

	CITY OF AGOURA HILLS BUILDING & SAFETY DIVISION 30001 LADYFACE COURT AGOURA HILLS, CA 91301	EMAIL: Permits@AgouraHillsCity.org PHONE: (818) 597-7334 www.AgouraHillsCity.org	
INTERIOR DEMO ONLY PERMIT GUIDELINES		OP-07	3-1-23

General Requirements:

- The minimum paper size is 18" x 24".
- Provide two (2) sets of plans with numbered pages and a sheet index.
- Plans prepared by a licensed professional must be stamped and wet signed at time of submittal.
- Permits may only be issued to an appropriately licensed contractor.
- A notification to the Air Quality Management District (AQMD) of the intent to demolish. All AQMD Rule 1403 submittals shall be completed online at:
<http://www.aqmd.gov/home/regulations/compliance/asbestos-demolition-removal/r1403-web-app>
- Only Permitted waste haulers are allowed to provide waste disposal and recycling services for construction and demolition projects within city limits.
- **A PRE-DEMOLITION INSPECTION SHALL BE REQUIRED PRIOR TO THE START OF WORK.**
- **FINAL INSPECTION REQUIRED SHALL BE REQUIRED PRIOR TO THE ISSUANCE OF THE CONSTRUCTION PERMIT.**

Information Required on Plans:

The first page of the plans must contain the following:

- Name, address and phone number of the owner, engineer, and architect or designer.
- Address and parcel number of proposed demolition.
- A complete scope of work.

The floor plan must contain the following:

- Existing bearing and non-bearing walls, doors, partitions, counters, fixtures, etc....
- Label the existing use for all rooms and areas
- Electrical outlets, switches and fixtures to be removed
- Areas of demolition must be clearly shown
- Identify any fire-resistive construction such as area separation walls, occupancy separation walls and fire-rated floor/ceiling assemblies

The following statements shall be noted on the plans:

- "Interior Demolition Only – No Exterior Work – No Structural Work - No Additional Work"
- "The issuance of a demolition permit does not authorize or approve any future use or occupancy of any commercial space"
- "Fire Sprinkler System shall remain operational. Any alteration of the Fire Sprinkler System shall be approved by the Los Angeles County Fire Department."
- "Qualified licensed persons shall identify and secure in place all systems that are still being used (electrical, plumbing, mechanical, fire sprinklers, fire alarms, etc.)".
- "Any work that exceeds the scope of work of this permit shall result in immediate Stop Work Order and shall be subject to administrative citation, fines, and other penalties per the City of Agoura Hills Municipal Code".

Information Required on Permit Application:

- Complete description of demolition work to take place including the statement "Interior Demolition Only – No Exterior Work – No Structural Work – No Additional Work"