



CITY OF ARCADIA PROCEDURES FOR DEMOLITION OF A BUILDING

PRE-PERMIT REQUIREMENTS:

1. The Southern California Edison Company must inform the City that the electrical service has been abandoned. The Edison Company can be reached at (626) 303-8489.
2. The Southern California Gas Company must inform the City that the gas service has been abandoned. The Gas Company can be reached at (626) 397-4967.
3. The water service must be abandoned and a standpipe installed at the water meter per City Public Works Department specifications. In addition, a standpipe inspection fee must be paid at the cashier's office located at City Hall. The Public Works Department can be reached at (626) 256-6650 and the cashier's office can be reached at (626) 574-5464 or (626) 574-5465 should you need further information.
4. The South Coast Air Quality Management District (SCAQMD) must be notified 10 days prior to the start of demolition and, in addition, a copy of their 10-day notification letter must be provided to the City. Call SCAQMD at (909) 396-2000 for further information.
5. Submit a demolition plan of the lot showing all structures with their use and square footage and the location, type and trunk diameter of Oak trees with a trunk diameter larger than four (4) inches and any other tree with trunk diameter of six (6) inches or greater. Oaks, Sycamores, Liquidambars, Magnolias and Pine trees with a trunk diameter of six (6) inches or greater are required to be approved for removal if located in certain homeowner's associations. The trunk diameter and the outline of the canopy/drip line shall be shown. All trees, which are required to be shown, shall be labeled for preservation or proposed removal. Also, show the location and type of fencing around all protected trees.
6. Obtain a pre-demolition inspection for verification of the following:
 - That the pool is either fenced or drained (please note that the pool must have an operational filtering system unless drained of water).
 - Fencing of Oak or other protected trees.
 - Toilet facilities.

PERMIT REQUIREMENTS:

1. Demolition Permit.
2. Plumbing Permit for sewer cap.
3. Miscellaneous cash bond equal to \$1.00 per square foot of building area. Please note that the bond will be refunded upon inspection of the sewer cap and verification of the following: 1) that all excavations have been filled; 2) that the site is free from all construction debris, trash, weeds, etc.; 3) that all sandbagging and other storm water pollution mitigation measures are in place; and, 4) that the demolition crew has not damaged adjacent property.
4. State licensed contractors must provide the City with a copy of their workers compensation insurance certificate (if applicable), City Business License number, and letter of authorization if an employee or agent/representative is pulling the permit and a copy of their pocket I.D.

Should you have any questions, please call the City's Building Office at (626) 574-5416.