

Development Services

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Permit Instructions, Procedures for Building Demolition/Removal

INFORMATION BULLETIN 710 February 2024

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Permission to Utilize Your Property (Prior to Demolition) to Perform a Variety of Drills. The San Diego Fire-Rescue Department (SDFD) requests your permission to utilize your property to perform a variety of training drills prior to the building being demolished.

When Is a Permit Required?

Demolition/Removal Permits are required for the complete demolition and/or removal of any structure (see SDMC §129.0503 for Demolition/Removal Permit Exemptions), including the dismantling of telecommunication facilities.

Exemptions from a permit do not apply if the site contains a designated Historical Resource structure(s) or is located in a designated historical district, in accordance with SDMC §143.0210(d) and §143.0211; or when a discretionary permit has been previously issued requiring implementation of a Mitigation Monitoring and Reporting Program for Historical Resources.

Demolition permits will not be issued on a property where a development permit (Neighborhood Use Permit, Neighborhood Development Permit, Conditional Use Permit, Variance, Coastal Development Permit, Site Development Permit or Planned Development Permit) is also being processed by the City until a decision has been made by the appropriate authority in accordance with the Land Development Code.

A Demolition/Removal Permit is not required to demolish part of a structure except when dismantling telecommunication facilities. Partial demolition will require a Building Permit in accordance with SDMC Chapter 12, Article 9, Division 2.

Section I, Table 1 - Submittal and Issuance Requirements

Table with 10 columns and 10 rows listing submittal requirements for various categories like Application Package, Historical Resource Information, Waste Management Form, etc.

1 Required for residential buildings when there is more than one building on the property (excluding garages and small outbuildings) and residential buildings with more than four dwelling units. 2 Required for Downtown Community Plan Area, Historic Potential and/or Historic Designated, project sites greater than one acre and Wireless Communication Sites. 3 Construction Stormwater Best Management Practices (BMPs) must be applied at all construction sites.

Submittal and Issuance Requirements

The Submittal & Issuance Matrix and Minimum Submittal Requirements Checklist found in Section II, Table 1 above identifies the forms, documents and plans that are required for all Demolition/Removal Permits.

- Demolition/Removal permits require the completion of the Building Demolition/Removal Questionnaire (Form DS-710).

Note: A contractor with an A or C-21 class license may obtain a demolition permit. A contractor with a B-1 class license may obtain a demolition/removal permit if that contractor's name appears on a current construction permit for the site. An owner-builder may also obtain a permit.

Section II, Table 1 - Historical Resource Information

Table with 4 columns: Building Record, Photos, Site Plan, and rows for All structures are less than 45 years old, Any structure is 45 years old, Designated Historic Resource or within a Historic District.

1 Call the County of San Diego Assessor's Office at 858-505-6262 to verify the location of the Building Record. If the Building Record is inconclusive or unclear, the project will need to be submitted for Potential Historic Review.

- Waste Management Form Not required for demolition of pools. A refundable Construction and Demolition (C&D) Debris Recycling Deposit may be required at permit issuance... San Diego Regional Hazardous Materials Questionnaire Required for all demolition/removal, except as noted below... Certificate of Discontinuance Not required for all demolition/removal of pools or structures that do not have a meter... Site Plan Projects proposing demolition of structures on a site greater than one acre...

Required Notifications and Approvals

In addition to the submittal requirements above, you may need the following items in order to obtain your Demolition Permit.

- Coastal Approval For structures located in the Coastal Zone, approval from the City of San Diego Development Services Department or from the State of California Coastal Commission is required... San Diego Unified Port District A Project Approval from the Port District is required to demolish or remove structures within the Port District's jurisdiction... Buildings with Underground Fuel Tanks A Demolition Permit is not required to remove underground fuel tanks... Grading Permit A separate Grading Permit will be required prior to the issuance of a Demolition Permit... Buildings with Wells or Septic Tanks An inspection is required from the County of San Diego Department of Environmental Health and Quality... Traffic Control Permit Pedestrian protection may be required before demolition can begin... Electrical or Gas Welding or Gas Cutting All electrical or gas welding or gas cutting requires a permit issued by the City of San Diego Fire Marshall... Single Room Occupancy (SRO) Hotel Regulations The San Diego Housing Commission or successor agency, as the agency responsible for administering the SRO hotel regulations...

Fees

Certain fees are charged to cover the costs of reviewing a building demolition/removal and to ensure compliance with applicable City of San Diego regulations. Fees also cover pre-demolition inspections when required and inspections to ensure the lot cleanup, sewer cap and utility disconnects after the building/structure is demolished or removed.

Plan Check and Inspection Fee

Table with 2 columns: Fee Name and Amount. Rows include Plan Check Fee, Inspection Fee, Historic Review, Engineering Review.

Records Fee

Table with 2 columns: Fee Name and Amount. Row: Plan Check Fee/Records Fee - No Plan/Other (\$35.48).

Lead Hazard Prevention Fee

This fee is collected on behalf of the Environmental Services Department for the demolition of any structure built before 1979. The fee is meant to meet operational expenses associated with education, outreach and enforcement of the Lead Hazard Prevention and Control Ordinance.

Table with 2 columns: Fee Name and Amount. Row: Lead Hazard Prevention Fee (\$31.00).

Construction & Demolition (C&D) Debris Recycling Deposit

A refundable C&D Debris Recycling Deposit may be required at permit issuance and is collected on behalf of the Environmental Services Department.

Submittal Instructions

All forms, documents and applications are now submitted electronically. Visit sandiego.gov/DSD to create an account and begin the submittal process.

Permit Expiration

The permit will become void if the work authorized and required has not begun within 60 calendar days of the permit issuance and has not been validated by an inspection (SDMC §129.0508). Also, the permit will expire if the work authorized is not completed within 120 days (SDMC §129.0509). One 60-day extension may be granted if work is delayed for reasons beyond the permittee's control (SDMC §129.0510).

To apply for an extension, complete and send a Request for Building & Demolition/Removal Permit Extension (DS-117) to DSDPermitExtend@sandiego.gov

Inspections

Construction Stormwater BMP

Effective construction stormwater BMPs are required to prevent the discharge of pollutants into the stormwater conveyance system. Best Management Practices must address entrances/exits, perimeter controls, inlets, general housekeeping, erosion/sediment controls and washouts.

Failure to implement proper BMPs may result in one or more of the following enforcement actions depending on the severity of the stormwater violation.

An inspection for construction stormwater BMPs will be scheduled upon issuance of the Demolition/Removal Permit.

- Correction Notice (DS-3) Issued for each stormwater violation. Multiple notices may result in further enforcement action. Re-Inspection Fees Multiple or egregious violations may be assessed for re-inspection fees, which must be paid in full before inspections can continue. No Further Inspections Inspections will become unavailable until all proper BMPs are implemented. Stop Work Warning Letter Multiple or Stop Work Warning Letter. This would lead to a Stop Work Order if violations are not corrected within an established time frame. Administrative Citation May be issued in the amount of \$500 or \$1,000 for projects with multiple violations or when there is a non-recoverable discharge that enters into a sensitive water body. Civil Penalty and Order May be issued in the amount of up to \$10,000/day per violation for projects with a total disregard for previously issued Administrative Citations or severe violations. Stop Work Order Projects with multiple or egregious violations may be issued a Stop Work Order authorized by the City Attorney's Office.

Sewer Cap

The sewer line must be capped on private property within five feet of the property line. An approved no-hub, clamp-type coupling with cap, or other approved capping device, is required.

Debris Removal

All construction debris must be removed from the site.

Utility Lines

All gas and electric lines must be disconnected and removed.