



PROCEDURE CHECKLIST FOR DEMOLITION PERMITS

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION
ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
(408) 777-3228 • FAX (408) 777-3333 • building@cupertino.org

PURPOSE

The demolition application should be applied for before or at the same time as the new construction permit application (these are separate permit applications and fees). Plan check fees are due at the time of the application/plan submittal. The new construction permit will not be issued until the demolition permit is issued or a letter is provided acknowledging the demolition of any existing building will not take place prior to the issuance of a demolition permit.

REQUIREMENTS

To obtain a demolition permit in the City of Cupertino, please complete a [Demolition permit application](#) along with each of the following requirements as it applies to your specific project.

- 1. Three (3) copies for (residential) and six (6) copies (commercial) of a Site (Demolition) plan will be required showing any trees 10 inches in diameter at 3 feet above grade on the subject property, and what means will be taken to protect these trees.
- 2. One (1) scaled copy of the Site (Demolition) plan to fit on a 8-1/2" x 11" sheet.
- 3. PG&E must be contacted AS EARLY AS POSSIBLE prior to demolition to schedule the abandonment. Contact PG&E at (408) 725-3325. A letter from PG&E shall be provided to the City, stating that all gas and electric has been disconnected. (This step can be time consuming, so it is important to begin the process immediately)
- 4. Provide Job Number from Bay Area Air Quality Management District www.baaqmd.gov @ 415-749-4762.
- 5. Check to see if the building is considered an historical landmark. Obtain clearance from the Community Development Planning Department. Allow 10 working days.
- 6. Provide a letter of clearance of all vermin from a licensed pest control contractor.
- 7. Important: Prior to the issuance of the demolition permit, the applicant must call the Public Works Department at (408) 777-3104 and arrange a "habitable dwelling" inspection.
- 8. Debris bin and Recycling sheet: read, sign and date. The sheet will remain in the project's building permit file for the duration of the project.
- 9. Prior to issuance of the demolition permit (commercial only), the Fire Department must review the plans for fire suppression/ alarm systems that shall remain in service or be modified during Demolition or that shall be replaced with the new construction.

DATE: _____

Pacific Gas and Electric Company
Customer Service Planning & Local Design
10900 N. Blaney Ave.
Cupertino, CA 95014

RE: GAS ABANDONMENT REQUEST

To Whom It May Concern:

I request to have a letter sent to the City of Cupertino, Building Division, 10300 Torre Ave, Cupertino, CA 95014 to verify the removal of the Gas and/or Electric Meter(s) at the following location.

SERVICE LOCATION	Cupertino, CA 95014	CROSS STREET:
APPLICANT		
ADDRESS		
EMAIL	PHONE	
CONTRACTOR		
ADDRESS		
EMAIL	PHONE	
ACCOUNT #	ACCOUNT IS:	<input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED
PARTY RESPONSIBLE FOR BILLING: <input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: _____		
REASON FOR ABANDONMENT:	REBUILDING <input type="checkbox"/> YES <input type="checkbox"/> NO	

NOTE: Abandonment fees are at customer's expense and is collected prior to construction. DO NOT SCHEDULE DEMO CONTRACTOR UNTIL ADVISED BY PG&E OF CUT SCHEDULE.

FOR OFFICE USE ONLY		
GAVE / MAILED APPLICATION TO CUSTOMER:	<input type="checkbox"/> YES	DATE: _____ <input type="checkbox"/> NO



City of Cupertino
Public works Department
Environmental Programs Division
10300 Torre Ave
Cupertino, CA 95014
(408) 777-3354

Construction and Demolition Recycling Diversion Requirements and Instructions

Covered projects, or all construction, demolition and renovation projects that **are 3,000 square feet or more** are required to complete a Waste Management Plan for the City of Cupertino demonstrating that 60% of the material generated is recycled, in compliance with ordinance CMC 16.72.050. At the conclusion of the project a Construction Recycling Report must be filed with the Public Works Department/Environmental Division showing the tons recycled and disposed by material type. Use tonnage information from weight tags provided by facilities to quantify total estimated waste and percentages for materials. **Weight Tags of all material recycled and disposed must be submitted with the final report in order to receive a Final Building Inspection.**

Recology is the only debris bin service provider franchised to do business in Cupertino.

Debris from a project 3,000 square feet or more in Cupertino can be collected and disposed by using:

Please check all that apply:

- I am not using a Recology debris bin, however, the project is less than 3,000 s.f., e.g. buildings, patios, sidewalks, driveways.
- I will use a Recology debris bin. By Agreement with the City, Recology will prepare my required Waste Management Plan & Recycling Report. Contact Recology: (408) 725-4020.
- I am not using a Recology debris bin. I will provide the following submittals to the City's Public Works Department, showing that I have recycled at least 60% of all construction demolition material: **Ask for the Construction & Demolition Recycling Packet from the Building Department and complete the following:**
 - ✓ *Submit a **Construction and Demolition Waste Management Plan** with your building permit application. No fee for this plan. Forms are available at the Building/Public Works counter and online at www.cupertino.org/environmental. Report the tonnage recycled and disposed, by material type. Recycling facilities must be selected from the **City's approved list of Recycling Resources**.*
 - ✓ *Submit a **Construction Recycling Report** form. The report is required before the Building Department will schedule a final inspection. The report form is available at the Building/Public Works Counter and online www.cupertino.org/environmental.*

