



Demolition Permit Requirements

Development Services Department
777 B Street Hayward, CA 94541
510.583.4140

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Created: 1-10-17
Revised: 5-9-19

Demolition permits only allow for the removal of buildings or structures. Demolition permits cannot be used for the following work:

- 1. No tree removal:** Trees cannot be removed with a demolition permit. To learn more about the tree removal process, please contact the City of Hayward Planning Division at 510-583-4200, or see the instructions on the City of Hayward website here: <https://www.hayward-ca.gov/services/permits/tree-removalpruning-permit>
- 2. No earthwork or grading:** Before removing hardscape surfaces, removing/relocating soils or changing site runoff, it is necessary to verify if the work will require a grading permit. To learn more about the grading permit process, please contact the City of Hayward Development Review team at: **510-583-4762**. Instructions for grading and clearing permits can be found on the City of Hayward Website here: <https://www.hayward-ca.gov/services/permits/grading-clearing-permit>
- 3. No removal of underground storage tanks:** Underground storage tank removal is regulated by the Hayward Fire Department Hazardous Materials staff. A special permit is required for this type of work. To learn more, please contact the Hayward Fire Prevention Office at: **510-583-4900**.
- 4. No work in the public right of way:** Any work outside of private property will require an Encroachment Permit. To learn more about this process, please contact the City of Hayward Development Review team at: **510-583-4212**.

WORK HOURS: Demolition work can occur **MONDAY – SATURDAY from 7 a.m. to 7 p.m. and SUNDAY & HOLIDAYS from 10 a.m. to 6 p.m.** **Please Note:** *If the demolition is associated with a development project under a Planning application, it is necessary to get prior approval from the Planner managing the project. In some cases, there may be restrictions in the conditions of approval related to sequence of work or there may be modified construction hours.*

A demolition permit is required for the following scopes of work:

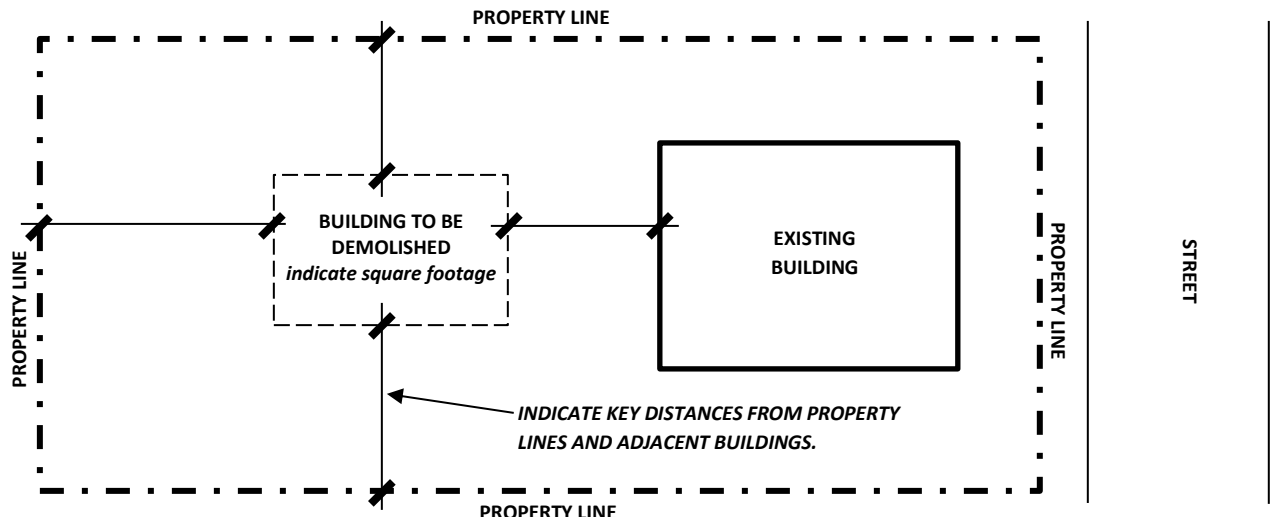
- Removal of a complete building or portion of a building
- Removal of interior tenant spaces
- Removal of swimming pools (**See Swimming Pool Removal Handout**)
- Removals of structures or alterations required by a Code Enforcement Case.
- **Please Note:** *Demolition permits are not required when the demo work is part of a new construction project and where the removal of the structure, or portion thereof, is shown on the approved plans. "J" Numbers will still be required in this case for the removal of applicable structures.*

