



125 East College Street
Covina, CA, 91723
P) 626-384-5460
Building@covina.gov
www.covina.gov

DEMOLITION PERMIT

Handout #11

The information in this handout provides general guidelines for the City of Covina Demolition Permitting process. To obtain complete information for your project, please contact our friendly staff in person or over the phone at: **Planning (626) 384-5450 or Building and Safety (626) 384-5460, during business hours (Monday through Thursday from 7:00 a.m. to 6:00 p.m.).**

When do I need a demolition permit?

Demolition of **any building, structure, or portion thereof**, shall not commence until a valid demolition permit is obtained. **Each demolition application must be accompanied by a comprehensive asbestos survey and valid South Coast Air Quality Management District (SCAQMD) demolition permit per SCAQMD Rule 1403.** For additional information on obtaining a SCAQMD demolition permit, you may contact them by telephone at **909-396-3385**, or visit their website at <http://www.aqmd.gov>.

Contact Southern California Edison (SCE) for electric service disconnection 1-800-655-4555.

The following is intended to be a general guide in preparing a demolition plan and obtaining a permit for single story structures with no basement. Larger scale projects, multiple story structures, and those determined by the Building Official, will require the design, stamp, and certification of a State registered design professional.

What must I submit to obtain a demolition permit?

- Obtain Planning Division approval. (626) 384-5450
- Obtain Engineering division approval. (626) 384-5490 A permit will be required through the Engineering Division if the public right-of-way is used for staging.
- Asbestos Survey and SCAQMD demolition permit.
- Fully dimensioned site plan drawn to scale (4 plan sets of professional quality and sufficient size to clearly indicate the scope of work and specifications).
- ***PLOT/SITE PLAN REQUIRED REF HANDOUT #15* one copy 8 1/2"x11"**
- Any related structural, geotechnical, or civil calculations must be stamped and signed by the State licensed design professional responsible for their preparation.
- Please reflect the following items on the plans:
 - Show on plans, north arrow, property lines, setbacks, easements, basements, and other buried features, including all underground tanks (such as septic, cistern, petroleum, or other hazardous material)
 - Drainage path, trees, walls, centerlines of streets and alleys, and the location of all utilities.
 - Existing building(s) to be demolished must including: address, the gross floor area of each structure to be demolished, building type, and building use.
 - Indicate on the plans the name of the legal property owner and name of the person responsible for preparation of the plans.
 - Identify the location of all building utilities including but not limited to: sewers at the point of connection to the sewer lateral. Sewer cap must be left exposed for inspection before backfilling. (CBC §3303.6).
 - Finished lot grade and site drainage. Lot shall be graded, filled, and maintained to existing grade and in accordance with City ordinances (CBC §3303.4).
 - Proposed recycling program details, including materials types, percentages and/or weight, and destination reclamation facility to recycle min 75% of project debris. CND Forms required from the Environmental Division (626) 384-5480.
 - Site fencing information BMP plan required.
 - Location of temporary worker sanitation facilities. Sanitary facilities shall be provided in accordance with the California Plumbing Code (California Building Code §3305.1).



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- Provide any property line safeguards, or shoring details. Protection of adjoining properties must be provided and maintained during demolition. Excavations near property lines will require additional precautions and neighbor notification (CBC §3307).
- Show location of fire extinguishing equipment, size, and type. Demolition projects require portable fire extinguishers in accordance with §906 of the California Fire Code and §3309.1 of the California Building Code.

**Note: Additional documentation may be required for larger demolition projects.
ENVIRONMENTAL DIVISION clearance required prior to permit issuance.**

Who can apply for and obtain a demolition permit?

Under the California Business and Professions Code section 7044, only the current property owner, or a licensed contractor, may apply for and obtain a demolition permit, unless otherwise approved.

Is an inspection required?

Yes, inspections are required before you start your demolition project to ensure that all utilities (electrical, gas, water, and sewer) are safely and properly disconnected and capped. Final inspection is required once you finish your demolition work and the job site is clean of any construction debris. Driveways, sidewalks and curbs damaged as a result of the demolition work shall be repaired with in-kind material.

(Covina Municipal Code §14.04.010)

CFC Table 3306.1 Protection of Pedestrians

<i>Height of Construction</i>	<i>Distance from construction to lot line</i>	<i>Type of protection required</i>
<i>8 feet or less</i>	Less than 5 feet	Construction railings
	5 feet or more	None
<i>More than 8 feet</i>	Less than 5 feet	Barrier and covered walkway
	5 feet or more, but not more than $\frac{1}{4}$ the height of construction	Barrier and covered walkway
	5 feet or more, but between $\frac{1}{4}$ and $\frac{1}{2}$ the height of construction	Barrier
	5 feet or more, but exceeding $\frac{1}{2}$ the height of construction	None

California Fire Code §3306.6

Structures under alteration or demolition shall be provided with not less than one approved portable fire extinguisher in accordance with §906 and sized not less than ordinary hazard as follows:
1) Conspicuously located at each stairway on all floor levels where combustible materials have accumulated.
2) Conspicuously located in every storage and construction shed.
3) Additional portable fire extinguishers shall be provided where special hazards exist including, but not limited to, the storage and use of flammable and combustible liquids.