



City of Grover Beach

COMMUNITY DEVELOPMENT DEPARTMENT

DEMOLITION OF STRUCTURE(S) CHECKLIST

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness prior to submittal. **Applications that are not complete will be rejected.** Check each box under “applicant” to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with “N/A”. If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact staff at (805) 473-4520 or comdev@groverbeach.org.

Demolition Permits



ELECTRONIC SUBMITTAL ONLY – NO HARD COPIES ACCEPTED	
Initial Review	10 Business Days
Subsequent Reviews	5 Business Days



INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

APPLICANT	N/A	CITY STAFF	REQUIRED ITEMS FOR ALL DEMOLITION APPLICATIONS
<input type="checkbox"/>		<input type="checkbox"/>	COMPLETED BUILDING PERMIT APPLICATION. Application can be found here: https://www.groverbeach.org/DocumentCenter/View/41/BldgPermit-App
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR). Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, property tax bill indicating ownership.
<input type="checkbox"/>		<input type="checkbox"/>	COMPLETED DEMOLITION PERMIT SUPPLEMENTAL APPLICATION. Application can be found here: https://www.groverbeach.org/DocumentCenter/View/13532/Demolition-Permit-Supplemental-Application
<input type="checkbox"/>		<input type="checkbox"/>	CONSTRUCTION WASTE MANAGEMENT FORM. Form can be found here: https://www.groverbeach.org/DocumentCenter/View/5303
<input type="checkbox"/>		<input type="checkbox"/>	EMAIL COMPLETED APPLICATION & DOCUMENTS/PLANS. Email completed application and any associated plans to comdev@groverbeach.org . All electronic plans shall be in PDF format, to scale or scale provided on plans. Please see these instructions: https://www.groverbeach.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions
<input type="checkbox"/>		<input type="checkbox"/>	PAYMENT OF BUILDING PERMIT FEES. Remittance of fees as established by the Master Fee Schedule via US mail, drop off, or in person (credit card accepted only in person).

****NOTE****

All Contractors require issuance of a Grover Beach Business Tax Certificate (BTC) prior to issuance of a building permit. Please ensure your contractor has applied and received this document prior to application.

Continued on next page

APPLICANT	N/A	CITY STAFF	REQUIRED INFORMATION FOR PARTIAL DEMOLITION - WALLS, CEILING, DRYWALL
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A project information sheet shall include the following:</p> <ul style="list-style-type: none"> • Owner Name, address, and APN of proposed project. • Date plans were prepared / or revised. • Name, telephone, address of applicant / plans preparer. • Project description. • A note that the project will comply with Chapter 33 of the California Building Code, Safeguards during Construction.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A site plan shall include the following:</p> <ul style="list-style-type: none"> • North arrow and a graphic scale / scale shown on plans. • Property lines. • All existing structures on-site. • Location of proposed demolition.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A floor plan shall include the following:</p> <ul style="list-style-type: none"> • North arrow and a graphic scale / scale shown on plans. • Existing floor plan, including dimensions and room labels. • Location of proposed demolition. • If walls are proposed to be removed: <ul style="list-style-type: none"> ○ Indication whether the wall is load-bearing. ○ Include details for any proposed temporary support structures.
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APPLICANT	N/A	CITY STAFF	REQUIRED INFORMATION FOR DEMOLITION OF STRUCTURE
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A project information sheet shall include the following:</p> <ul style="list-style-type: none"> • Owner name, address, and APN of proposed project. • Date plans were prepared / or revised. • Name, telephone, address of applicant / plans preparer. • Project description. • A note that the project will comply with Chapter 33 of the California Building Code, Safeguards during Construction.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A site plan shall include the following:</p> <ul style="list-style-type: none"> • North arrow and a graphic scale / scale shown on plans. • Property lines. • All existing structures on-site, including square footage information. • Label structure(s) to be demolished.
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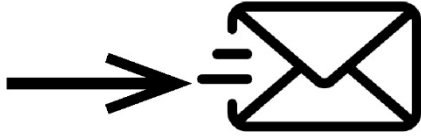
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Completed Utility Sign-Off Form. The form can be found here: https://www.grover.org/DocumentCenter/View/13533/Utility-Sign-off-Form</p>
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What Can I Expect When I Apply?



Fill out the City's building application available on our website:

<https://www.groverbeach.org/DocumentCenter/View/41/BldgPermit-App>



Email your completed application and associated plans to comdev@groverbeach.org



We will provide you application fees and payment method.



We will review your submitted plans for consistency with city regulations and State requirements.



Please call the inspection line at (805) 473-4527 at least 24 hours in advance to inspect your job.



We will email your signed permit and permit card.



Please sign permit and return via email to comdev@groverbeach.org



If plans are approved, we will email you notice of approval and a receipt. If fees are due, please pay this amount. Plans not approved will need to be revised and resubmitted.