DEMOLITION PERMIT CHECKLIST

- ☐ Prepare a dimensioned site plan showing the location of the building or portion of the building to be demolished. Provide a written scope of work on the drawing. Clearly show existing buildings to remain and structures to be removed. ***See example at the bottom of the page.***
- ☐ Obtain a Job Number from the Bay Area Air Quality Management District. "J" numbers are required for the demolition of all structures that are 100 square feet or more.
http://www.baaqmd.gov/~media/files/compliance-and-enforcement/forms/1102_demolition.pdf
- ☐ Complete the attached **PCB Screening Assessment Form**. For more information, see the Bay Area Storm Water <http://basmaa.org/>
- ☐ Complete a Construction and Demolition Debris Recycling Statement. This form is available here: <https://www.haywardca.gov/sites/default/files/CD%20Recycling%20Form%202017.pdf>
- ☐ If utilities are being removed as part of the demolition permit, provide a letter from PG&E certifying that these services have been safely disconnected. To coordinate the removal of service, contact **PG&E** at: **877-743-7782**
- ☐ When doing the actual demolition work, it is important to use standard construction site management techniques such as: dust control by watering, site security and OSHA safety compliance.

SAMPLE DEMOLITION PLAN

For the demolition permit, this drawing should be on a standard size sheet. For small residential demolitions, 8.5" x 11" may be acceptable if the drawing is clear.



PCBs Screening Assessment Form

For Municipality Use Only

Date Received

Permit Number

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process **does not** address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA); federal, state, or local regulations for hazardous material handling and hazardous waste disposal; health and safety practices to mitigate human exposure to PCBs or other hazardous materials; recycling mandates; or abatement at sites with PCBs or other contaminants). **The applicant is responsible for knowing and complying with all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions and at the end of this form.**

Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.

All Applicants must complete Part 1 and Part 2.

Part 1. Owner/Consultant and project information								
Owner Information								
Name								
Address								
City	State	Zip						
Contact (Agent)								
Phone	Email							
Consultant Information								
Firm Name								
Address								
City	State	Zip						
Contact Person								
Phone	Email							
Project Location								
Address								
City	State CA	Zip						
APN (s)								
Year Building was Built	Type of Construction							
Estimated Demolition Date								

Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?

2.a Is the building to be demolished wood framed and/or single family residential? ☐ Yes ☐ No

If the answer to question 2.a is **Yes**, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **No**, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980? ☐ Yes ☐ No

➤ If the answer to Question 2.b is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building? ☐ Yes ☐ No

➤ If the answer to Question 2.c is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, complete Part 3.

All applications affecting applicable structures and demolitions must complete Part 3 and the Part 3 Tables.

Part 3. Report concentrations of PCBs in priority building materials

Option 1. Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

Option 2. Applicants possess existing sample results that are that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information

☐ Option 1 Conduct Representative Sampling

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
 - ☐ Contractor's report documenting the assessment results;
 - ☐ QA/QC checklist (see Attachment C, section 3.2.4); and
 - ☐ Copies of the analytical data reports.

☐ Option 2 Use Existing Sampling Records

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
 - ☐ Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition.
 - ☐ Copies of the analytical data reports.

All Applicants must complete Part 4.

Part 4. Certification

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: _____ Date: _____
(Property Owner//Agent/Legal Representative)

Print/Type: _____
(Property Owner/Agent/Legal Representative Name)

Signature: _____ Date: _____
(Consultant Completing Application Form)

Print/Type: _____
(Consultant Completing Application Form)

Notices to Applicants Regarding Federal and State PCBs Regulations

Applicants that determine PCBs exist in building materials must follow applicable federal and state laws. This may include reporting to U.S. Environmental Protection Agency (USEPA), the San Francisco Bay Regional Water Quality Control Board, and the California Department of Toxic Substances Control (DTSC). These agencies may require additional sampling and abatement of PCBs. Depending on the approach for sampling and removing building materials containing PCBs, you may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under TSCA and the California Code of Regulations. (See Note 1)

Note 1 - Federal and State Regulations

Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.

Building materials such as concrete, brick, metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.

Disposal of PCBs wastes are subject to TSCA requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.

TSCA-regulated does not equate solely to materials containing PCBs at or above 50 ppm. There are circumstances in which materials containing PCBs below 50 ppm are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).

Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.

California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.

