



DEMOLITION REGULATION 11, Rule 2

Notification Form

For Office Use Only

J# _____
I# _____

Site of Demolition

Site Address: _____ Cross Street: _____
 City: _____ Zip: _____
 Owner/Operator _____ Phone () _____
 Specific Location of Project within Building/Address: _____
 Check One: Single Family Dwelling Commercial Multifamily Dwelling Govt Bldg School

Contractor/Individual Performing Demolition

Name: Company/Individual _____ Contact: _____
 Mailing Address: _____
 City: _____ Zip: _____ Phone: () _____
 Have you previously submitted notifications for other sites? Yes No

Description of Demolition

Is this Demolition by Fire for Fire Training purposes? yes No
 Is this Demolition ordered by a Government Agency? yes No
 (Emergency only – attach copy of order)
 If not Demolition for Fire Training, check applicable method:
 Heavy Equipment Implosion By Hand Other _____
 Dates of Demolition: (Actual dates must be entered, "ASAP" or "SOON" will be rejected.)
 Start: _____ Completion: _____ Weekend Work? Night Work (After 5 PM)?

Asbestos Survey Report

Name of company that conducted survey: _____
 Address: _____
 City: _____ Zip: _____ Phone: () _____
 Name of person who completed the survey: _____ CAC/SST #: _____
 Is /was asbestos present? Yes No
 If yes, who will remove/has removed prior to demo? _____

Form Preparation Information

This form prepared by: _____ Title: _____
 Name: Company/Individual _____ Phone: () _____
 Address: _____ City: _____ State: _____ Zip: _____

See Page Two to Complete This Form

Required Information

Payment must be received before J# will be assigned. See Schedule L of Regulation 3 for appropriate fees.

Payment type: Check Cashier's Check Money Order Credit/ Debit Card* (American Express, Discover, Visa, MasterCard or Debit Card) (**payments, other than credit card payment, must be mailed or delivered to: 939 Ellis St., San Francisco, CA 94109**)

I certify that the above information is correct and that I will comply with all of the requirements of the BAAQMD's regulations, as well as all other applicable federal, state and local requirements.

Signature of Contractor or Person Performing Demolition: _____

Form: 1102_demolition_050113

GENERAL INFORMATION

- ◆ This notification form shall be used to notify the BAAQMD of a **demolition** operation only. Notification is required for every demolition. All boxes must be completed. Notifications may be faxed to (415) 749-4658. *To make credit or debit card payment, go to www.baaqmd.gov/payments to pay on-line. Credit card forms will no longer be accepted. **Job numbers will not be issued until applicable fees are received.**
- ◆ Notification shall be provided to the District at least 10 working days prior to commencement of demolition, or as early as possible prior to commencement of emergency demolition. The notification period will not start until a complete notification is submitted (see above).
- ◆ An Acknowledgement Letter is mailed to the contractor/person listed within 3 days of receipt of a complete notification. This should be checked for accuracy of data.
- ◆ If the job is postponed or cancelled, the District **must** be notified of a revision; the Acknowledgement Letter should be used to fax or mail the revision information. When cancelled, a cancellation fee will apply.
- ◆ For specifically-defined "Emergency" conditions, the 10 working day period will be waived. Notification must be made by fax, and the job number will be issued if accompanied with a faxed copy of a valid check, cashier's check or money order.
- ◆ For 4 or fewer unit residences, the 10 working day period may be reduced to 72 hours for an additional fee.

INSTRUCTIONS

- ◆ **SPECIFIC LOCATION OF PROJECT:** Identify where the demolition is taking place if the site contains more than one building.
- ◆ **START AND COMPLETION DATES:** The start date is the date on which demolition of the facility or structure commences. Any revision to the start or completion dates must be submitted prior to the previously notified date(s). Under no circumstances may the revised start date be earlier than the 10th working day following the postmark or fax date of the original notification. If the start date is unknown, enter an estimated start date and revise the notification when the actual start date is known, but not later than the estimated start date.
- ◆ **FIRE TRAINING:** Reg. 11-2-206 includes "intentional burning" in the definition of demolition. Notification is required, the 10 working day requirement must be met and all Asbestos-Containing Material (ACM) >1% must be removed prior to fire training. The District's Open Burning Notification form must also be filed and the applicable requirements of Regulation 5 must be met.
- ◆ **SURVEY REPORT:** Provide information showing that prior to commencement of the demolition, a survey was performed to determine the presence of Regulated ACM (RACM). Indicate if there was/was not suspected ACM.
- ◆ **GOVERNMENT ORDERED DEMOLITION:** If an "Emergency" demolition (see above) is the result of a state or local agency declaring the building a public nuisance or structurally unsound and in danger of imminent collapse, a copy of the written order must accompany this notification.

FEES APPLICABLE TO DEMOLITION OPERATIONS (FROM REGULATION 3, SCHEDULE L)

Demolition **conducted at a single family dwelling** is subject to the following fee:

OPERATION FEE: \$69

Cancellation: \$69 (100% of fee) non-refundable, for notification processing.

