

## Structure Demolition Plan Submittal Checklist

March 2024

### Submittal Standards

Plan Review Timelines; Allow a minimum of (5) **five** business days for the first plan review and (3) **three** business days for all subsequent reviews. Please allow an additional 24-48 hours for processing.

Fees: It is recommended that you contact the Building Safety & Inspections department for all applicable costs.

Application Form; The Application for a Permit is available online at: <https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>. For your records, please save this document.

Online Electronic Submittal Required; All plans, supporting documents, and building permit application shall be submitted electronically using this link. <http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

### Process

Once the application/permit has been approved, you will be contacted by a permit technician by email regarding outstanding items required prior to plan review/permit issuance. The appropriate party will need to pay the final fees. Once the building permit is issued, the approved plans will be emailed to the responsible party and construction can begin.

- All documents and/or plans submitted for electronic plan review must be in pdf format and unprotected to ensure proper building department stamping.
- Each document type such as plan sets, must be uploaded as a separate file. Please see instructions using this link; <https://www.elkgrovecity.org/sites/default/files/cityfiles/Departments/Building/Forms/2022%20Forms%20and%20Handouts/Electronic%20Plan%20Review%20Policy.pdf>

### Required at Submittal

- City of Elk Grove Permit Application:** Completed and signed. Please see link above
- Site Plan** drawn to scale that include:
  - a. Property line dimensions including the north arrow and scale (Exp. 1/4, 3/16, 1/8 inch per foot)
  - b. Location of all buildings and structures on the parcel
  - c. Identify all structures to be demolished
  - d. Indicate if any trees and tree types are being removed
  - e. Location of public and/or private utilities, (Sewer, Water, Electricity, and Gas). Easement locations
  - f. Location and ampacity of the existing Main Electrical Service Panel, identify if this will be removed as part of the demo.
  - g. Propane tank removal including underground propane tanks
  - h. Private sewage system removal (Contact Sacramento County Health Dept. for additional permitting requirements)
  - i. Site runoff and dust control, please contact the Public Works division

### Additional Department Approvals- Forms will be provided after plan submittal for the applicable agencies listed below:

- **Planning Department approval** (this review is obtained internally through the building review process).
- **City of Elk Grove Public Works Department** – based on the scope of work, an encroachment permit may be required. Please contact Public Works at (916) 637-3320 or by email at [pwpermits@elkgrovecity.org](mailto:pwpermits@elkgrovecity.org) for additional information.
- **Sacramento County Environmental Health Department** approval is required for buildings served by wells and/or septic systems where the systems are being removed. Please contact their office at (916) 875-8550 or by email at [EMDinfo@saccounty.net](mailto:EMDinfo@saccounty.net) to obtain plan approval prior to submitting.

**Sacramento County Air Quality** - approval is required for non-residential buildings or if a residential building is being replaced with commercial or industrial building(s). Please contact their office at (279) 207-1122 for approval.