Agency	Contact	Useful Links
US Environmental Protection Agency	Steve Armann (415) 972-3352 armann.steve@epa.gov	https://www.epa.gov/pcbs (EPA PCBs website) https://www.epa.gov/pcbs/questions-and-answers-about-polychlorinated-biphenyls-pcbs-building-materials (PCBs in Building Materials Fact Sheet and Q/A Document) https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process (USEPA PCB Facility Approval Streamlining Toolbox (PCB FAST)) https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials#Test-Methods (See Information for Contractors Working in Older Buildings that May Contain PCBs)
San Francisco Bay Regional Water Quality Control Board	Jan O'Hara (510) 622-5681 Janet.O'Hara@waterboards.ca.gov Cheryl Prowell (510) 622-2408 Cheryl.Prowell@waterboards.ca.gov	https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstmtl.shtml https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html
Department of Toxic Substances Control	Regulatory Assistance Office 1-800-727-TOXIC RAO@dtsc.ca.gov	http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf
California Division of Occupational Safety and Health (Cal/OSHA)	CalOSHA Consultations Services 1-800-963-9424	https://www.dir.ca.gov/dosh/consultation.html

Part 3 Caulk Applications Table

Column 1. Report all PCBs concentrations for each homogenous area of caulking area (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.	Column 2. Complete for each concentration ≥ 50 ppm
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<u>Caulk Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
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Example:

<u>Caulk Sample 1</u>	<u>320</u>	<u>48</u>	<u>Linear Feet</u>
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1. _____	_____	_____	Linear Feet
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2. _____	_____	_____	Linear Feet
----------	-------	-------	-------------

3. _____	_____	_____	Linear Feet
----------	-------	-------	-------------

4. _____	_____	_____	Linear Feet
----------	-------	-------	-------------

5. _____	_____	_____	Linear Feet
----------	-------	-------	-------------

6. _____	_____	_____	Linear Feet
----------	-------	-------	-------------

7. _____	_____	_____	Linear Feet
----------	-------	-------	-------------

8. _____	_____	_____	Linear Feet
----------	-------	-------	-------------

9. _____	_____	_____	Linear Feet
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10. _____	_____	_____	Linear Feet
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Duplicate page if additional space is needed.

Part 3 Fiberglass Insulation Applications Table

Column 1. Report all PCBs concentrations for each homogenous area of fiberglass insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.	Column 2. Complete for each concentration ≥ 50 mg/kg
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<u>Fiberglass Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
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Example:

<u>Fiberglass Insulation Sample 1</u>	<u>78</u>	<u>86</u>	<u>Square Feet</u>
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1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Square Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of insulation wrapped around a pipe may be estimated using the following formula:
 $Area (square\ feet) = 2\pi r h$; where r is the pipe radius (feet) and h is the pipe length (feet).

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Part 3 Thermal Insulation Applications Table

Column 1. Report all PCBs concentrations for each homogenous area of thermal insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

Column 2. Complete for each concentration ≥ 50 mg/kg

<u>Thermal Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Thermal Insulation Sample 1</i>	<u>20</u>	_____	<i>Square Feet</i>
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of insulation wrapped around a pipe may be estimated using the following formula:
Area (square feet) = $2\pi r h$, where r is the pipe radius (feet) and h is the pipe length (feet).

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Part 3 Adhesive Mastic Applications Table

Column 1. Report PCBs concentrations for each homogenous area of mastic (see Attachment C, Section 3.2.2. Use sample designators/descriptions from laboratory report.)

Column 2. Complete for each concentration ≥ 50 mg/kg

<u>Adhesive Mastic Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i> <u>Adhesive Mastic Sample 1</u>	<u>87.4</u>	<u>800</u>	<u>Square Feet</u>
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

Duplicate page if additional space is needed.

Part 3 Rubber Window Gasket Applications Table

Column 1. Report PCBs concentrations for each gasket (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.			Column 2. Complete for each concentration ≥ 50 mg/kg
<u>Rubber Window Gasket Application Sample Description</u>			<u>Estimate Amount of Material</u> <u>Units</u>
Example:			
<u>Window Gasket Sample 1</u>			<u>70</u> <u>Linear Feet</u>
1.			Linear Feet
2.			Linear Feet
3.			Linear Feet
4.			Linear Feet
5.			Linear Feet
6.			Linear Feet
7.			Linear Feet
8.			Linear Feet
9.			Linear Feet
10.			Linear Feet

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Part 3 Other Materials Table

Column 1. Optional: Use this form to report PCBs concentration data from materials other than priority building materials. Report PCBs concentrations for each material and homogeneous area. Use sample designators/descriptions from laboratory report.

Column 2. Complete for each
concentration ≥ 50 mg/kg

<u>Material Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i> <u>Wall paint Sample 1</u> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	<u>228</u> 	<u>1500</u> 	<u>Square Feet</u>

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