

# CITY OF RANCHO MIRAGE



## DEMOLITION INSTRUCTION SHEET

PRIOR TO DEMOLITION OF ANY BUILDING, FOUR STEPS MUST BE COMPLETED TO COMPLY WITH RULE 1403 OF THE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD):

- (1) Preparation of an Asbestos Report
- (2) Removal of all asbestos prior to demolition
- (3) Notification of SCAQMD. **Important:** All demolitions with or without asbestos require notification to SCAQMD by the contractor doing the demolition. Demolition with asbestos requires prior approval from SCAQMD. There is an official "Asbestos Demolition/Renovation Notification Form" that must be submitted. The form is available at [www.aqmd.gov/prr/faxback.html](http://www.aqmd.gov/prr/faxback.html), or call (909) 396-2000.
- (4) California State law HS19827.5 requires submittal of a copy of the "Notification Form" to the city prior to issuance of a demolition permit by the City of Rancho Mirage.

PRIOR TO DEMOLITION OF ANY BUILDING, THE FOLLOWING REQUIREMENTS OF THE CITY OF RANCHO MIRAGE MUST BE MET:

- (1) One (1) copy of the Asbestos Report must be submitted to the City (Building & Safety)
- (2) An Air Quality Worksheet Report must be completed and submitted for consideration and approval by the City (City Manager's Office).
- (3) If any asbestos was removed prior to demolition, the permit applicant must present weight tickets from any and all landfills, transfer stations or other facilities where the asbestos is disposed. The weight ticket must show the location of the site from which the asbestos was removed, the name and address of the disposal facility and the weight of the disposed asbestos as well as the date of disposal. **WEIGHT TICKETS MUST BE LEGIBLE.**
- (4) In compliance with State law, the demolition contractor must submit to the city a copy of the "Asbestos Demolition/Renovation Notification Form" previously submitted to SCAQMD.
- (5) **POST PM10 SIGN ON JOB SITE. (SEE ATTACHED SAMPLE SIGN)**

COPYRIGHTED CITY LOGO

SIGN AND LETTER SIZE CRITERIA			
PROJECT SIZE	0-1 ACRE	1-10 ACRE	OVER 10 ACRE
SIGN SIZE	24'Hx36"W	36'Hx48"W	48'Hx96"W
	2"	3"	4"
	2"	3"	4"
	2"	3"	4"
	2"	3"	4"
	2"	3"	4"
	3"	4.5"	6"
	1.5"	2.25"	3"
	1.5"	2.25"	3"
	1.5"	2.25"	3"

**CITY OF RANCHO MIRAGE** **PERMIT # B**

**DEVELOPER'S NAME**  
**PROJECT NAME / TRACT #####**

---

**IF YOU SEE DUST COMING FROM THIS PROJECT CALL:**  
**24 HR. NAME, PH. ###-###-#####**

**IF YOU DO NOT GET A RESPONSE WITHIN ONE HOUR, PLEASE CALL THE CITY OF RANCHO MIRAGE PUBLIC WORKS AT 760-774-8503 AND CALL THE A.Q.M.D. AT 1-800-CUT-SMOG (1-800-288-7664)**

CONTRASTING COLOR, TYPICALLY BLACK LETTERS ON WHITE BACKGROUND

# DUST CONTROL SIGN CRITERIA

**CITY OF RANCHO MIRAGE**

**AIR QUALITY WORKSHEET**  
**For DEMOLITION PERMITS**

In accordance with City Ordinance \_ 575, anyone applying for a demolition permit must first obtain approval of a Local Air Quality Management Plan (LAQMP), to determine the impacts the proposed demolition will have upon the air quality. The following worksheet will satisfy this requirement.

When seeking issuance of a demolition permit, simply complete the worksheet and submit it with any other necessary items, to the Building & Safety Division of the Community Development Department. To help expedite the review process, **please complete the worksheet as thoroughly as possible. Please refer to the attached completed sample worksheet** for a better understanding of what is required.

For clarification and/or assistance, please call the Building Division at (760) 202-9253

Thank you for your cooperation.

