



## DEMOLITION PROCESS

### COMMUNITY DEVELOPMENT DEPARTMENT

1400 Highland Avenue, Manhattan Beach, CA 90266-4795  
Telephone (310) 802-5500 FAX (310) 802-5501 TDD (310) 546-3501  
Website: [www.citymb.info](http://www.citymb.info)

A demolition permit is required to demolish any building or structure. All demolition of structures shall comply with the requirements of Chapter 33 of the California Building Code and all requirements mandated by Rule 1403 of the South Coast Air Quality Management District (SCAQMD), Section 19827.5 of the State of California Health and Safety Code, Green Code and Manhattan Beach Municipal Code.

### APPLICATION SUBMITTAL

*Unless otherwise noted, all submittals are uploaded online through the [Citizen Self-Service Portal](#)*

- **Submit Survey and Demolition Plan (for partial demolitions).** Survey must be prepared by a licensed Land Surveyor or qualified registered Civil Engineer, digitally stamped, signed and no older than 1-year from the application date. For more information, refer to the Survey Requirements handout on the Planning Division [Handouts](#) webpage.
- **Submit [Construction Management Parking Plan form](#) (CMPP).** For Districts 3 & 4 only. Approval required by Traffic Division *before any* permits can be issued. For information, email [traffic@citymb.info](mailto:traffic@citymb.info).
- **Submit [Waste Management Plan form](#) (WMP).** Plan must be submitted and approved *before* permit issued.

### DEPARTMENT REVIEW

- **Schedule Residential Construction Officer (RCO) In-House Meeting.** Call (310) 802-5506 to schedule *after* surveys have been submitted
- **Schedule Residential Construction Officer (RCO) On-Site Meeting.** Call (310) 802-5506 to schedule *before* demolition work begins
- **Submit proof of [Air Quality Management District](#) (AQMD) notice.** Email proof of notice and copy of completed application to [permits@citymb.info](mailto:permits@citymb.info). This must be submitted *before* permit is issued.

### PERMIT ISSUANCE

- Demo Permit issued to begin Pre-Demo Inspections. **ISSUANCE OF PERMIT DOES NOT ALLOW YOU TO BEGIN DEMOLITION**

### PRE-DEMO INSPECTIONS

*Unless otherwise noted, all inspections are scheduled online through the [Citizen Self-Service Portal](#)*

- **Install security fencing and schedule inspection.** Install 5' tall chain link fence with green mesh *before* on-site RCO meeting.
- **Install construction sign.**
  - You will be contacted by Image360 Signs when your sign is ready for pick-up. Production of the sign takes approximately 3-4 business days. For any questions about your order, contact Image360 at 310-577-0300. For more information about the process, email [cdadmin@citymb.info](mailto:cdadmin@citymb.info).
- **Submit Tree Protection/Removal application** online through the [Citizen Self-Service Portal](#) for private property and/or Public Right of Way trees. Approval required by Urban Forester *before any* demolition work can begin. For information, email [trees@citymb.info](mailto:trees@citymb.info).



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- **Disconnect gas and electric utilities and schedule inspections.** Do not disconnect water. For information on disconnects, contact SoCal Gas Co: (800) 427-2200 and Southern California Edison: (800) 684-8123.
- **Locate any cesspools and schedule inspection.** Cesspool and septic tank abandonment process can be found [here](#).

### RECEIVE APPROVAL TO BEGIN DEMOLITION

- **Receive "OK to Demo" approval.** Demolition work may begin *after* the Building Inspector has given approval.

All work may be performed on any weekday between 7:30 a.m.–6:00 p.m., on Saturday between 9:00 a.m. – 6:00 p.m. There will be no work performed on Sundays and City designated holidays. (New Years Day, Martin Luther King Jr's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday Following Thanksgiving Day, Christmas Day)

**IF ASBESTOS IS DISCOVERED** in the building during the process of demolition, **IMMEDIATELY STOP ALL WORK AND NOTIFY:**

Fire Department 310-802-5203

SCAQMD 909-396-2336

CAL-OSHA 213-736-3041

### FINAL INSPECTIONS

*Unless otherwise noted, all inspections are scheduled online through the [Citizen Self-Service Portal](#)*

- **Schedule BMP (Best Management Practices) inspection.** Protective measures to eliminate the solids and debris from entering the drainage structures or storm drains must be provided.
- **Expose and remove any cesspools.** Building Inspector must inspect the bottom of the cesspool prior to placement of fill. Cesspool and septic tank abandonment process can be found [here](#). Submit slurry tickets or compaction report to your Building Inspector. *(If applicable)*
- **Submit WMP recycling tickets via email to [wmp@citymb.info](mailto:wmp@citymb.info).** Include permit number and address.
- **Schedule Final Demolition Inspection.**