



COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION
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DEMOLITION SUBMITTAL REQUIREMENTS COMMERCIAL INTERIOR – NON-STRUCTURAL ONLY

This handout will describe the necessary documents and requirements to obtain a non-structural interior demolition permit for a commercial or industrial building. With a complete submittal package the material must be submitted to the Building Department in person, and if all necessary documents have been provided, a permit will be issued at that time. Due note the Commercial Tenant Improvement plans must be submitted for plan check prior to, or at the same time of, obtaining Interior Demolition permit.

SUBMITTAL REQUIREMENTS

1. Provide two (2) sets of plans
2. Both sets need to be **wet-signed and signed** by licensed architect or engineer
3. Minimum plan size is 18" x 24", and maximum paper size is 36" x 42"
4. The cover sheet should include the following:
 - Applicable Codes
 - Construction Type(s)
 - Designer/Architect Data
 - Fire Sprinklers Status
 - Occupancy Type(s)
 - Project Address
 - Owner/Tenant Data
 - Scope of Work
 - Zoning Designation
5. The scope of work description should be clear and state "Commercial Tenant Improvement: Interior Demolition Only. No exterior work or structural elements shall be modified or altered. The issuance of this demolition permit **does not** authorize or approve any future use or occupancy of any commercial space."
6. The floor plan(s) should include the following:
 - Existing floor plan showing all nonstructural walls and partitions
 - Proposed floor plan clearly showing areas of demolition

If you have any questions regarding these requirements, please contact the Building Division at (650) 903-6313 and a staff member will assist you.