**AIR QUALITY WORKSHEET FOR DEMOLITION PERMITS**

DATE: \_\_\_\_\_ PARCEL SIZE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

STREET ADDRESS/SITE LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what is to be demolished: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount to be demolished:(square/linear feet): \_\_\_\_\_  
\_\_\_\_\_

Construction Classification: Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
Other (please explain) \_\_\_\_\_  
\_\_\_\_\_

**MATERIALS TO BE DEMOLISHED (check appropriate items):**

- |                                    |                                     |   |                                    |
|------------------------------------|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Concrete  | <input type="checkbox"/> Wood       | <input type="checkbox"/> Dirt           | <input type="checkbox"/> Steel     |
| <input type="checkbox"/> Porcelain | <input type="checkbox"/> Insulation | <input type="checkbox"/> Aluminum       | <input type="checkbox"/> Tile      |
| <input type="checkbox"/> Plastic   | <input type="checkbox"/> Copper     | <input type="checkbox"/> Drywall        | <input type="checkbox"/> Glass     |
| <input type="checkbox"/> Brass     | <input type="checkbox"/> Plaster    | <input type="checkbox"/> Building Paper | <input type="checkbox"/> *Asbestos |

If the proposed demolition includes the removal of asbestos, you must obtain prior written approval from the South Coast Air Quality Management District. Please refer to the instruction sheet for a list of all requirements.

**FUGITIVE DUST CONTROL MEASURES**

**INSTRUCTIONS:**

Check all of the fugitive dust control measures to be used during the demolition at the project site and then expand on each control measure selected under the phase of demolition (pre-demolition; demolition; and post-demolition).

**IMPORTANT:** When completing the post-demolition section, please do the following:

- (1) Identify how the demolished material(s) is (are) being stored and then removed from the site (i.e., disposed of in dumpsters; hauled to landfill). Any truck hauling demolition debris must be equipped with a tarp to cover all materials during transport.
  
- (2) Describe what is to be done at the site following the completion of the demolition (i.e., start construction of a new structure within \_\_\_\_ (days), ( weeks), ( months); (leave vacant and cover with a soil stabilizer).

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Site Watering  | <input type="checkbox"/> Street Sweeping       | <input type="checkbox"/> Vegetation          |
| <input type="checkbox"/> Other  | <input type="checkbox"/> Road Base (aggregate) | <input type="checkbox"/> Truck/Wheel Washers |
| <input type="checkbox"/> Soil Stabilizer (circle one): Acrylic Polymer; Hydromulch; Environkleen;<br>Ground Cover |  |  |

Pre-Demolition:

---

---

---

---

Demolition:

---

---

---

---

Post Demolition:

---

---

---

---

---

---

---

---

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and that my license is in full force and effect.

License Class: \_\_\_\_\_

\_\_\_\_\_  
General Building Contractor's or  
Developer's Signature

\_\_\_\_\_  
Date

---

**OWNER'S CERTIFICATION**

I certify I have read this application and that the information contained herein is true and correct. I agree to comply with City ordinance 575. I authorize representatives of the City of Rancho Mirage to enter upon the above-mentioned property for inspection purposes, and I agree to hold harmless the City and it's representatives from liability for any actions related to this permit.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Signature

---

**Staff Use Only**

Approved by: \_\_\_\_\_

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

**AIR QUALITY WORKSHEET FOR DEMOLITION PERMITS**

# SAMPLE

DATE: 8/23/93

PARCEL SIZE: 1.2 acres

APPLICANT: Sam Smith

TELEPHONE :555-5555

STREET ADDRESS/SITE LOCATION: 100 Anywhere Street

Describe what is to be demolished: Portion of existing residence

Amount to be demolished:(square/linear feet): 1500 sq.ft

Construction Classification: Residential X Commercial \_\_\_\_\_

Other (please explain) \_\_\_\_\_

**MATERIALS TO BE DEMOLISHED (check appropriate items):**

- |                                    |  |  |   |
|------------------------------------|--|--|---|
| <input type="checkbox"/> Concrete  | <input checked="" type="checkbox"/> Wood       | <input type="checkbox"/> Dirt                      | <input type="checkbox"/> Steel            |
| <input type="checkbox"/> Porcelain | <input checked="" type="checkbox"/> Insulation | <input type="checkbox"/> Aluminum                  | <input checked="" type="checkbox"/> Tile  |
| <input type="checkbox"/> Plastic   | <input type="checkbox"/> Copper                | <input checked="" type="checkbox"/> Drywall        | <input checked="" type="checkbox"/> Glass |
| <input type="checkbox"/> Brass     | <input checked="" type="checkbox"/> Plaster    | <input checked="" type="checkbox"/> Building Paper | <input type="checkbox"/>                  |

\*Asbestos

If the proposed demolition includes the removal of asbestos, you must obtain prior written approval from the South Coast Air Quality Management District. Please refer to the instruction sheet for a list of all requirements.

