



# CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030  
(408) 354-7635 • FAX (408) 395-7653 • [WWW.CITYOFMONTESERENO.ORG](http://WWW.CITYOFMONTESERENO.ORG)

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## DEMOLITION PERMIT SUBMITTAL REQUIREMENTS

The initial plan check process is approximately three weeks from date of initial submittal. Resubmittals are reviewed within approximately two weeks from the date of re-submittal.

### SUBMITTALS:

- Applications shall be submitted and deposit fee (\$150) paid online at: <https://epermits.montesereno.org/>

### PLANS SHALL INCLUDE THE FOLLOWING DATA:

- Site Plan showing the location and square footage of structure(s) to be demolished.
- PCBs Screening Assessment Form (see form below).
- "J" Number from the Bay Area Air Quality Management District (<https://www.baaqmd.gov/permits/asbestos>).
- Copy of the Demolition Permit issued by the West Valley Sanitation District to verify sanitary sewer line will be properly capped.
- Copy of Septic Tank Abandonment approval from the Santa Clara County Environmental Health Department is an existing septic tank is to be abandoned (<https://cpd.sccgov.org/application-septic-tankowts-abandonment-lu79>).
- Demolition release letter from PG&E to verify the gas and electric services have been shut off.
- Tree Protection Plan. Prior to the start of any demolition and throughout construction, a temporary fence shall be erected around each tree to be retained. The fence should be located at the drip line of the tree or a minimum of 5 five from the trunk whichever is greater. Any trenching must be done to avoid traversing areas within the tree drip lines.

### ADDITIONAL DEMOLITION PERMIT REQUIREMENTS:

- Dust control measures shall be implemented on site at all times.
- Fencing shall be provided to prevent access to site if it constitutes a public nuisance or hazard.
- Properly capping sanitary sewer and/or filling septic system to Santa Clara County Environmental Health Department standards.
- Once the sewer line is capped, please call the West Valley Sanitation District at (408) 378-2407 for an inspection.
- Once the structure and debris has been removed, please call the City Building Department at (408) 354-2805 to arrange a final inspection.



**FIRE DEPARTMENT  
SANTA CLARA COUNTY**

14700 Winchester Blvd., Los Gatos, CA 95032-1818  
(408) 378-4010 • (408) 378-9342 (fax) • [www.sectd.org](http://www.sectd.org)

January 14, 2003

City of Monte Sereno  
Mr. Howard Bell, Building Official  
18041 Saratoga-Los Gatos Road  
Monte Sereno, CA 95030

Subject: Building Demolition Request

Dear Mr. Bell:

The Santa Clara County Fire Department is continually looking for buildings that are being demolished to use for fire training exercises such as search and rescue, ventilation, and forcible entry exercises. These training exercises have proven to be a valuable tool in teaching and reinforcing our employees' knowledge of firefighting. If an owner wants to donate property that is scheduled for demolition, the following procedure is followed:

- The owner contacts the fire department Training Division with the address of the property.
- The Training Division checks the location to see if the building meets their needs and verifies that the property is owned by the requesting individual.
- The fire department signs a hold harmless agreement with the owner. (The fire department assumes liability for their employees while at the site.)
- The Training Division will notify all the surrounding neighbors that a fire training exercise will be conducted.

This program has been very successful with our agency. By using an available resource in the community, the community benefits as well as the fire department. We would appreciate your assistance in asking your building department to notify builders of our request and give them a copy of this letter.

Thank you.

Sincerely,

Frank Arnerich  
Deputy Chief/Training Division  
FA:jh

DEMOLITIONREQUEST.LTR.JH.011403

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Organized as the Santa Clara County Central Fire Protection District

Serving Santa Clara County and the communities of Campbell, Cupertino, Los Gatos,  
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga



Campbell • Los Gatos • Monte Sereno • Saratoga

Date Rec'd: _____
File #: _____

## Required for **ALL** Demolition Permit Applicants PCBs Screening Assessment Form – Part 1

Applicants for demolition permits must conduct an assessment to screen for Polychlorinated Biphenyls (PCBs) in priority building materials. This screening is required for water quality protection and designed in accordance with requirements in the Bay Area Regional Municipal Stormwater NPDES Permit. This Screening Assessment process does not address other federal and state environmental programs or regulations. **The applicant is responsible for knowing and complying with all relevant laws and regulations.**

**Instructions:** Complete this form and submit to Building Department with demolition permit application. The “PCBs Screening Form – Part 2”, may also be required, as determined by Screening Assessment questions 1-3 on page 2. For demolition of multiple buildings, complete one form for each building to be demolished. See “Key Definitions” below.

Project Information		
Address		
City	State:	Zip
APN (s)	Estimated Demolition Date:	
Year Built/Remodeled:		
Owner Information		
Name		
Address		
City	State	Zip
Contact (if different than owner):		
Phone:	Email:	
Consultant Information (if applicable)		
Firm Name		
Address		
City	State	Zip
Contact:		
Phone:	Email:	

### Key Definitions

**Buildings** are structures with a roof and walls standing more or less permanently in one place. Buildings are intended for human habitation or occupancy.

**Demolition** means the wrecking, razing, or tearing down of any building. The definition is intended to be consistent with the demolition activities undertaken by contractors with a C-21 Building Moving/Demolition Contractor’s License.

**Applicable Structures** are defined as buildings constructed or remodeled between January 1, 1950 and December 31, 1980. Wood framed buildings and single-family residential buildings are not applicable structure regardless of the age of the building.

**Type of construction (select one):**

- Wood Frame** (Buildings constructed with lumber or timbers which make up the studs, plates, joists, rafters).
- Masonry Construction** (Buildings constructed with concrete blocks or bricks as the load bearing walls typically with the floors and ceilings constructed with wooden joists).
- Steel Frame Construction** (Buildings constructed with steel studs or steel columns and steel joists or trusses to support floors and roofs. Includes light gauge steel construction and high-rise steel construction).
- Concrete Frame** (Buildings constructed with reinforced concrete columns, concrete beams and concreteslabs).
- Pre-Engineered** (Buildings constructed with pre-engineered parts bolted together).

**Screening Assessment:**

<b>Answer questions 1-3 to determine "applicable structures" subject to further PCBs screening requirements based on type, use, and age of the building.</b>		
1. Is the building to be demolished wood framed and/or single family residential?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If Yes</b> , the PCBs Screening Assessment is complete, skip to Certification section. <b>If No</b> , continue to Question 2.		
2. Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If No</b> , the PCBs Screening Assessment is complete, skip to Certification section. <b>If Yes</b> , continue to Question 3.		
3. Is the proposed demolition a complete demolition of the building?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If No</b> , the PCBs Screening Assessment is complete, skip to Certification section.  <b>If Yes</b> , complete this form, <u>and</u> obtain " <b>PCBs Screening Assessment Form, Part 2</b> " from Building Department. Complete Part 2 and submit to Building Department with demolition permit application.		

**Certification:**

All applicants must complete the certification. The certification must be signed by the property owner or the owner's agent or legal representatives and the consultant completing the application form (if applicable).

I certify that the information provided in this PCBs Screening Assessment Form – Part 1, is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handing and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.		
Signature: _____	Print: _____	Date: _____
(Property Owner//Agent/Legal Representative)		
Signature: _____	Print: _____	Date: _____
(Consultant Completing Application Form)		