

Demolition Permits

Policy and Procedure No.: **B-16-32**

January 2023

Purpose

A permit is required for the demolition of any commercial or residential building. The following documentation must be submitted to Elk Grove Building Safety & Inspection for the review and issuance of a demolition permit:

Online Electronic Submittal Required

- All plans and supporting documents shall be submitted electronically using the URL below. Please reference our [Electronic Plan Review Policy \(G-19-33\)](#) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Project Submittal Requirements

- A completed City of Elk Grove Permit Application.
- A completed Construction & Demolition Debris Recycling Program Application.
- A Building site plan. The site plan should provide the following information:
 - Building locations, square footage(s) and tree protection measures.
 - Water service and sewer lateral serving the site will be properly disconnected and sealed.
 - Excavations will be filled to the extent that they do not represent a hazard and the rubble and debris has been removed from the site.
 - Gas and electric services will be properly terminated.
- Proof of Sacramento Air Quality Management District approval (for non-residential buildings or if a residential

building is being replaced with commercial or industrial buildings).

- Copy of permit approval from Sacramento Environmental Management (for abandoned wells or septic tanks).
- Planning Department approval (this review is obtained internally).
- Encroachment Permit with the Public Works Department. Please contact their department directly for their requirements and to obtain their approval prior to obtaining a Building Demolition Permit.

Agency Contact Information

Please refer to the [Agency Contact List](#) for additional contact information

Plan Review Timelines

Allow a minimum of **three (3)** business days for the plan review.

Fees and Application Forms

Building fees are based on the square footage and valuation (labor and materials) of the construction work. Please call in advance to determine an exact fee.

An Application for Permit form is available online at:

<https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>

For additional information please contact Building Safety & Inspection at:

Phone: (916) 478-2235
Email: Bldonline@elkgrovecity.org
Hours: Monday through Friday
8:00 am - 5:00 pm