

Demolition Permits

Policy and Procedure No.: **B-16-32**

January 2020

Purpose

A permit is required for the demolition of any commercial or residential building. The following documentation must be submitted to Elk Grove Building Safety & Inspection for the review and issuance of a demolition permit:

Online Electronic Submittal Required

- All plans and supporting documents shall be submitted electronically using the URL below. Please reference our Electronic Plan Review Policy (G-19-33) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Project Submittal Requirements

- A completed City of Elk Grove Permit Application.
- A completed Construction & Demolition Debris Recycling Program Application.

A site plan. The site plan should provide the following information:

- Building locations, square footages and tree protection measures.
- Water service and sewer lateral serving the site will be properly disconnected and sealed.
- Excavations will be filled to the extent that they do not represent a hazard and the rubble and debris has been removed from the site.
- Gas and electric services will be properly terminated.
- Proof of Sacramento Air Quality Management District approval (for non-

residential buildings or if a residential building is being replaced with commercial or industrial buildings).

- Copy of permit approval from Sacramento Environmental Management (for abandoned wells or septic tanks).
- Planning Department approval (this review is obtained internally).
- Encroachment Permit with the Public Works Department. Please contact their department directly for their requirements and to obtain their approval prior to obtaining a Building Demolition Permit. You can reach the Public Works Department at (916) 478-2256.

Plan Review Timelines

Allow a minimum of **five (5)** business days for the plan review.

Minimum Size Plan Requirements

Minimum 11" x 17" plans fully dimensioned, clear and legible. Single line floor plans are unacceptable.

Fees

It is recommended that you visit the Building Inspection & Safety counter to review all applicable building fees prior to plan submittal.

Application Forms

An Application for Permit form may be obtained at www.elkgrovecity.org or requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**
Phone: **(916) 478-2235**
Hours: **Monday through Friday**
8:00 am - 5:00 pm