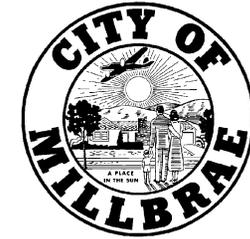


City Departments	Phone Number Fax Number
Building	650-259-2330 650-697-2657
Engineering	650-259-2339 650-697-8158
Fire	650-259-2400 650-259-2442
Planning	650-259-2341 650-697-2657
Water / Sewer Billing	650-259-2350 650-697-8459
Industrial Waste	650-259-2388 650-259-2398
Code Enforcement	650-259-2440 650-697-2657
Utilities / Corp. Yard	650-259-2374 650-259-2382
Police	650-259-2300 650-259-2344
Park & Recreation	650-259-2360 650-259-2477
Recycling / Reuse Coordinator	650-259-2444 650-697-8158

Outside Agencies	Phone Number
So. San Francisco Scavenger	650-588-4596
San Mateo County Health	650-363-4305
Pacific Gas & Electric	650-266-4700
Pacific Bell	800-772-3140
Comcast Cablevision	800-266-2278
Cal Trans - Oakland	
Calif. Fish and Game	650-688-6340
Ca. Water Resources Control Board	510-622-2300
Bay Area Air Quality Management District	415-771-6000
Cal-OSHA	650-573-3864
BART (Bart)	510-464-6000
Cal-Train (Train)	1-800-660-4287
Sam Trans (Bus)	650-508-6200

These phone numbers are provided as an aid to help you obtain the information that is needed to obtain a demolition permit. The area codes may change with out notice if this happens contact directory assistance or consult the Phone Book.



Demolition Permit Requirements

City of Millbrae

Community Development
Department

Building Division

621 Magnolia Ave.
Millbrae, Ca. 94030

Building Division
650-259-2330
Fax 650-697-2657

website - www.ci.millbrae.ca.us

12/30/05, 10/26/06, 11/2/07

In order to obtain a demolition permit for a residential or commercial property the items listed below will need to be submitted and approved PRIOR to issuance of the demolition permit.

Outside Agencies

- 1) Obtain an Bay Area Air Quality Management District air quality permit. (J number) for demolition and asbestos. Asbestos clearance and/or removal plan.
- 2) Obtain a Notice of Intent from the California Water Resources Board and receive a WDID #.
- 3) Obtain proof in letter or fax form that the electric, gas, phone, cable, sewer, other utilities have been disconnected. Also if near the bus or rail lines need clearance from those agencies. Water service will need to be maintained for dust control purposes but will need to be disconnected from the structure.
- 4) Underground Services Alert notification and marking 48 hours prior to starting demolition.
- 5) Cal Trans permit required for work along the El Camino Real.

City of Millbrae

Submit to Engineering Division for approval

1) A grading and hauling permit will be required from the Engineering Dept. This plan will need to show truck routes, traffic control, dust control measures, storm drain / water protections, etc.

2) A plan for securing the site during non-construction hours and after completion.

3) A plan showing how and where worker parking will occur during demolition operations.

4) A recycling/deconstruction/salvaging plan and reporting forms approved by the recycling coordinator. Submit forms / plan to Recycling Coordinator for approval.

5) An evaluation(s) of hazardous condition(s) both above and below grade.

6) Grading and Hauling permits will be issued by Engineering Dept.

Police, Fire & Parks & Recreation Departments.

6) Discussion with Millbrae Fire Department regarding use of building(s) / structure(s) for fire fighter training.

7) Discussion with Millbrae Police Department regarding use of building(s) or structures(s) for police and swat team training.

8) Contact Parks Dept. regarding trees, plants, bushes, reuse / recycling.

Building Division

Submit 2 complete packages of plans, letters, routes, etc. for building permit use.



CONTACT VERIFICATION FORM

Police, Fire, Water, Sewer, Parks

This form is to verify contact with the Millbrae Fire and Police Departments regarding the use of the buildings or facilities listed below for training purposes and the Parks Division for reuse of planting and materials.

The City of Millbrae requires all applicants for a demolition permit to offer the buildings and / or facilities to be demolished to our Fire and Police Departments for training purposes. While this is a requirement it is understood that the City will work with the applicant to meet their time line however a minimum of two weeks shall be budgeted for the use of the buildings and or facilities by the Fire and Police Departments before demolition can begin.

The Parks Division shall be contacted to see if there is any planting, trees, bushes or other materials that can be recycled and reused in city parks.

The Water and Sewer and Storm Drain Divisions shall be contacted to disconnect or verify disconnection of the water, sewer and storm drainage connections.

Property Location: _____

Type of buildings and / or facilities scheduled for demolition _____

Contact Name: _____ Phone or Cell Number: _____

The buildings and or facilities listed above are scheduled for demolishing on _____ this must include the two week minimum or verification that the Fire, Police or Parks will not be using the buildings and or facilities.

Dates available for use by City Departments _____ to _____

Owners Signature _____ Date _____

Printed Owners Name _____ Phone / Cell Number _____

Police Department

Department Contact Name _____ Phone _____

We the Police Dept Will Will Not (circle one) be using the facilities / buildings listed above for training purposes during the times listed above.

Signature _____ Date _____

Fire Department

Department Contact Name _____ Phone _____

We the Fire Dept. Will Will Not (circle one) be using the facilities / buildings listed above for training purposes during the times listed above.

Signature _____ Date _____

Parks Division

Department Contact Name _____ Phone _____

We the Parks Division Will Will Not (circle one) be recycling or reusing plants or materials from the facilities or buildings listed above during the times listed above.

Signature _____ Date _____

Water Division

Department Contact Name _____ Phone _____

The Water Division has verified disconnection of the water service(s) from the facilities or buildings listed above.

Signature _____ Date _____

Sewer Division

Department Contact Name _____ Phone _____

The Sewer Division has verified disconnection of the sewer service(s) from the facilities or buildings listed above.

Signature _____ Date _____

Submittal Check List for a Demolition Permit

All items below to be in a binder with each item/ section tabbed and this check list in the front or shall be included on plan size pages.

Item	Section Location
Submittal Check List	
Air Quality Permit	
Water Resources Control Board Permit	
Electrical Disconnect Letter	
Gas Disconnect Letter	
Cable tv Disconnect Letter	
Phone System Disconnect letter	
Cal Trans Letter	
FAA Clearance Letter	
USA Notification Notice	
Grading and Hauling Permit	
Site Security Plan	
Site Construction Parking Plan	
Recycling and Reuse Permit and Plan	
Hazardous Materials Abatement Plan and Report	
Storm Water Protection Plan (SWPPP & NPDES)	
Millbrae Fire Use Letter	
Millbrae Parks Use / Recycling Letter	
Millbrae Police Use Letter	
Millbrae Water Disconnection Letter	
Millbrae Sewer Disconnection Letter	
Millbrae Storm Disconnection Letter	
Other Agencies Letters, Forms, Permits	
Completed Permit Application Form	