will need to be put in place to protect these trees. If removal of any of these trees is necessary, a tree removal permit must be obtained from Public Works.
See the following link for more information. <http://www.cityofgilroy.org/801/Tree-Removal-Permits>

During Demolition

1. Measures must be in place to protect the general public from the demolition activities (e.g., temporary fencing)
2. Best management practices must be implemented as to prevent dust, particulates, mud, and other material from migrating to other areas and properties (e.g., use of water to control dust).
3. Sanitary facilities are required during demolition (i.e., portable restrooms).
4. Fire safety during demolition shall comply with applicable requirements of chapter 33 of the *California Fire Code*.

After Demolition

1. Remove all debris, garbage, building materials, concrete, etc. from the site. Track disposal and recycling to ensure 65% of all non-hazardous materials are being diverted from the landfill. Construction Waste Material Recycling tracking documents (e.g., receipts, invoices) will be collected at final inspection. See [Residential CalGreen Checklist](#) or [Non-Residential CalGreen Checklist](#) for more information.
2. Locate the building sewer lateral and cap it within five (5) feet of the property line.
3. The site shall be graded to prevent ponding of water and so that it does not drain to adjacent properties. If a structure is going to be built on the site, a Geotechnical or Civil Engineer must oversee backfilling activities and provide a compaction report.
4. Call the Building Division at 408 846-0451 to schedule inspection of the sewer cap and final inspection of the site.