Demolition **conducted at a single family dwelling or multiple family dwelling with four or fewer units with 72 hours instead of 10 days prior notice (excluding emergencies)** is allowed upon payment of the following **additional** fee:

OPERATION FEE: \$476

Demolition, **other than those conducted at a single family dwelling**, is subject to the following fee:

OPERATION FEE: \$286

Cancellation: \$191 of above amount non-refundable for notification processing.

Demolition conducted for the purpose of **fire training** is exempt from fee.

SURVEY REQUIREMENTS FOR DEMOLITION OPERATION (FROM REGULATION 11, RULE 2)

303.8 Surveys: Except for ordered demolitions, prior to commencement of any demolition or renovation, the owner or operator shall thoroughly survey the affected structure or portion thereof for the presence of asbestos-containing material, including Category I and Category II nonfriable asbestos-containing material. The survey shall be performed by a person who is certified by the Division of Occupational Safety and Health, and who has taken and passed an EPA-approved Building Inspector course and who conforms to the procedures outlined in the course. The survey shall include sampling and the results of laboratory analysis of the asbestos content of all suspected asbestos-containing materials. This survey shall be made available, upon request by the APCO, prior to the commencement of any RACM removal or any demolition. This subsection shall not apply if the owner or operator asserts that the material to be renovated is RACM and will be handled in accordance with the provisions of Sections 11-2-303, 304 and 401. The requirement for certification by the Division of Occupational Safety and Health shall not apply to in-house health professionals within a specific nonasbestos related company who perform occasional surveys only for that company as part of their regular job responsibilities

8.1 When a structure, or portion thereof, is demolished under an ordered demolition, the survey must be done prior to, during, or after the demolition but prior to loading or removal of any demolition debris. If the debris contains regulated asbestos-containing material, all of the debris shall be treated as asbestos-containing waste material pursuant to Section 11-2-304.

8.2 For renovation or demolition of residential buildings having four or fewer dwelling units, a survey is not required. A sample and test of the material will be required only when any of the following will be removed or disturbed: heating, ventilation, air conditioning ducting and systems; acoustic ceiling material or acoustic plaster; textured or skim coated wall surfaces, cement siding or stucco, or resilient flooring. Where the material is found to contain greater than 1 percent asbestos and is friable, the material must be handled in accordance with Section 11-2-303.



Compliance Advisory

April 17, 2013

New Asbestos Credit Card Procedures

This Advisory is provided to inform you about activities of the Air District which may affect your operation. It will help you achieve and maintain compliance with applicable air pollution regulations.

ATTENTION: ASBESTOS DEMOLITION & RENOVATION CONTRACTORS AND BUILDING DEPARTMENTS

SUBJECT: NEW CREDIT AND DEBIT CARD PAYMENT PROCEDURES FOR ASBESTOS DEMOLITION AND RENOVATION OPERATIONS

The Bay Area Air Quality Management District (Air District) currently accepts payment of asbestos demolition and renovation fees by check, cashier's check, money order and Visa or Mastercard. **Effective May 1, 2013**, customers who submit payment by credit card for Asbestos Demolition and Renovation Notifications will now be able to use **American Express, Discover, Master Card, Visa, debit, or pre-paid debit cards** through the Air District's new online payment portal. Customers using the online payment portal must follow the new procedures outlined below:

1. Customers paying by credit or debit card must now use the new Air District **online payment portal** through GovPayNet at: www.baaqmd.gov/payments. Payments can now be made with a major credit card (**Master Card, Visa, American Express or Discover**), **debit, or pre-paid debit card** (*note: there is a convenience fee charged by the vendor*).
2. The online credit or debit card payment form must have all the required fields completed to be processed. Incomplete or incorrect credit card information will not be accepted and will delay getting your Job #.
3. Full payment of fees is required at the time of notification submittal. The credit card payment must have the correct amount paid in order to be processed by Air District staff. Underpaid amounts cannot be processed and a new corrected online payment must be resubmitted prior to getting your Job #. If you have questions regarding fees, please contact an asbestos technician at 415-749-4762. **Your J# will be mailed to you within 2-3 business days.**
4. The Asbestos Notification forms should still be faxed to 415-749-4658. Old Credit Card Payment forms will **not** be accepted (*please recycle any older Air District Credit Card Payment forms*). E-mailed forms will **not** be accepted and credit card numbers will **not** be accepted by phone.
5. For customers who wish to pay by credit or debit card at Air District offices ("drop-in"), payments will only be accepted on Monday through Friday during the hours of 9:30 am – 12:00 pm and from 1:00 pm to 4:00 pm. *Please be advised that drop-ins are not guaranteed to receive a Job# the same day.*

In order to continue providing secure and prompt credit and debit card processing, your cooperation with these procedures is appreciated. Customers may also submit payments by check, cashier's check and money order by mailing them with the asbestos notification form to 939 Ellis St. San Francisco, CA 94109. If you have any further needs, please contact the Air District as indicated below:



For questions about this Advisory, contact an Asbestos Technician at (415) 749-4762.



For a copy of this Advisory, see www.baaqmd.gov/advisories.



For a copy of Regulation 11-2, see: www.baaqmd.gov/rules.



For a copy of asbestos notification forms, see: www.baaqmd.gov/Forms.aspx.

Wayne Kino

Director of Compliance and Enforcement