



# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT USER GUIDE FOR PERMIT AND INSPECTION REQUIREMENTS RELATING TO DEMOLITIONS

*Mike Lara*  
*Director*

PERMIT LIMITATION: This permit is only for the demolition and removal of buildings, towers, storage tanks or other existing structures. All work pertinent to the demolition shall be completed no later than 180 days after the date of permit issuance. A demolition permit cannot be processed by mail if the Riverside County Board of Supervisors orders the demolition.

PLOT PLAN: Submit three (3) plot plans with the following information: Property address, lot size, footprint of existing structures, setbacks from property lines and north direction arrow. Indicate on plot plan structures to be demolished and structures to remain. Plot plan must be legibly drawn on substantial paper that is a minimum size of 8-1/2" x 11".

PERMIT APPLICATION: To apply for a demolition permit in person or by mail the applicant will need to:

1. Read and sign "Demolition Permit Limitations and Requirements" (Form No. 284-160).
2. Complete and sign "Notification of Demolition or Asbestos Removal" (SCAQMD Form No. 1403) and return by mail to South Coast Air Quality Management District (SCAQMD).
3. If applying in person, complete and sign "Application to Construct Worksheet" (Form No. 284-199) and return this form along with "Demolition Permit Limitations and Requirements" (Form No. 284-160) to front counter technician.
4. If applying by mail, complete and sign "Mail-In Permit Application (Form No. 284-199A) and return this form along with "Demolition Permit Limitations and Requirements" (Form No. 284-160) to the Department of Building and Safety at one of the addresses listed below.

## INSPECTION REQUIREMENTS:

1. Access to the property shall be provided on the date of requested inspection, and property Address shall be conspicuously posted.
2. Job card and plot plan shall be on the job site and readily available at the time of inspection.
3. Cap or plug building sewer drain pipe in an approved manner within five (5) feet of property line and leave uncovered for inspection by building inspector.
4. All seepage pits and septic tanks shall have the sewage removed and be filled to the top of the tank with earth, sand, gravel or concrete and left open for inspection by building inspector.
5. After completing above Item 3 or 4 call for first inspection.
6. Completely demolish each structure including foundations and dispose of all debris and trash by transporting to an approved landfill.
7. Cover or fill all abandoned wells, shafts, openings or other like hazards in an approved manner.
8. Complete above Items 6 and 7, smooth and level site, and call for final inspection.