



*City of Ukiah*

COMMUNITY DEVELOPMENT  
DEPARTMENT

300 SEMINARY AVENUE  
UKIAH, CA 95482

## BUILDING DIVISION

Email: [planning@cityofukiah.com](mailto:planning@cityofukiah.com)

Web: [cityofukiah.com](http://cityofukiah.com)

Phone: 707-467-5786

Fax: 707-463-6204

Inspections: 707-463-6739

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### Demolition Permit for Structure more than 50 Years Old

**Permit Required:** Before a building or structure or portions of a building or structure can be demolished, a Demolition Permit must be secured. Demolition Permits are applied for and issued as Building Permits.

**Historical Review (Structures over 50 Years Old):** If the building proposed for demolition is over 50 years old, the permit may need to be considered by the Demolition Permit Review Committee to assess whether or not the structure has historic or architectural significance. The Committee will make a recommendation to the City Council. The City Council makes the final determination regarding historic and architectural significance and whether or not the permit can be issued. Ukiah City Code Division 3, Chapter 1, Article 3, Section 3016.

**Work Prior to Securing a Demolition Permit:** Any work for which the Building Code requires a permit may *not* commence prior to issuance of the Demolition Permit. Work that does not require a Building Permit, such as installation of a temporary construction fence, removal of carpet, removal of some types of awnings, and removal of moveable cases, cabinets, counters and partitions not over 5-feet 9-inches in height, may commence prior to issuance of the Demolition Permit.

**Cost:** The cost for a Demolition Permit is currently \$50.00 unless City Utility Department staff need to perform work. In this case, an additional fee will be charged by the Utility Department. If an encroachment permit is required, the Public Works Department charges a fee.

**Encroachment Permit:** Any work associated with a Demolition Permit that involves work within the public right-of-way, including a street or sidewalk closure, is required to obtain any Encroachment Permit from the Public Works Department prior to the commencement of work.

**Air Quality Management District (MCAQMD):** Before a Demolition Permit can be issued for a commercial structure, the project must be discussed with the Mendocino County Air Quality Management District who has responsibility for ensuring that any asbestos in the structure is identified and removed properly. If asbestos is not an issue, the MCAQMD will complete a form that must be submitted to the City before the permit can be issued. If asbestos is an issue, the MCAQMD will provide instructions on how to proceed.

**Utilities:** Before a demolition project can proceed, all utilities must be shut off and capped to the satisfaction of City staff.

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#### City of Ukiah Contacts – Building Services

Matthew Keizer, Building Official

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Steven Oropeza, Building Inspector

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### Demolition Permit Application and Survey Form (Structures over 50 Years Old Subject to UCC Section 3016)

Property Owner:		Applicant:	
Project Address/Cross Streets:		Assessor's Parcel Number:	
Zoning District:		General Plan Designation:	
Age of Structure:		How was age determined:	
Is the property listed on the City of Ukiah Architectural and Historical Resources Inventory? <input type="checkbox"/> No <input type="checkbox"/> Yes <b>If yes, answer the questions below.</b>			
Is it one of the 200 individually listed properties? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Is it included on a potential Historic District? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, which one?	
Is it one of the properties not considered worthy of specific analysis? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Describe the structure's current condition:			
Describe the purpose of the demolition:			
Describe all salvageable materials and any salvage plan (attachment separate salvage plan if additional space needed):			
Can the structure be moved? <input type="checkbox"/> No <input type="checkbox"/> Yes		Are there plans to move the structure? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Describe any moving plans (location, timing, etc.):			
Describe any unique features of the building or property:			
Provide any general comments regarding the historic, architectural, or cultural significance of the building/property:			
DATE SUBMITTED:		APPLICATION NUMBER:	

# **DEMOLITION PERMIT APPLICATION & REVIEW PROCEDURES**

## **(STRUCTURES OVER 50 YEARS SUBJECT TO UCC SECTION 3016)**

### **Legal Authority**

- A. Ukiah City Code Section 3016 requires buildings over 50 years old, or older from the date of the application, to be reviewed for historical, cultural, and architectural significance.

**Exceptions:** 1) Accessory buildings such as, but not limited to, a garage, storage shed, or carport, whether attached or detached to a main building are exempt from this review. Accessory buildings, such as carriage houses, which are presumed to have historic or architectural significance, are subject to further review by the demolition Permit Review Committee. 2) Structures that present an immediate threat to the public health or safety may also be exempt from further review. *UCC Section 3016 (B1) and (B2)*

- B. City Council Resolution No. 94-34 established the Demolition Permit review Committee which is charged with the responsibility of: evaluating buildings for historical, cultural, and architectural significance; salvaging the archaic materials; and making a recommendation to City Council to grant, grant with conditions, or deny the Demolition Permit. The Planning Director or his/her designee has the authority to determine if review by the Demolition Review Committee is required.
- C. The City Council has the final authority to grant or deny the Demolition Permit. If the City Council determines that the building is historically, culturally, and/or architecturally significant, the permit to demolish the structure will not be issued.

### **Application Requirements** (applicant/property owner)

- A. Completed Demolition Permit (building permit application) stating the age of the structure with documentation to support the age of the structure (such as a building permit and/or assessor's property information sheet(s))
- B. Completed Demolition Permit Application Survey Form
- C. Site Plan showing the precise location of the structure proposed to be demolished
- D. Supplemental written statement identifying the manner and method of demolition, and the intended disposition of the structure's materials and fixtures
- E. Signed Release of Property Information form
- F. **Optional:** Any plans showing or describing the intended reuse of the site.

### **Permit Processing Procedures** (City staff/Demolition Permit Review Committee)

- A. Verify the age of the structure.
- B. Determine the historical, cultural, and/or architectural significance of the structure.
- C. Determine the feasibility of rehabilitating the structure, moving the structure, or salvaging the archaic materials.
- D. Compose a written report describing A, B, and C above; and/ or include relevant excerpts from the Ukiah Architectural and Historic Resources Inventory.
- E. Prepare a report for the Demolition Permit Review Committee on the request for the Demolition Permit and schedule a Demolition Permit Review Committee meeting to consider the request for demolition.
- F. Conduct a Demolition Permit Review Committee and make a recommendation to the City Council.
- G. Schedule the Demolition Permit for the next available City Council meeting for action by the City Council.
- H. Issue the Demolition Permit if approved by the City Council.



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### Release of Property Information Form

Date: \_\_\_\_\_

To: Mendocino County Assessor's Office

Attn: Mendocino County Property Appraiser

501 Low Gap Road, Room 1020

Ukiah, CA 95482

From (Property Owner): \_\_\_\_\_

Re: Assessor's Parcel No: \_\_\_\_\_

Street Address: \_\_\_\_\_

This is to authorize your office to release all information regarding the above listed property to the City of Ukiah Planning and Community Development Department.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Revised 9/11/2012

Revised 3/7/19