



BUILDING DIVISION REQUIREMENTS

A demolition permit is required for the removal of an entire building or structure and shall be obtained prior to the start of any demolition activities.

Following is a listing of the general requirements for permit applications based on the 2016 California Plumbing Code, 2016 California Green Building Code, State of California, and the Sunnyvale Municipal Code. Also provided is information about recycling of construction materials/debris. This brochure is intended to provide general information, contact the Building Safety Division for any questions or additional information.

- The sewer line shall be securely capped off with an approved fitting. (CPC 722)
- All on-site fire hydrants are to remain.
- Contact the City of Sunnyvale Finance Department - Utility Billing Division at (408) 730-7400 to request the water meter be removed or to update the billing account with the permittee billing information. If the City is not notified any damages, meter service charges, all water use, and associated penalties after demolition permit issuance will be charged to the permittee.

Contractors must use Sunnyvale.WasteTracking.com (Green Halo Systems) to upload weight tickets for debris disposed of for reuse, recycling or landfill to satisfy new CalGreen, Build It Green standards and LEED certification requirements.

On-Site Debris Boxes and Disposal of Material

Mixed debris of any type must be disposed of in containers provided and serviced by the City's franchised hauler, Specialty Solid Waste & Recycling. Some exclusions to using the franchised hauler may apply per SMC 8.16.160. Proof of qualifying for exclusions must be submitted to the solid waste division upon request. To order a debris bin for mixed debris, call Specialty Solid Waste & Recycling at 408-565-9900.

Recyclable materials separated from mixed debris at the job site may be hauled by an independent recycling company holding a current Sunnyvale Business License, provided these conditions are met:

- Recyclable materials are separated on-site from non-recyclable material;
- On-site containers for mixed debris disposal are provided for all non-recycled material
- The material is recycled or re-used, and not used as 'alternative daily cover' at a landfill.

Recyclable materials may include wood, asphalt, concrete, brick, drywall, landscaping debris and metal. For additional information regarding collection and disposal requirements, contact the Environmental Services Solid Waste Division at 408-730-7749.

Deconstruction and Salvaging Building Materials

Prior to or in place of demolition, consider deconstruction (i.e. building dismantling) and/or salvage of reusable building materials to minimize the amount of demolition materials disposed of as well as the associated disposal fees. Fixtures, doors, lumber, bricks, mechanical units, and a variety of other materials may be removed for reuse. Visit Sunnyvale.ca.gov/property/recycling/getrid/default.htm for a list of construction and demolition debris companies. *

Fluorescent Light/Ballast Disposal

Fluorescent light tubes and/or polychlorinated biphenyls (PCB) light ballasts are Universal Waste and need to be recycled properly. As of February 6, 2006, all fluorescent lamps shall be recycled or taken to a household hazardous waste disposal facility, a universal waste handler, or an authorized recycling facility. Receipts for recycling/disposal of PCB ballasts and fluorescent light tubes shall be made available upon request of City Inspector.

Fluorescent light ballasts manufactured before 1978 or which are not stamped: "NO PCBs" shall be considered PCB fluorescent light ballasts (unless proven otherwise) and shall be disposed of as hazardous waste. Ballasts not containing PCB's can be disposed of as solid waste.

Find a list of hazardous waste companies at www.unidocs.org. Below are a few local companies: *

- Advanced Chemical Transport, 1210 Elko Drive, Sunnyvale, CA, 408-548-5050
- All Chemical Disposal, 21 Great Oaks Blvd., San Jose, CA, 408-363-1660
- Clean Harbors of San Jose, LLC, 1021 Berryessa Road San Jose, CA, 408-441-0962

Contact the Hazardous Materials Inspection Unit at 408-730-7212 for any questions or additional information.

**Provided for informational purposes only, no endorsement of these companies is intended, nor is absence from the list intended to discredit companies.*

PCB Screening Prior to Demolition

The following requirements are applicable for all demolition permits. Applicants are encouraged to review the Applicant Package available at the Permit Center or on the City's website. Note the following requirements:

- All demolition permits must submit a PCB Screening Assessment Form available at the City website.
- Applicable buildings constructed or remodeled between 1950 and 1980 are required to have an assessment for PCB.
- Projects with PCBs must be abated in conformance with State and Federal regulations.

For additional information please visit www.scvurppp.org/pcbs-hg/pcb-demo/.

PERMIT PROCESS

1. Prior to submittal for a building permit, contact the Planning Division to determine if a separate permit is required.

Building Permit Review

2. Building permits are reviewed at the One-Stop Permit Center between the hours of 8:00 a.m. and 12:00 noon, Monday through Friday.

Inspections

3. One final inspection is typically required after all the demolition work is complete. The capped off utilities shall be visible at the time of the final inspection.

Building Permit Application Requirements (3 copies of each item)

- A completed Building Permit Worksheet application (available at the One-Stop Permit Center or Sunnyvale.ca.gov) (*Only one copy is needed*)
- Storm Water Pollution Prevention Plan and Notice of Intent (if disturbing ≥ 1 acre)
- Site plan showing the location of the building/structure to be demolished
- Tree protection plan (as required by the Planning Division)
- Utility release from PG&E (they can be contacted at 800-743-5000)
- Approval from the Bay Area Air Quality Management District (they can be contacted at 415-749-4762)
- Registration printout from Green Halo Systems
- PCB Screening Assessment Form with completed PCB monitoring and assessment reports for applicable projects.