

## DEMOLITION SUBMITTAL REQUIREMENTS

COMMERCIAL INTERIOR  
(Applicable for non-structural only)

This handout describes the necessary documents and requirements to obtain a non-structural interior demolition permit for a commercial or industrial building. The complete submittal package shall be submitted to the Building Division. **Note: Plans for the new Commercial Tenant Improvement must be submitted for building plan check prior to, or at the same time of, obtaining an Interior Demolition permit.**

1. **Existing and proposed demolition floor plans** (*one electronic plan - minimum size 18'x24'*)
2. **Plans must show the following:**
  - a) Existing floor plan
  - b) Proposed demolition floor plan
  - c) Show all nonstructural walls and partitions to be removed
  - d) Detail or hatch area of work proposed
3. **The cover sheet should include the following:**
  - a) Applicable Codes
  - b) Construction Type(s)
  - c) Designer/Architect Data
  - d) Fire Sprinklers Status
  - e) Occupancy Type(s)
  - f) Project Address
  - g) Owner/Tenant Data
  - h) Detailed Scope of Work
  - i) Zoning Designation
  - j) Provide a blank plan sheet labeled "City Approvals" as part of the plan set.
4. **Scope of Work:** The description should be clear and state, "Commercial Tenant Improvement: Interior Demolition Only. No exterior work or structural elements shall be modified or altered, i.e. windows, storefront, doors, roof, etc. The issuance of this demolition permit **does not** authorize or approve any future use or occupancy of any commercial space. Additional permit(s) shall be required to re-establish legal occupancy of the space(s)."
5. **PCBs Compliance Approval** (*if applicable*):  
Visit the City of Mountain View – Environmental Safety Division website for requirements and forms at: [Environmental Protection - PCBs Regulations and Demo Requirements](#)

**PLAN CHECK:** If all necessary documents have been provided, a permit can be issued at that time to a California State Licensed Contractor or property owner.

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*Due Note: If rental of a debris box is needed, please contact Recology Mountain View at (650) 967-3034 or City of Mountain View Public Works Department at (650) 903-6311 or [public.works@mountainview.gov](mailto:public.works@mountainview.gov).*

*If you have any questions, please contact the Building Division at (650) 903-6313 or email at [building@mountainview.gov](mailto:building@mountainview.gov)*