



## Demolition Permit Procedure

To obtain a permit to demolish a building or structure, the owner, or the owner's authorized contractor shall proceed as outlined below:

1. Visit the [Building Division website](#) and download the following:
  - a) A demolition & sewer cap [permit application form](#) and [Demolition Permit Procedure packet](#). Completed application form must be approved and signed off by the Planning Division before submittal to the Building Division. \*Note: to demolish a building or structure not listed in the Richmond Register or Project PRISM but more than 50 years old, a completed [DPR523a form](#) provided by the California Office of Historic Preservation will be evaluated by the Planning Director prior to the building/structure being demolished.
  - b) A PCB's in Demolition Flow Chart and Checklist. Checklist must be completed and submitted to Water Resource Recovery Department (WRR). Permit will not be issued until WRR has reviewed and approved the submittal. A WRR review fee will be assessed at permit issuance.
  - c) A [Construction & Demolition Waste Material Recycling form](#).
  - d) A utility disconnect verification form (page 2 of this document). This form shall be signed off by a PG&E agent **after** the Gas and Electric services at the property have been disconnected and removed by PG&E. PG&E must be contacted at 1-877-743-7782 to start the service disconnect and removal process.
2. Obtain a pest control clearance from a licensed exterminator. Clearance shall state that the building is free of vermin infestation.
3. Obtain a certificate and Job Number (J#) from the Bay Area Air Quality Management District (BAAQMD) confirming BAAQMD approval and that there is no asbestos in the building or structure. (BAAQMD contact info: <http://www.baaqmd.gov/permits>, 415-749-4900 or 1-800-435-7247)
4. After obtaining and completing all the above, return and submit them to the Building Division, pay applicable fees, and obtain the permit.
5. After demolition of the structure, the following shall be done:
  - a) All debris, garbage, furnishings, material, foundation, concrete, etc. shall be removed from the site and disposed of at a legal disposal site.
  - b) Locate the building sewer and cap it within five (5) feet of the property line. Call for inspection of the sewer cap (510-620-6868).
  - c) The site shall be graded to prevent ponding of water and so that it does not drain onto adjacent properties.
  - d) Submit Construction & Demolition Waste Material Recycling tracking documents (invoices, etc.) to a Permit Technician @ the Building Division **PRIOR** to Final Inspection.
  - e) Schedule Final Inspection and obtain Final Inspection approval.

## Demolition – Utility Disconnect Verification Form

Utilities (Gas and Electric) have been disconnected and removed by PG&E from the property located at:

---

---

Pacific Gas & Electric Company Signature Verification:

