

BUILDING DEMOLITION PERMIT PROCEDURES

If you are considering demolishing a structure, the City of Thousand Oaks Municipal Code, Section 8-1.07, states: No person, firm or corporation shall raze any building or structure in the City, or cause the same to be done, without first obtaining a separate Demolition Permit for each building or structure from the Building Official.

1. To obtain a permit, the applicant shall first file a written application for a pre-site inspection and demolition permit, and pay all fees as set by resolution of the City Council.
2. Demolition permits shall not be issued until the pre-site inspection has been completed and a Construction and Demolition (C&D) Debris Recycling Plan has been submitted to, and approved by, Public Works Resource Division. This Recycling Plan shall list: a) estimated weight of C&D debris listed for each type of material; b) estimated weight of C&D debris that can be diverted listed by each material type; c) estimated weight of C&D debris that will be land-filled as solid waste; d) identification of the vendor or Recycling Facility collecting or receiving C&D debris or deconstructing the structure; e) the estimated date on which demolition will be completed.
3. The applicant shall have all gas, electric, water and wastewater service removed by the appropriate utility agency. A written notification of termination of service by the utilities shall be obtained by the applicant and submitted to the Community Development Department prior to permit issuance.
4. The applicant shall call for inspection of abandoned sewers, cesspools, septic tanks and water wells immediately upon excavation and exposure and prior to filling or capping. Fill materials and/or capping devices shall be on site at the time of inspection. Sewers, cesspools, and septic tanks shall be filled or capped in the manner specified in the California Plumbing Code currently adopted by the City of Thousand Oaks. Water wells shall be abandoned per the City of Thousand Oaks Public Works Department specifications.
5. A final inspection of the site shall be called for by the contractor immediately after demolition of the structure. The requirements at time of final inspection shall include the restoration of the site within the former building area to meet adjacent grades and removal of all resulting building debris, trash, junk, or any other material that constitutes a threat to life, health, or property or is inimical to the public welfare.
6. Permit applicant must submit a C&D Debris Recycling Report to Public Works Resource Division prior to project completion per final City inspection and approval or, if no final approval is required, 30 calendar days following the date the work authorized by the permit(s) is completed. The Recycling Report shall list: a) the dates on which demolition commenced and completed; b) the actual weights of C&D debris listed by each material type; c) the actual weight of C&D debris that was diverted (e.g., not disposed of at a landfill); d) a specification of the method used to determine the weights; and e) original receipts from all vendors and Recycling Facilities, which collected or received C&D debris, indicating actual weights and volumes, by individual material type, received by each.

If more than one building is to be demolished, a separate permit is required for each building. In addition, if there are any oak trees or landmark trees on the property, please note their locations on the site plan when application is submitted.

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Utilities/Agencies List

The utility companies and appropriate agencies below hereby serve notice to the City of Thousand Oaks that service has been disconnected at the proposed demolition address.

Applicant: _____

Project address: _____

- Electric Meter Removal (Southern California Edison): _____
- Gas Meter Removal (Southern California Gas Company): _____
- Fire Hydrant/Suppression
Ventura County Fire Protection District: _____
- Water Service disconnected (Per Public Works Direction): _____
- Wastewater Service Disconnected: _____
Method & Location: _____

Additional Submittals:

- Air Pollution Control Questionnaire (provided by City if required):
- Recycling Plan (Public Works Resource Management): _____
- Recycling Report (Public Works Resource Management): _____

Comments: _____