## FUGITIVE DUST CONTROL MEASURES

### INSTRUCTIONS:

Check all of the fugitive dust control measures to be used during the demolition at the project site and then expand on each control measure selected under the phase of demolition (pre-demolition; demolition; and post-demolition).

**IMPORTANT:** When completing the post-demolition section, please do the following:

- (1) Identify how the demolished material(s) is (are) being stored and then removed from the site (i.e., disposed of in dumpsters; hauled to landfill).
- (2) Describe what is to be done at the site following the completion of the demolition (i.e., start construction of a new structure within \_\_\_\_ (days), ( weeks), ( months); (leave vacant and cover with a soil stabilizer).

Site Watering

Street Sweeping

Vegetation

Soil Stabilizer

Road Base (aggregate)

Truck/Wheel Washers

Other \_\_\_\_\_

Pre-Demolition: That portion of the residence to be demolished will be watered down

immediately prior to commencement of work. The dirt surrounding the residence shall also be completely watered down as well.

Demolition: During the course of demolition, the site will be continuously watered and the materials demolished will be disposed of in trash dumpsters.

Post Demolition: Demolished materials stored in dumpsters shall be picked up by Waste Management of the Desert immediately following completion of job. Will begin construction of a 1000 s.f. addition in 2 weeks upon approval of City building permit. Remaining 500 s.f. shall be landscaped with lawn, shrubs, and colored annuals.



South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765  
(909) 396-2000

June 6, 2007

## IMPORTANT NOTICE 2007

### TO COMPANIES AND CONTRACTORS THAT HANDLE ASBESTOS CONTAINING MATERIALS, RENOVATE OR DEMOLISH ANY STRUCTURE

SCAQMD Regulation III – Fee amendments for the Fiscal Years 2007-2008, and 2008-2009 increased notification fees 10% across-the-board. This fee increase will be phased in or implemented over the next three fiscal years. Notifications of Asbestos Removals and Demolition of structures are subject to the new fees effective **July 1<sup>st</sup>, 2007**. See the fee schedule in Rule 301, Table VI (attached) or the Asbestos Notification Forms.

Asbestos Removal Notifications require a fee based on the amount of asbestos removed in square feet. Demolition Notifications require a fee based on the building size in square feet. Fees are per notification and additional service charge fee(s) may apply.

Notifications postmarked less than 14 calendar days prior to project start date require the Special Handling Fee of \$47.32. Note: This fee is for expeditious handling of emergency and late notifications and is not a waiver of the prior ten working day notification requirements.

Service charge for any returned check is an additional \$25.00. See Rule 313(i)

Revisions increasing the asbestos amount or demolition size but remaining in the same amount/size category stated in previous notification(s) require only a revision fee. Revisions in amount/size category require a revision fee plus the entire fee for the applicable amount/size category.

Planned renovation notifications require a review fee and a notification fee based on the abatement project size in square feet. This includes annual notifications for nonscheduled asbestos removal. NOTE: Any schedule change requires a revision fee.

The Procedure 4 and 5 Plan require an evaluation fee and a notification fee based on the abatement project size in square feet. A Procedure 5 plan is required for any abatement project using an alternative combination of techniques and/or engineering controls to handle the asbestos containing materials or asbestos containing waste. Projects requiring Procedure 5 Plans include but are not limited to all asbestos site clean-ups, open air abatement, and all demolition with asbestos in place. See attached Procedure 5 Plan guidelines.

AQMD recommends mailing your notification to save time, money, reduce traffic, energy use and air pollution. *For your convenience please mail all notifications and fees to the following mailing address:*

SCAQMD  
ASBESTOS NOTIFICATIONS  
FILE # 55641  
LOS ANGELES, CA 90074-5641

Notifications should be completed, signed, mailed and fee paid by the contractor performing the removal and/or demolition project. Notifications submitted without the appropriate fee are deemed incomplete, return to sender, and refer to the Air Toxics Compliance Unit.

