

# BUILDING DIVISION INFORMATION SHEET

## Demolition Procedure



Authorization for demolition of any structure in the City requires issuance of a building permit, a Demolition Agreement, a Construction and Demolition Waste Management Plan, and a J# permit from Bay Area Air Quality Management District (BAAQMD).

The demolition contractor is required to comply with the following regulations and requirements, as applicable:

- Protection of all utilities on the demolition site such as streetlamps, utility boxes, fire or police alarm boxes, fire hydrants, gas pipes, water pipes, electric service and/or any other public utilities. The project contractor is responsible and liable for any damages caused to these facilities.
- Pursuant to City Council Resolution #93-91, all reusable and recyclable materials shall be made available for salvage prior to demolition.
- Construction and debris material boxes must be obtained from Recology. For an estimate or to arrange for a bin, visit <https://www.recology.com/recology-sonoma-marine/request-debris-box/#/form/box-select>
- If necessary, a pedestrian walkway shall be constructed on the street side when walkway extends into the roadway. Walkways shall not be less than four feet wide in front of building site, unless the walkway is to be fenced or closed during the demolition (2022 CBC Chapter 32). Adequate signs, railings and barricades shall be provided by the contractor for pedestrian safety.
- If disconnecting sewer or water lines, a minimum two feet of pipe must be left in place, measured from the outside of the building foundation. The sewer line must be capped with concrete grout (2022 CPC – clean out required of building).
- Contractor shall notify the Building Division of any asbestos material prior to demolition. BAAQMD shall also be notified and a J# shall be obtained and submitted to the City prior to issuance of building permit.
- Encroachment permits will be required for all work within the City's right-of-way.
- Allowable hours of construction are Monday through Friday, 7:00 am to 7:00 pm.

**DEMOLITION AGREEMENT**

Demolition Fee: \$ \_\_\_\_\_ Building Permit No. \_\_\_\_\_

Demolition Deposit: \$ \_\_\_\_\_ J# from BAAQMD: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Contractor: \_\_\_\_\_ License No. \_\_\_\_\_

Address: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Structure: \_\_\_\_\_ # Cubic Feet: \_\_\_\_\_

**Deposit:** The Demolition Contractor is required to post with the City of Cotati a deposit in the amount of 50% of the Building Permit Fees, per Resolution No. 01-19. The deposit shall be refunded to the payor upon receipt of a written request sent to the Permit Technician.

**Completion:** I, the undersigned, have read the Demolition Procedures on page one (1) and agree to complete said work on or before \_\_\_\_\_. If work is not completed by this date, the deposit will be non-refundable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Permit Issued By: \_\_\_\_\_

\_\_\_\_\_  
CDD Director Approval



**City of Cotati**  
**Community Development**  
**Department**  
 201 W Sierra Avenue  
 Cotati, CA 94931  
 (707) 665-3636  
[permits@cotaticity.gov](mailto:permits@cotaticity.gov)

***DEPARTMENT USE ONLY***
RECEIVED BY:
DATE:
BUILDING PERMIT NO:

## CONSTRUCTION/DEMOLITION WASTE MANAGEMENT PLAN (CWMP)

### PROPERTY INFORMATION:

Project Address (Not Mailing Address)	
Assessor's Parcel Number	Building Permit Number

### PROPERTY OWNER INFORMATION:

Property Owner's Name (if different from Applicant)			
Property Owner Email			Phone
Property Owner Address	City	State	Zip

### CONTRACTOR INFORMATION:

Contractor's Name (if different from Applicant)			
Contractor Address	City	State	Zip
Contractor E-Mail			Phone
Contractor's State License Number & Classification			

### PROJECT INFORMATION AND REGULATIONS:

- The method of waste tracking to be used on this project will be: (Check one box)**  
 Volume      Weight      4 Lbs. per Sq. Ft.      Recycling Facility
- Construction waste generated on this project for transport to a recycling facility will be: (Check one box)**  
 Sorted on-site (Source-separated)      Bulk mixed (Single stream)
- The facility (or facilities) where the construction waste material will be taken is:**

Facility Name			
Facility Email			Phone
Facility Address	City	State	Zip



10. The waste hauler shall track the total amount of construction waste leaving the project by weight or volume and supply the contractor with copies of tickets or detailed receipts from all loads of construction waste removed from the job site.
11. The contractor shall monitor the process of waste management, recycling, and reuse of construction waste materials to ensure compliance with the CWMP during the course of the project.
12. The contractor shall ensure that all supporting documentation which demonstrates compliance with the waste management plan is provided to the local enforcement agency upon completion of the project. **NOTE: THE CONTRACTOR SHALL PROVIDE COPIES OF TICKETS OR DETAILED RECIEPTS, FROM THE FACILITY ACCEPTING THE WASTE, FROM ALL LOADS OF CONSTRUCTION/DEMOLITION WASTE REMOVED FROM THE JOB SITE.**

*This construction waste management plan (CWMP) is hereby submitted to comply with Section 4.408.2 of the 2023 California Green Building Standards Code.*

*The purpose of this plan is to identify and outline the methods to be used as the minimum requirements for a CWMP when the local jurisdiction does not have a construction and demolition waste management ordinance per 4.408.2.*

*I have read the CWMP for this project; I understand the goals of this plan and agree to follow the procedures described in this CWMP.*

Signature of Property Owner OR Contractor x \_\_\_\_\_

Date Signed: \_\_\_\_\_