1. Gas meter and service have been disconnected and removed from the above noted property:

\_\_\_\_\_  
PG&E

\_\_\_\_\_  
Date

2. Electric meter and service have been disconnected and removed from the above noted property:

\_\_\_\_\_  
PG&E

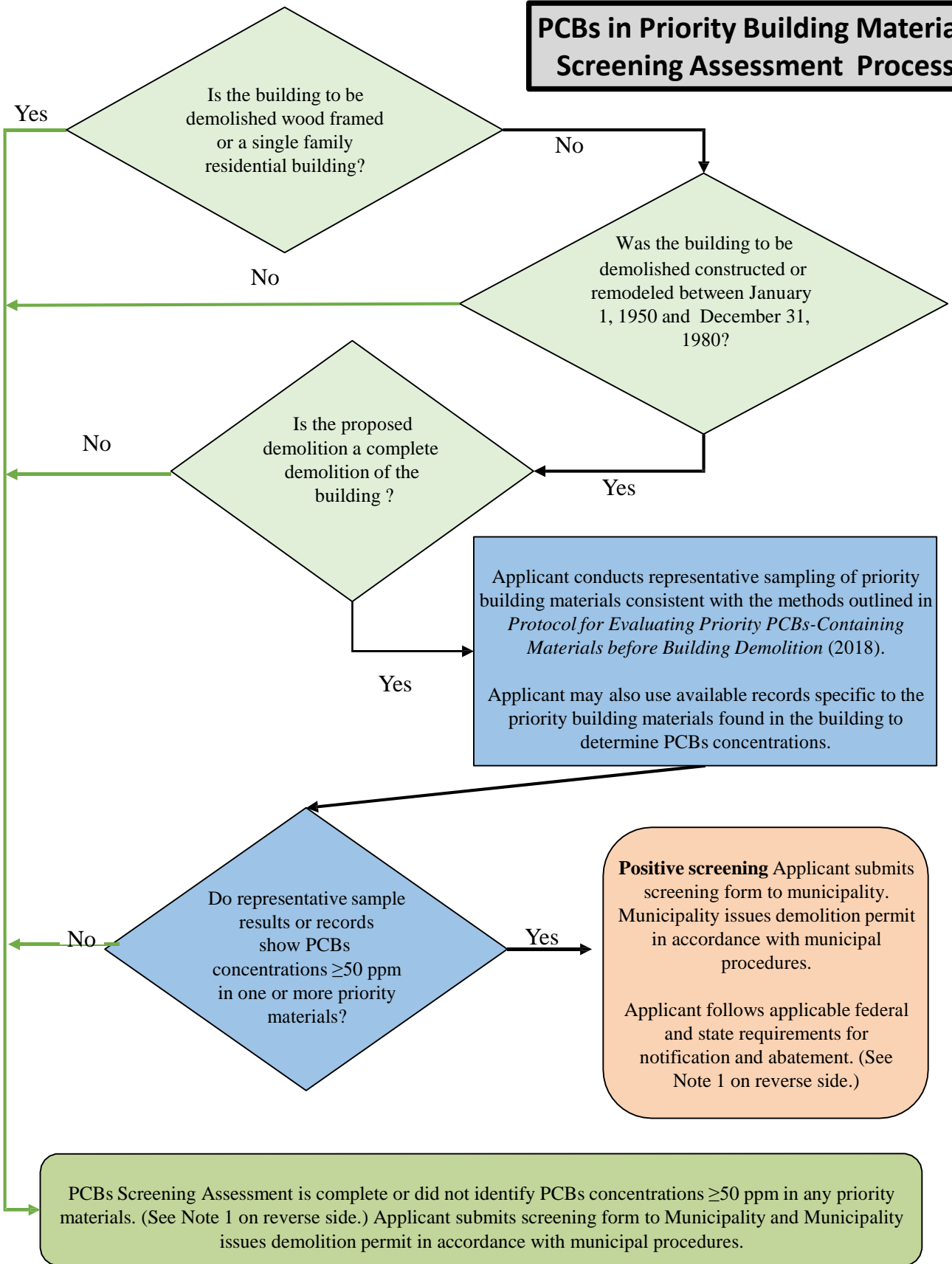
\_\_\_\_\_  
Date



# **MANAGING PCBs- CONTAINING BUILDING MATERIALS DURING DEMOLITION**

(flow chart & screening assessment form)

# PCBs in Priority Building Materials Screening Assessment Process



### Note 1

- ❖ Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.
- ❖ Building materials such as concrete, brick or metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.
- ❖ Disposal of PCBs wastes are subject to TSCA requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.
- ❖ TSCA-regulated does not equate solely to “materials containing PCBs at or above “50 mg/kg.” There are circumstances in which materials containing PCBs below 50 mg/kg are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).
- ❖ Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.
- ❖ California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.

# PCBs Screening Assessment Form

For Municipality Use Only

Date Received	
File #	

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process **does not** address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA); federal, state, or local regulations for hazardous material handling and hazardous waste disposal; health and safety practices to mitigate human exposure to PCBs or other hazardous materials; recycling mandates; or abatement at sites with PCBs or other contaminants). **The applicant is responsible for knowing and complying with all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions and at the end of this form.**

**Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.**

**All Applicants must complete Part 1 and Part 2.**

Part 1. Owner/Consultant and project information		
Owner Information		
Name		
Address		
City	State	Zip
Contact (Agent)		
Phone	Email	
Consultant Information		
Firm Name		
Address		
City	State	Zip
Contact Person		
Phone	Email	
Project Location		
Address		
City	State CA	Zip
APN (s)		
Year Building was Built	Type of Construction	
Estimated Demolition Date		

## Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?

2.a Is the building to be demolished wood framed and/or single family residential?  Yes  No

If the answer to question 2.a is **Yes**, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **No**, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980?  Yes  No

- If the answer to Question 2.b is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building?  Yes  No

- If the answer to Question 2.c is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, complete Part 3.

**All applications affecting applicable structures and demolitions must complete Part 3 and the Part 3 Tables.**

## Part 3. Report concentrations of PCBs in priority building materials

**Option 1.** Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

**Option 2.** Applicants possess existing sample results that are that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information

<input type="checkbox"/> Option 1 Conduct Representative Sampling <ul style="list-style-type: none"> <li>• Summarize results on Part 3 Tables; and</li> <li>• Provide the following supporting information:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor's report documenting the assessment results;</li> <li><input type="checkbox"/> QA/QC checklist (see Attachment C, section 3.2.4); and</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>	<input type="checkbox"/> Option 2 Use Existing Sampling Records <ul style="list-style-type: none"> <li>• Summarize results on Part 3 Tables; and</li> <li>• Provide the following supporting information:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition.</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>
--	---

**All Applicants must complete Part 4.**

## Part 4. Certification

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner//Agent/Legal Representative)

Print/Type: \_\_\_\_\_  
(Property Owner/Agent/Legal Representative Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Consultant Completing Application Form)

Print/Type: \_\_\_\_\_  
(Consultant Completing Application Form)

## Notices to Applicants Regarding Federal and State PCBs Regulations

Applicants that determine PCBs exist in building materials must follow applicable federal and state laws. This may include reporting to U.S. Environmental Protection Agency (USEPA), the San Francisco Bay Regional Water Quality Control Board, and the California Department of Toxic Substances Control (DTSC). These agencies may require additional sampling and abatement of PCBs. Depending on the approach for sampling and removing building materials containing PCBs, you may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under TSCA and the California Code of Regulations. (See Note 1)

### **Note 1 - Federal and State Regulations**

Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.

