



Development Services  
Building Division  
17575 Peak Ave  
Morgan Hill, CA 95037-4128  
Phone: (408)778-6480  
Fax: (408)779-7236  
[www.morganhill.ca.gov](http://www.morganhill.ca.gov)

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## DEMOLITION PERMIT APPLICATION PACKAGE

### 1. PERMIT PROCESS

- a. Contact the Planning Division to verify that the structure is less than (45) five years old and not a Historical Building.
- b. Application: Complete and submit a Building Permit application form.
- c. Affidavit: Complete and submit a Demolition Affidavit form.
- d. Notice: Complete and submit a Demolition Notice application form.
- e. Site Plan: Provide 3 copies of a site plan showing structures to be demolished.
- f. Asbestos: Obtain a Demolition Notification Form from the Bay Area Quality Management District at [www.baaqmd.gov](http://www.baaqmd.gov). Submit copy of BAAQMD permit (J#) to the City of Morgan Hill.
- g. Posting: Post a sign as defined on the Demolition Affidavit form attached.
- h. Submit a disconnect letter from PG&E.
- i. Submit a Construction Waste Management Plan form.

### 2. UTILITIES

- a. Contact PG&E at (877) 743-7782 for electric and gas disconnection
- b. Contact Verizon at (800) 483-1000 for telephone disconnection.
- c. Contact the Department of Public Works for sewer and water disconnection at (408) 776-7333.
- d. Contact the Santa Clara County Environmental Health Department at (408) 918-3400 for septic tank and well abandonment.
- e. Contact Charter Communication for cable TV disconnection at (866) 731-5420.
- f. Contact the Department of Public Works at (408) 776-7336, if work is being performed in the public right-of-way, or in the event of damage to public improvements.

For a list of Certified Asbestos Consultants go to: [www.dir.ca.gov/dosh](http://www.dir.ca.gov/dosh)

**3. FINAL INSPECTION REQUIREMENTS**

- a. Abandonment of septic tanks and wells require a separate clearance from the Santa Clara County Department of Environmental Health.
- b. All rubble, including footings, slab on grade and all debris must be removed and the site graded.
- c. All water lines and sewer laterals shall be capped, staked and inspected prior to covering.
- d. A “*Final Inspection*” will be required for verification that all the above conditions have been met.

For additional questions, contact the Building Division at (408) 778-6480.



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## DEMOLITION AFFIDAVIT

This affidavit is to verify that the demolition sign has been posted as of \_\_\_\_\_ (date) in a conspicuous place, pursuant to Chapter 15.60, Demolition permit issuance prerequisites at \_\_\_\_\_, Morgan Hill, California.

### A. SIGN REQUIREMENTS

The lettering size on the notice should be at least 2 inches high and contain the following words as shown below.

*“NOTICE OF INTENDED DEMOLITION: ANY INTERESTED PERSON MAY APPEAL THE INTENDED DEMOLITION OF THIS BUILDING OR STRUCTURE BY WRITTEN APPEAL FILED WITH THE BUILDING OFFICIAL OF THE CITY OF MORGAN HILL, FIFTEEN (15) DAYS FROM THE DATE OF POSTING HEREOF, BUT NOT AFTER THE FIFTEENTH (15<sup>TH</sup>) DAY FROM POSTING.”*

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date Posted)

### B. SUBMITTAL REQUIREMENTS

Submit a completed Demolition Affidavit, Notice of Demolition, & Permit Application to the Building Division to start the application process.

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(Office Use)

Posting Verification: \_\_\_\_\_  
(Employee's Name)

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



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## DEMOLITION NOTICE

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

Owner Name: \_\_\_\_\_

BAAQMD notice received? (yes)\_\_\_\_\_ (no)\_\_\_\_\_

I hereby declare that the written asbestos notification to BAAQMD is not required for the demolition described in this application.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Bay Area Air Quality Management District address:  
BAAQMD, Enforcement Division  
939 Ellis Street  
San Francisco, CA 94109  
Phone No. (415) 749-4762

I certify that I am aware that the City of Morgan Hill may not issue a demolition permit to demolish said structure until applicant has demonstrated exemption or compliance with the notification of National Emission Standards for hazardous air pollutants.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



Community Development Agency  
 Building Division  
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## Construction Waste Management (CWM) Plan

Beginning January 1, 2017, waste diversion requirements have been updated to comply with the 2016 California Green Building Standard Code. Newly constructed buildings and demolition projects shall divert from landfills at least 65% of the construction materials generated during the project. All additions and alterations to non-residential and residential buildings or structures shall divert from landfills at least 65% of nonhazardous construction and demolition materials.

Note: A construction waste management plan must be submitted to the Building Division prior to permit issuance.

<b>Project Address:</b> _____					
<b>Permit Number:</b> _____					
<b>Project Manager:</b> _____					
WASTE MATERIAL TYPE	REUSE	RECYCLE	DISPOSAL	HAULER	MATERIAL DESTINATION
Asphalt					
Concrete					
Shotcrete					
Metals					
Wood					
Rigid insulation					
Fiberglass insulation					
Acoustic ceiling tile					
Gypsum drywall					
Carpet/carpet pad					
Plastic buckets					
Plastic					
Hardiplank siding and boards					
Glass					
Pallets					
Job office trash, paper, glass & plastic bottles, cans, plastic					
Alkaline and rechargeable batteries, toner cartridges, and electronic devices					
Other:					
<b>EXAMPLE: Metal</b>		<b>X</b>		<b>ACME Hauling</b>	<b>Top Flight Recycling</b>



## Construction Waste Management Acknowledgment

- Save **ALL** weight receipts from jobsite waste materials that were hauled away for reuse, recycling or disposal.
- Final Report must be submitted to the Building Division prior to Final Inspection. Final Report must include all hauling weight tickets/receipts.
- Notify ALL subcontractors of the project's waste management plan.

- I understand that 65% of the waste material from this project must be recycled.
- I will save all landfill and recycling center weight receipts from hauling construction and demolition debris.
- I will put forth a good faith effort to ensure that a minimum of 65% of the debris from this project will be recycled.
- I will submit a Final Report with weight receipts to the City before scheduling the final inspection.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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