



CITY OF BURBANK
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING AND SAFETY DIVISION
150 N. THIRD STREET - BURBANK, CA 91502
(818) 238-5220 - WWW.BURBANKCA.GOV

REQUIREMENTS FOR A DEMOLITION PERMIT – ENTIRE BUILDING OR ENTIRE SITE

The following list are requirements for a demolition permit issued by the City of Burbank:

1. Provide an application for a Demolition Permit with the Community Development Department, Building And Safety Division that will be used processing of the permit. The application shall be accompanied with fees and the applicable documents/items below.
2. Provide a scaled site plan of demolition work to be conducted including legal property line boundaries, public right-of-ways, building and structure removal, wall and fence removal, utility infrastructure removal or abandonment, utility infrastructure relocation, sewer laterals, sewer capping, trees to remain and to be removed, landscape to remain and to be removed, and other applicable information from this document. Plans shall bear the stamp and signature of a California licensed civil engineer, or California registered architect. Demolition Plans shall be submitted concurrently with the Demolition Permit Application.
3. Provide a Construction Management Plan or document that describes the execution of demolition work. Plan shall include submission/approval of haul routes.
4. Provide a list of building addresses, square footages and building uses that will be demolished.
5. Provide a schedule of the demolition.
6. A hazardous materials survey and abatement is required. A certificate from a licensed hazardous materials contractor certifying that all hazardous materials have been abated.
7. Approved AQMD forms and clearances shall be provided at the time of permit issuance.
8. The buildings shall be cleared of all pests and vermin (rats, possums, raccoons, etc) by a licensed pest control company. A certificate from this licensed company must be provided.

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9. A permanent source of water on site must be available that will allow dust control. Recycled water shall be used for this purpose.
10. Appropriate fencing and/or construction guards related to demolition work shall be in place.
11. In addition to the demolition permit by Building And Safety, all work related to street and public right-of-ways shall be obtained from the City of Burbank, Department of Public Works.
12. The required construction sign shall be posted on site with contact information of the contractor and project manager.
13. Best Management Practices and Storm Water Pollution Prevention Plan (SWPPP) shall be in place during and after demolition work.
14. A list of existing live utilities shall be provided with confirmation of disconnect/abandonment of these utilities. This is to be coordinated for continued onsite water for dust control.
15. Provide a Water Discharger Identification Number (WDID #) from the California Regional Water Quality Control Board.
16. Obtain the Demolition Permit from an appropriate classed California licensed contractor authorized to perform demolition work by the California Contractor State Licensed Board. All required documents and fees shall be present for the issuance of the Demolition Permit. Fees may be applicable from project Conditions Of Approval.
17. Following the issuance of the demolition permit but prior to start of demolition work, an onsite pre-construction meeting is required between the demolition contractor and City Building Inspector.