Building materials such as concrete, brick, metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.

Disposal of PCBs wastes are subject to TSCA requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.

TSCA-regulated does not equate solely to materials containing PCBs at or above 50 ppm. There are circumstances in which materials containing PCBs below 50 ppm are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).

Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.

California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.

Agency	Contact	Useful Links
US Environmental Protection Agency	Steve Armann (415) 972-3352 <a href="mailto:armann.steve@epa.gov">armann.steve@epa.gov</a>	<a href="https://www.epa.gov/pcbs">https://www.epa.gov/pcbs</a> (EPA PCBs website) <a href="https://www.epa.gov/pcbs/questions-and-answers-about-polychlorinated-biphenyls-pcbs-building-materials">https://www.epa.gov/pcbs/questions-and-answers-about-polychlorinated-biphenyls-pcbs-building-materials</a> (PCBs in Building Materials Fact Sheet and Q/A Document) <a href="https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process">https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process</a> (USEPA PCB Facility Approval Streamlining Toolbox (PCB FAST)) <a href="https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials#Test-Methods">https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials#Test-Methods</a> (See Information for Contractors Working in Older Buildings that May Contain PCBs)
San Francisco Bay Regional Water Quality Control Board	Jan O'Hara (510) 622-5681 <a href="mailto:Janet.O'Hara@waterboards.ca.gov">Janet.O'Hara@waterboards.ca.gov</a> Cheryl Prowell (510) 622-2408 <a href="mailto:Cheryl.Prowell@waterboards.ca.gov">Cheryl.Prowell@waterboards.ca.gov</a>	<a href="https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstdml.shtml">https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstdml.shtml</a> <a href="https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html">https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html</a>
Department of Toxic Substances Control	Regulatory Assistance Office 1-800-72TOXIC <a href="mailto:RAO@dtsc.ca.gov">RAO@dtsc.ca.gov</a>	<a href="http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf">http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf</a>
California Division of Occupational Safety and Health (Cal/OSHA)	CalOSHA Consultations Services 1-800-963-9424	<a href="https://www.dir.ca.gov/dosh/consultation.html">https://www.dir.ca.gov/dosh/consultation.html</a>



**Part 3 Caulk Applications Table**

**Column 1.** Report all PCBs concentrations for each homogenous area of caulking area (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  ppm

<u>Caulk Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Caulk Sample 1</i>	320	48	Linear Feet
1. _____	_____	_____	Linear Feet
2. _____	_____	_____	Linear Feet
3. _____	_____	_____	Linear Feet
4. _____	_____	_____	Linear Feet
5. _____	_____	_____	Linear Feet
6. _____	_____	_____	Linear Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Linear Feet
9. _____	_____	_____	Linear Feet
10. _____	_____	_____	Linear Feet

*Duplicate page if additional space is needed.*

**Part 3 Fiberglass Insulation Applications Table**

**Column 1.** Report all PCBs concentrations for each homogenous area of fiberglass insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Fiberglass Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Fiberglass Insulation Sample 1</i>	78	86	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Square Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of insulation wrapped around a pipe may be estimated using the following formula:

Area (square feet) =  $2\pi rh$ ; where  $r$  is the pipe radius (feet) and  $h$  is the pipe length (feet).

Duplicate page if additional space is needed.

**Part 3 Thermal Insulation Applications Table**

**Column 1.** Report all PCBs concentrations for each homogenous area of thermal insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Thermal Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Thermal Insulation Sample 1</i>	20	_____	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of insulation wrapped around a pipe may be estimated using the following formula:

Area (square feet) =  $2\pi rh$ , where  $r$  is the pipe radius (feet) and  $h$  is the pipe length (feet).

Duplicate page if additional space is needed.

**Part 3 Adhesive Mastic Applications Table**

**Column 1.** Report PCBs concentrations for each homogenous area of mastic (see Attachment C, Section 3.2.2. Use sample designators/descriptions from laboratory report.)

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Adhesive Mastic Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Adhesive Mastic Sample 1</i>	87.4	800	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

*Duplicate page if additional space is needed.*

**Part 3 Rubber Window Gasket Applications Table**

**Column 1.** Report PCBs concentrations for each gasket (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Rubber Window Gasket Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Window Gasket Sample 1</i>	70	75	Linear Feet
1. _____	_____	_____	Linear Feet
2. _____	_____	_____	Linear Feet
3. _____	_____	_____	Linear Feet
4. _____	_____	_____	Linear Feet
5. _____	_____	_____	Linear Feet
6. _____	_____	_____	Linear Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Linear Feet
9. _____	_____	_____	Linear Feet
10. _____	_____	_____	Linear Feet

*Duplicate page if additional space is needed.*

**Part 3 Other Materials Table**

**Column 1.** *Optional: Use this form to report PCBs concentration data from materials other than priority building materials. Report PCBs concentrations for each material and homogeneous area. Use sample designators/descriptions from laboratory report.*

**Column 2.** *Complete for each concentration  $\geq 50$  mg/kg*

<u>Material Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Wall paint Sample 1</i>	228	1500	Square Feet
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

*Duplicate page if additional space is needed.*