



**CITY OF GLENDORA**  
 116 E. FOOTHILL BLVD.  
 www.glendora.ca.us



# DEMOLITION SUBMITTAL CHECKLIST

In accordance with Section 3303.2, Demolition, of the California Building Code (2016 Edition), the work of demolishing any building shall not commence until the required pedestrian protection structures are in place.

The City of Glendora requires the permittee to submit three sets of plans and a complete schedule for demolition. Where such plans are required, *no work shall be done until the building official approves such plans or schedule*, or both.

**THREE complete sets of plans are required**, including the following:

*All plans must be drawn to scale and fully dimensioned.*

*Plans must be submitted on a minimum of 24" x 36" \*\* draft paper.*

- Address of Subject Property**
- Plot Plan** - indicating structure(s) to be demolished
- Pedestrian Protection Plan as per the CBC, Section 3306**, when adjacent to a public way (see requirements below)
- AQMD Notification** (Rule 1403 Notification)
- Asbestos Reports** (if applicable)
- Underground Service Alert Notification** (DigAlert)
- Water Meter Plan** – contact the Engineering Division for details
- Encroachment permit required when using the public right of way**
- SWPPP** – contact the Engineering Division for details
- Traffic Control Plan** – contact the Engineering Division for details
- When a sewer is being abandoned, a sewer abandonment permit is required**
- Waste Management Plan (WMP)**: Effective January 1, 2017, California State law requires 65% of demolition and construction materials to be recycled. Prior to issuance of any permits, a Waste Management Plan application and fees, if applicable, shall be submitted to the Planning Department for review and approval.

**TABLE 33-A - TYPE OF PROTECTION REQUIRED FOR PEDESTRIANS**

Section 3306.1 - California Building Code (2016 Edition)

HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION	PROTECTION REQUIRED
8 feet or less	Less than 6 feet	Railing
	6 feet or more	None
More than 8 feet	Less than 6 feet	Fence and canopy
More than 8 feet	6 feet or more, but not more than one fourth the height of construction	Fence and canopy
More than 8 feet	6 feet or more, but between one fourth to one half the height of construction	Fence
More than 8 feet	6 feet or more, but exceeding one half the construction height	None