



CITY OF SIERRA MADRE

Checklist for Demolition of a Building

Planning & Community
Preservation Department
232 W. Sierra Madre Blvd., CA 91024
www.sierramadrecalifornia.gov

Project Applications

A Demolition Permit is required for the alteration, reconstruction, or elimination of 50% or more of the floor area or monetary value of an existing structure. All required checklist items must be submitted with the permit application and approved before a Demolition Permit can be issued.

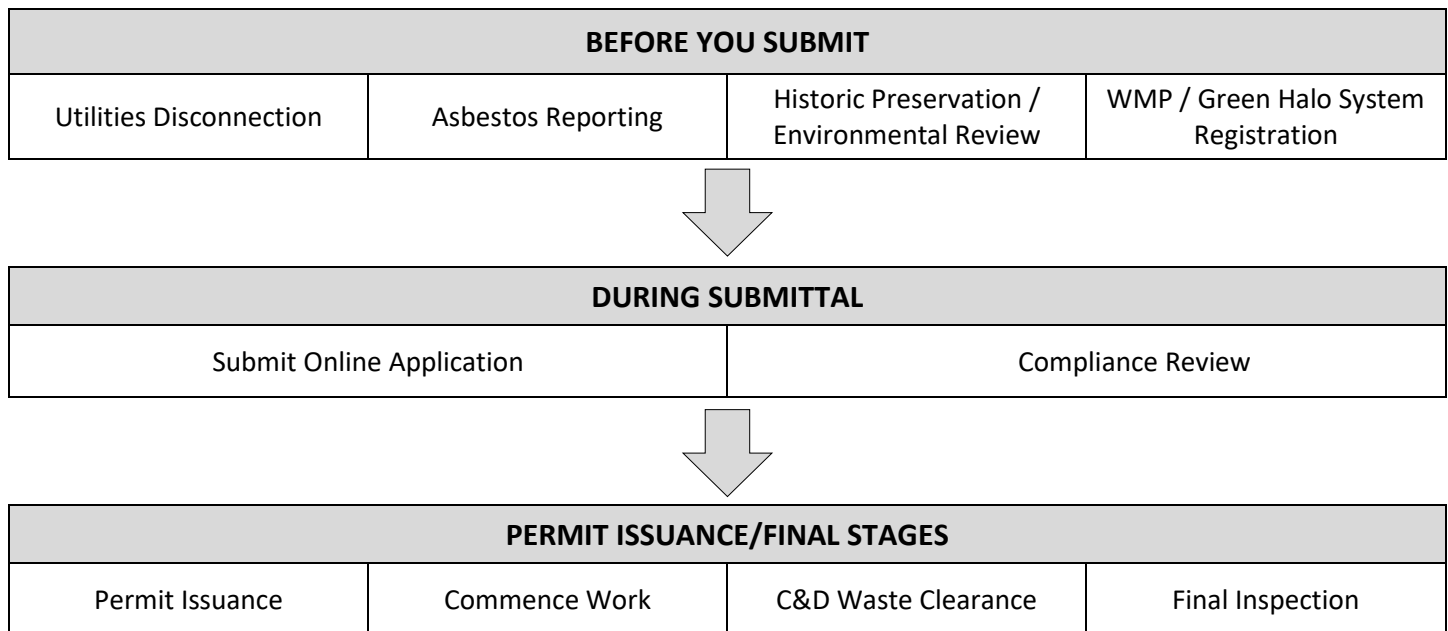
Fees: After you submit your application, we will calculate the fee based on project scope. You must pay this fee before your application is considered complete, once we confirm all checklist items have been received. Please see the City's most recent adopted [Fee Schedule](#) for details.

How to Submit:

To submit your Project Application materials for Planning Approval, please register for an account via the [Accela Citizen Access](#) (ACA) Public Portal.

For assistance, please call (626)355-7135 or email permits@sierramadrecalifornia.gov.

Procedure:



CHECKLISTS

In order for the Planning Department to consider a Project Application as accepted, the application must be accompanied by all required supporting materials and all relevant supplemental applications, as listed below.

Review and complete the checklist to determine if the materials are required as part of your Project Application submission.

APPLICATION SUBMITTAL			
<i>To be submitted once checklist items have been completed below.</i>			
Documents <i>(completed and signed)</i>	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
Project Application (Online Submission)	Always	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Site Plan/Demolition Plan	Required if not included in Building Permit; shall identify buildings to be demolished.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
HISTORIC PRESERVATION/ENVIRONMENTAL REVIEW			
<i>To be completed prior to application submittal.</i>			
Historic/Environmental	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
Historic Preservation Review	Required if structure is determined to be 75 years of age or older.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Tree Preservation and Protection Arborist Report	Required if demolition or a project is determined to have a potential for removal or substantial trimming of a protected tree (Oaks, Southern California Black Walnut, or Western Sycamore).	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
UTILITIES DISCONNECTION			
<i>To be completed prior to application submittal.</i>			
Utility/Provider	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
Southern California Edison	Required; Applicant shall demonstrate notification and full compliance with any provisions of Southern California Edison's requirements prior to release of the demolition permit. Contact Southern California Edison at 626-303-8489.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

Southern California Gas	Required; Applicant shall demonstrate notification and full compliance with any provisions of Southern Gas Company's requirements prior to releasing the demolition permit. Contact California Southern California Gas Company at 800-427-2200.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Septic Removal/Fill Plumbing Permit Required*	If applicable; Prior to issuing a demolition permit, plumbing permit must be submitted for proper removal/filling of septic tank.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Sewer Cap Plumbing Permit Required*	If applicable; Prior to issuing a demolition permit, plumbing permit must be submitted for inspection of sewer cap.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
ASBESTOS AND HAZARDOUS MATERIALS <i>To be completed prior to final inspection, or at the time of application submittal.</i>			
Asbestos Survey Report	Required; A comprehensive Asbestos Survey is required before building demolition to identify all asbestos-containing materials (ACM) that could be disturbed. The survey must be performed by a Cal/OSHA Certified Asbestos Consultant (CAC) in accordance with South Coast AQMD Rule 1403 and applicable federal regulations.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
SCAQMD	If required, as determined by Asbestos Survey Report. The South Coast Air Quality Management District (SCAQMD) must be notified 10 days prior to the start or demolition. A copy of the SCAQMD 10-day notification letter and a declaration full compliance must be demonstrated prior to the release of demolition permit. Contact the SCAQMD at 909-396-2000 for further information.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing

C&D WASTE MANAGEMENT PLAN <i>To be selected during application process.</i>			
Waste Disposal Method	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
Athens Services (City's Franchised Hauler)	If selected; A demolition shall not be issued prior to approval of a waste management plan pursuant SMCC Chapter 8.13 . Applicants may use the City's franchise hauler Athens Services (626-336-6100) in lieu of a waste of management plan.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
Waste Management Plan Green Halo System Registration Required*	Required if the City's franchise hauler is not selected for waste disposal. Online registration can be found at: https://wastetracking.com/city/sierra_madre/	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing
FINAL INSPECTION <i>To be scheduled upon completion of demolition work.</i>			
Inspection Items	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	<i>Planning staff only:</i> <i>verification of submission & completeness</i>
C&D Clearance	Required; all construction and demolition (C&D) waste shall be properly removed and/or diverted from the construction site prior to the scheduling of a final inspection.	☐ Yes ☐ No	☐ Yes ☐ N/A ☐ Missing