



Development Center  
285 Hamilton Ave.  
Palo Alto, CA 94301  
(650) 329-2496

## **Demolition Permit Procedures**

1. Complete a building permit application for each structure to be demolished.
  2. **Utilities Disconnection:** Electrical, natural gas and water utilities shall be disconnected prior to issuance of a demolition permit. The applicant must submit a completed Utility Removal form to the Utilities Business Office located on the 1st floor of City Hall, 250 Hamilton. The Utility Engineers will prepare work orders for service disconnection and meter removal. As a rule, allow 7-10 working days for work to be completed. When the disconnections are complete, the Utilities Department will notify the Building Department.
  3. **Bay Area Air Quality Management District (BAAQMD):** Obtain an approval (J-number) from the BAAQMD for each demolition project and submit the J-number to the city prior to permit issuance. [www.baaqmd.gov](http://www.baaqmd.gov)
  4. **Regulated Tree Protection:** Complete the Tree Disclosure Statement (TDS) form that describes tree protection requirements. Regulated trees (street trees, protected trees, all commercial property trees) must be protected with temporary fencing installed as shown on Tree Protection Detail #503 and the Tree Technical Manual, Section. 2.00. When construction activity is within the drip-line of a protected tree, a certified arborist tree preservation report is required before the Planning Department can approve a project for demolition or building permit issuance. Further details are available at: [http://www.cityofpaloalto.org/planning-community/tree\\_technical-manual.html](http://www.cityofpaloalto.org/planning-community/tree_technical-manual.html)
- Note:** For residential projects, demolition permits are issued concurrently with the building permit. However, if the existing structures are to be deconstructed, the demolition permits can be issued in advance of the building permits. Please contact Scott McKay, [scott.mckay@cityofpaloalto.org](mailto:scott.mckay@cityofpaloalto.org), for additional requirements.