Notification forms, instructions, and a copy of the Rule 1403 can be obtained from SCAQMD web site at:  
<http://www.aqmd.gov/comply/asbestos/asbestos.html>

In our home page, click on Business, Compliance Program, Asbestos Demolition and Removal. Any questions call the Asbestos Hot Line at 909-396-2336.

NOTE: Rule 304(e) requires an owner/operator to pay for analysis of field samples showing non-compliance.

**SCAQMD RULE 301(n) – ASBESTOS FEES**

Any person who is required by District Rule 1403 – Asbestos Emissions From Demolition/Renovation Activities to submit a written notice of intention to demolish or renovate shall pay at the time of delivery of notification, the Asbestos and Lead Fee specified in Table VI of this rule. Fees are per notification and multiple fees may apply. No notification shall be considered received pursuant to Rule 1403, unless it is accompanied by the required payment.

**TABLE VI  
DEMOLITION, ASBESTOS AND LEAD NOTIFICATION FEES**

Demolition and Renovation by Project Size (square feet)						
Fiscal Year	up to 1,000	>1000 to 5,000	> 5,000 to 10,000	> 10,000 to 50,000	> 50,000 to 100,000	> 100,000
2007-2008	\$47.32	\$144.68	\$338.64	\$531.01	\$769.56	\$1,282.60
2008-2009	\$52.06	\$159.15	\$372.51	\$584.11	\$846.52	\$1,410.86

Fiscal Year	Revision to Notification	Special Handling Fee	Planned Renovation	Procedure 4 or 5 Plan Evaluation
2007-2008	\$47.32	\$47.32	\$531.01	\$531.01
2008-2009	\$52.06	\$52.06	\$584.11	\$584.11

<sup>1</sup>For demolition, the fee is based on the building size.

For refinery or chemical unit demolition, the fee is based on the structure's footprint surface area.

For renovation, the fee is based on the amount of asbestos/lead removed.

<sup>2</sup>For all notifications postmarked less than 14 calendar days prior to project start date.



## SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT NOTIFICATION OF DEMOLITION OR ASBESTOS REMOVAL

MAIL FORM AND FEE TO SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES CA 90074-5641

<b>AQMD USE ONLY</b>	<b>SCREEN BY:</b>	<b>RECEIVED</b>	<b>POSTMARK</b>	<b>ENTERED BY:</b>	<b>NOTIFICATION #</b>
<b>COMPLETED BY</b>		<b>COMPANY</b>		<b>PHONE</b>	
<b>DATE</b>	<b>CHECK #</b>	<b>FEE \$</b>	<b>PROJECT #</b>		
<b>NOTIFICATION TYPE</b>	<b>ORIGINAL</b>	<b>REVISION DATES</b>	<b>REVISION OTHER (highlight)</b>	<b>CANCELLATION</b>	
<b>PROJECT TYPE</b>	<b>DEMOLITION</b>	<b>ORDERED DEMOLITION</b>	<b>RENOVATION (removal)</b>	<b>EMERGENCY REMOVAL</b>	<b>PLANNED RENO (annual)</b>
<b>SITE INFORMATION</b>	<b>SITE NAME</b>				
<b>SITE ADDRESS</b>			<b>CROSS STREET</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>COUNTY</b>		
<b>DESCRIBE WORK AND LOCATION</b>					
<b>BUILDING SIZE (SQ FT)</b>		<b>NUMBER OF FLOORS</b>		<b>BUILDING AGE (YEARS)</b>	
<b>BLDG PRIOR / PRESENT USE</b>		<b>COMMERCIAL</b>	<b>HOSPITAL</b>	<b>INDUSTRIAL</b>	<b>Other</b>
		<b>OFFICE</b>	<b>PUBLIC BLDG.</b>	<b>HOUSE</b>	<b>SCHOOL</b>
		<b>SHIP</b>	<b>UNIV/COLLEGE</b>		
<b>SITE OWNER</b>			<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>CONTACT</b>	<b>PHONE</b>	
<b>REQUIRED BUILDING INFORMATION</b>	<b>ASBESTOS PRESENT?</b>	<b>YES</b> <b>NO</b>	<b>1 ASBESTOS SURVEY?</b>	<b>YES</b> <b>NO</b>	<b>ASBESTOS REMOVED?</b>
					<b>BUILDING TO BE DEMOLISHED?</b>
					<b>YES</b> <b>NO</b>
<b>PROJECT DATES</b>		<b>START</b>	<b>END</b>	<b>WORK SHIFT (day, swing, night)</b>	
<b>*ASBESTOS AMOUNT TO BE REMOVED (in square feet)</b>		<b>FRIABLE</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>TOTAL AMOUNT (add row)</b>
<b>*ASBESTOS REMOVAL FROM</b>		<b>SURFACES</b>		<b>PIPES</b>	<b>COMPONENTS</b>
<b>*AMOUNT OF EACH TYPE OF ASBESTOS (in square feet)</b>		<b>ACOUSTIC CEILING</b>	<b>LINOLEUM</b>	<b>INSULATION</b>	<b>FIRE PROOFING</b>
		<b>DUCTING</b>	<b>STUCCO</b>	<b>MASTIC</b>	
<b>FLOOR TILES (VAT)</b>	<b>DRY WALL</b>	<b>PLASTER</b>	<b>TRANSITE</b>	<b>ROOFING</b>	<b>OTHER (describe)</b>
<b>CONTRACTOR INFORMATION</b>		<b>CSLB LICENSE #</b>		<b>OSHA REG #</b>	<b>AQMD ID #</b>
<b>NAME</b>			<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>SITE SUPVR</b>	<b>PHONE</b>	
<b>WASTE TRANSPORTER #1</b>			<b>LANDFILL</b>		
<b>ADDRESS</b>			<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>

