



DEMOLITION PLAN SUBMITTALS

Demolition permits are issued for the removal of entire buildings and accessory buildings with a floor area greater than 120 sq. ft. Partial demolition to existing buildings are considered alterations and shall be part of an application for a remodel or tenant improvement.

Submittal requirements for demolition of buildings shall include:

- I. Prior to the approval of a demolition permit, reviews and approvals from other City and County /State agencies shall be obtained.
 - A. Planning Division & Public Works approval shall be obtained prior to Building and Safety submittal. Please submit a demolition and site plan (depicting/calling out all structures to be demolished/removed). Please include the public right-of-way lines and the adjacent street. Both demolition and site plan shall be reviewed and approved by your project planner & the Public Works Division prior to permit issuance.
 - B. A performance bond shall be secured and guaranteed by the posting of a bond or by some other security instrument approved by the City in the amount of 10% of the building valuation. Your project planner can generate and provide a fee sheet and shall ensure fees have been paid prior to demolition permit issuance. (Submit to Planning Division).
 - C. A Demolition Mitigation Plan shall be reviewed and approved by the Department of Public Works prior to demolition/building permit issuance.
 - D. Proof that the South Coast Air Quality Management District (SCAQMD) has been notified regarding demolition. SCAQMD requires a 14 day notification period prior to demolition start date.
 - E. Letter from your financial institution (on institution letterhead) providing evidence that construction financing has been secured or committed (in the amount of your project valuation). (Submit to Planning Division).
 - F. A completed Construction & Demolition (C&D) Waste Management Form. (For Review by Public Works: Environmental Services).
 - G. A completed Owner's Certification (OC1) Form. (For Review by Public Works: Environmental Services).
 - H. A completed Demolition Period Mitigation Plan. (For Review by Public Works: Code Enforcement).
 - I. For sites greater than 1 acre, provide a completed Storm Water Pollution Prevention Plan (SWPPP). (For Review by Public Works: Environmental Services).



WEST HOLLYWOOD

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Building & Safety Division
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- II. The Building and Safety Division is only accepting electronic submittals. Please refer to the City of West Hollywood's Building and Safety's Online Services webpage.
- III. Digital plans and supporting documents, when required by the State and Business and Professions Code, shall be stamped and signed by a California-licensed Architect or registered Engineer.
- IV. The following information shall appear on the plans:
 - A. Plot plan: show existing buildings to be demolished. Dimension setbacks to property lines and to other adjacent buildings on the lot.
 - B. Applicable Codes: 2022 California Building with 2023 Los Angeles County Amendments.
 - C. Building Code Data: Existing square footage of each building to be demolished, number of stories, occupancy classification and type of construction.
 - D. Scope of Work: Provide a detailed written description of project scope.
 - E. Owner and Designer Information.

Note: When all required approvals are obtained, only the property owner, licensed contractor, or authorized agent may obtain permits. If an agent for the contractor or owner will be pulling permits, a formal notarized letter is required authorizing the individual to pull permits on their behalf.