INFORMATION BULLETIN

IB-1022

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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 deconstructed, partially demolished, or demolished in its entirety from the site. Demolition Permits are 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 Permit Application and include the following information:
   - Address of the building (one application is required for each building to be demolished).
   - Contractor's name, address, State license information, and email.
   - Applicant’s name, mailing address, phone number, and email.
   - Description shall include the total square feet of building to be demolished, the description of the building being demolished (e.g., two-story warehouse building), the number of residential units (if applicable), and the method of demolition (e.g., hand wreck, bulldozer, etc.).
   - Valuation, contract amount for the demolition (not including any asbestos abatement cost).

2. Planning Division will screen all demolition permits. These permits include those in a Historical District or Coastal Zone, have net-loss of dwelling units, or require entitlements. Planning requires that Project Construction Plans are in current plan review with the Building Division before a Demolition Permit can be issued.
   - Provide a survey and/or plot plan, drawn to scale, showing property lines, setbacks, all buildings, and building heights, and identify the building to be demolished. Identify all trees on site that have a trunk size of 6-inches or greater in diameter.
   - Provide a photo or google image of the front of the lot to demonstrate the existing design of the structure(s) on the site.

3. Contact the following agencies for their approval and/or appropriate documentation:
   - Planning Division- Planning shall provide a stamp of approval on the survey and/or plot plan, prior to submitting a demolition permit to the Building Division. Email PlanningRedondo@redondo.org to submit the permit application, survey/plot plan, and photos to obtain Planning Approval. Once Planning’s Approval Stamp has been obtained on the survey/plot plan, all documents shall be added to a “USB” and submitted to the Building Division during COUNTER HOURS to start the demolition application process.
☐ **Engineering Division**- Verifies the location of underground utilities or impacts to the public right of way. Should the demolition project require pedestrian protection or staging for deliveries of construction materials, an Engineering Permit for Encroachment within the Public Right of Way must be obtained prior to the issuance of the demolition permit. Submit inquiries or your Engineering Permit Application package to RedondoEngineering@Redondo.org. To obtain the Engineering documents visit Engineering Forms and Permits.

☐ **Public Works**- A Construction and Demolition (C&D) Recycling Plan shall be approved by the Public Works Division prior to the issuance of a demolition permit. Complete the C & D Application and email it to Mitchell.Kasse@redondo.org to start the process.

4. **South Coast Air Quality Management District (SCAQMD)**- Applicants shall notify SCAQMD of asbestos removal and demolition. Applicants must file a Rule 1403 notification form with SCAQMD electronically and provide a registered copy of the Demolition Notification to the Building Division or certified mailing where applicable, prior to the issuance of a demolition permit. Visit aqmd.gov and search for “Rule 1403 Form”. Rule 1403 notification form shall be completed by:

- The Environmental Testing Agency for Asbestos Notification.
- The Contractor or Demo Contractor for Demolition Notification.

**NOTE**: SCAQMD generally requires 2 separate notifications listed above (a & b).

5. **Construction Notification RBMC 9-1.28** requires all applicants of demolition permits to notify a minimum of 10 adjacent properties to the construction site. The letter notification to neighbors must be sent 14 days prior to construction. The Building Division will provide a list of all the apartment units, condominiums, or house addresses located on the ten (10) adjacent properties required to be notified.

☐ Proof of certified mailing shall be provided to the Building Division prior to the issuance of a demolition permit, along with a copy of the notification letter.

6. **Utilities**- Electric and Gas utilities are required to be terminated and meters removed prior to the issuance of the demolition permit.

*Exception: Water service to remain.*

7. **Pre-Demo Inspection** is required prior to the issuance of a demolition permit. The following items are required to be in place prior to scheduling the pre-demo inspection:

- Utility termination and meters removed.
- Sewer capped where required.
- Construction fencing, locking mechanism, and screening are in place.
- Porta-potty (portable restroom) located on-site.
- Construction Rules sign affixed to the fencing.

8. Upon all approvals and/or documentation have been received, a licensed demolition contractor who has an active City of Redondo Beach Business License can obtain the Demolition Permit.