\* Not required for demolition notifications

<sup>1</sup> asbestos surveys are required prior to Demolition and Renovation.

**SCAQMD NOTIFICATION OF DEMOLITION OR ASBESTOS REMOVAL**  
**MAIL FORM AND FEE TO SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES CA 90074-5641**

<b>WASTE TRANSPORTER #2</b>	<b>* WASTE STORAGE SITE</b>
<b>ADDRESS</b>	<b>ADDRESS</b>
<b>CITY STATE ZIP</b>	<b>CITY STATE ZIP</b>

**\* CONTROLS:** DESCRIBE WORK PRACTICES AND CONTROLS TO BE USED AT THE RENOVATION AND DEMOLITION SITE. Procedure # 1, 2, 3, 4, 5 or Other.  
 For asbestos removals circle the combination of Rule 1403 procedures used. Procedure 4 and 5 submit plans for AQMD prior approval (See procedure 4/5 guidelines)

**\* ASBESTOS DETECTION PROCEDURE:** Circle the procedures and analytical methods used to determine the presence of asbestos in the building. Survey, Bulk Sampling, Inspection, PLM, PCM, TEM, Assumed as Asbestos-PACM, Describe Other (See survey guidelines checklist):

**FOR DEMOLITIONS GIVE THE COMPANY NAME AND DATES OF THE ASBESTOS REMOVAL:**

**FOR ORDERED DEMOLITION SEND A COPY OF THE ORDER AND GIVE THE AGENCY NAME & PHONE #**  
 AUTHORIZING PERSON: \_\_\_\_\_ TITLE \_\_\_\_\_  
 DATE OF ORDER: \_\_\_\_\_ DATE ORDERED TO BEGIN: \_\_\_\_\_

**\* FOR EMERGENCY ASBESTOS REMOVAL GIVE THE NAME AND PHONE NUMBER OF THE PERSON DECLARING/AUTHORIZING THE EMERGENCY, DATE AND HOUR OF EMERGENCY AND DESCRIBE THE SUDDEN, UNEXPECTED EVENT (*Disturbed /damaged asbestos requires a procedure 5 plan approval prior to clean-up*):**