Signature: _____ Date: _____

Name: (printed) _____

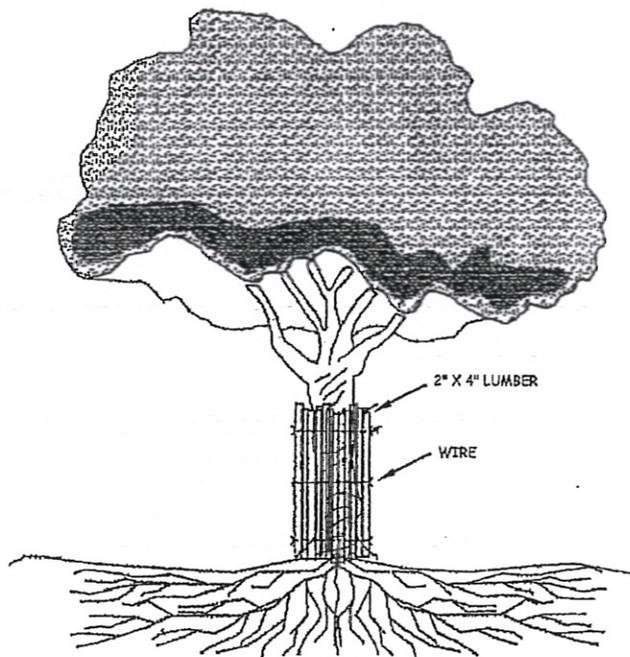
Title: _____

Phone: _____

Project Address: _____

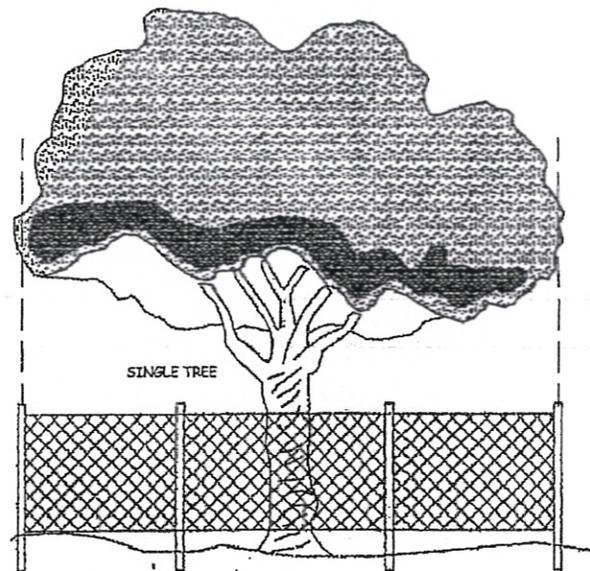
This form to remain in the project's building permit file for the duration of the project.

Revised 3/7/12



TYPICAL BARK PROTECTION

NOT TO SCALE



TYPICAL TREE PROTECTION FENCING

NOT TO SCALE

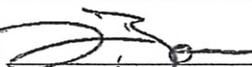
1. Prior to any construction operations contractor shall construct and maintain, for each protected tree on a construction site, a protective fencing which encircles the outer limits of the critical root zone (CRZ) of the tree to protect it from construction activity. The CRZ is calculated 1.25 feet times the diameter of the trunk (measured in inches 4.5 feet above the natural grade).
2. All protective fencing shall be in place prior to commencement of any site work and remain in place until all exterior construction activity at the site has been completed.
3. Protective fencing shall be at least six (6) feet high, clearly visible, and shall have a tree protection sign affixed to the fence every twenty (20) feet in such a manner to be clearly visible and legible to workers on the site at a distance of twenty-five (25) feet. The sign(s) shall read "Tree Protection Zone Keep out".
4. The owner shall cause the required fencing and signage to be installed and maintained for the duration of the construction.
5. In situations where a protected tree remains in the immediate area of intended construction and the tree may be in danger of being damaged by construction equipment or other activity, the contractor or subcontractor shall protect the tree with 2"x4" lumber encircled with wire or other means that do not damage the tree. The intent is to protect the trunk of the tree against incidental contact by large construction equipment.
6. **Material Storage:** No storage or placement of materials intended for use in construction or waste materials accumulated due to excavation or demolition shall be placed within the limits of the critical root zone of any protected tree.
7. **Equipment Cleaning/Liquid Disposal:** No equipment shall be cleaned or other liquids, including, without limitation, paint, oil, solvents, asphalt, concrete, mortar or similar materials deposited or allowed to flow into the critical root zone of a protected tree.
8. **Tree Attachments:** No signs, wires or other attachments, other than those of a protective nature, shall be attached to any protected tree.
9. **Vehicular Traffic:** No vehicular and/or construction equipment traffic or parking shall take place within the critical root zone of any protected tree other than on existing street pavement.
10. No heavy equipment, including but not limited to trucks, tractors, trailers, bulldozers, excavators, skid steer tractors, trenchers, compressors, and hoists, shall be allowed inside the drip-line of any protected tree on any construction site.
11. **Grade Changes:** No grade changes shall be allowed within the limits of the critical root zone of any protected tree unless adequate protective construction methods are approved in advance in writing by the city.
12. **Impervious Paving:** No paving with asphalt, concrete or other impervious materials shall be placed within the limits of the critical root zone of a protected tree, unless expressly permitted by the public works Dept
13. **Root Pruning:** All roots two inches or larger in diameter which are exposed as a result of trenching or other excavation shall be cut off square with a sharp medium tooth saw and covered with natural fiber burlap within two hours of initial exposure.
14. All public sidewalks shall remain open, free and clear for public access, unless closure is permitted by the Public Works Department.

TREE PROTECTION STANDARDS

REVISED 5/13

CITY OF CUPERTINO
STANDARD DETAILS

APPROVED BY:


City Engineer

DATE: 7/19/13

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