

# SUBMITTAL CHECKLIST

## DEMOLITION OF A STRUCTURE

Building Services  
 250 Frank H. Ogawa Plaza  
 2nd Floor  
 Oakland, CA 94612

- Replacing with another structure
- Replacing with open space
- Partial demolition

This checklist provides a general guideline of documents which are normally required to apply for permits related to the demolition of a structure. Check at the Permit Counter to verify the submittal documents which may be specific to your individual project.

✓	# Copies	Document	DESCRIPTION OF DOCUMENTS
	1	Proof of Property Ownership	Grant Deed or current property not receipt (if applicant is owner)
	1	Utility terminations	Evidence that all utilities have been capped (including sewer connections) or that you have applied for all applicable permits
	1	Driveway removal	Evidence that the curb, parking strip and sidewalk have been restored or that you have applied for all applicable permits
	1	Demolition security	Demolition security equal to \$2,000 (if you do not have a valid demolition license)
	1	BAAQMD form	Signed "Acknowledgement of Bay Area Air Quality Management District Notification" form.
	1	Contractor's license	Current contractor's license (if a contractor)
	1	Business license	Current City of Oakland Business License (if a contractor)
	1	Permit application worksheet	Completed permit application worksheet for applicable permit(s)
	1	Waste Reduction	Completed construction & demolition debris recycling plan (WRRP) per OMC 15.34 requirements
	1	Zoning Approval	Plans need the Zoning approval stamp on them. If no plans are submitted then need Zoning sign off in City's computer.