**EXPLAIN HOW THE EVENT WOULD CAUSE UNSAFE CONDITIONS, EQUIPMENT DAMAGE OR UNREASONABLE FINANCIAL BURDEN:**

**CONTINGENCY PLAN:** DESCRIBE ACTIONS TO BE FOLLOWED IF UNEXPECTED ASBESTOS IS FOUND DURING DEMOLITION OR ASBESTOS MATERIAL BECOME DISTURBED, CRUMBLER, PULVERIZED, OR REDUCED TO POWDER. (*Disturbed /damaged asbestos requires a procedure 5 plan approval prior to clean-up*):

**\* TRAINING CERTIFICATION:** I certify that an individual trained in the provisions of regulation AQMD Rule 1403 and NESHAP will be on site during the removal and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

Company Name	Print name of owner/operator	Signature of owner/operator	Title of owner/operator	Date
--------------	------------------------------	-----------------------------	-------------------------	------

**INFORMATION CERTIFICATION:** I certify that the above information is correct and I have enclosed any required attachments.

Company Name	Print name of owner/operator	Signature of owner/operator	Title of owner/operator	Date
--------------	------------------------------	-----------------------------	-------------------------	------

Notifications can not be accepted without the required fee (**Rule 301**). Asbestos removals of less than 100 square feet are exempt from notification and fees. Please make checks payable to "SCAQMD". Fees are per notification, not refundable, and vary according to the project size. Fees are as follows:

PROJECT SIZE in square feet	DEMOLITION OR REMOVAL	ADDITIONAL SERVICE CHARGES
1,000 or less -----	\$ 47.32 -----	Special Handling Fee --- \$ 47.32
1,001 to 5,000 -----	\$ 144.68 -----	Revision to Notification - - \$ 47.32
5,001 to 10,000 -----	\$ 338.64 -----	Returned Check Fee --- \$ 25.00
10,001 to 50,000 -----	\$ 531.01 -----	Planned Renovation ---- \$ 531.01
50,001 to 100,000 -----	\$ 769.56 -----	Procedure 4 or 5 Plan --- \$ 531.01
100,001 or more -----	\$ 1,282.60 -----	

**ATTENTION:** Keep a copy of your notification. State law requires that you provide a copy of the demolition notification to Building and Safety before issuance of a demolition permit. For questions call 909-396-2336. Please mail the form and fee to AQMD. Mailing saves time, money and reduces traffic and air pollution



South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765  
(909) 396-2000

## INSTRUCTIONS FOR THE ASBESTOS - DEMOLITION NOTIFICATION FORM

**COMPLETED BY:** Type the company business name and DBA as shown in the CSLB contractor license, name and phone number of the person completing the notification form, the date, check number, fee amount, and the contractor's project number (if any).

**NOTIFICATION TYPE:** Circle ORIGINAL for first time notification. Circle REVISION DATES to change the START or END project schedule dates. REVISIONS are for updating information on Notification in which the project End Date has not expired. Revision of site location address *requires a new notification*. Circle CANCELLATION to cancel a prior notification.

**PROJECT TYPE:** Circle a project description. For annual notifications and progress reports circle PLANNED RENOVATIONS.

**SITE INFORMATION:** Provide detailed information about the facility site location and/or building(s) where the asbestos removal or demolition is to occur, including a cross street. DESCRIBE WORK AND LOCATION by providing the specific work and areas within the facility or building. Examples: *remove VAT from main lobby, demo Monroe Hall, remove mastic from kitchen of Bldg. #2.*

**PRESENT and PRIOR USE:** Circle the present and prior use of the facility. For condominiums and apartments circle Public Bldg. For rental property circle Commercial. Circle House only for single family homes that owner occupied.

**SITE OWNER:** Name and address of the site legal owner, and name and telephone number of owner or contact person for owner.

**REQUIRED BUILDING INFORMATION:** Circle a YES or NO answer for each question. *Asbestos Surveys are required prior to renovation and demolition.* Asbestos must be removed prior to activities that may disturb it and/or prior to ALL demolitions.

**PROJECT DATES:** The actual start and end dates and work shifts of the Asbestos Removal or Demolition project. This includes set-up and clean-up. Changes of Renovation or Demolition project scheduled dates require a Revision Notification.

\* **ASBESTOS AMOUNT TO BE REMOVED:** Enter the amount (in square feet) in the boxes labeled Friable, Class I, and Class II, and add the row to calculate the TOTAL REMOVED. Fee varies according to the total asbestos amount to be removed. To convert linear feet to square feet multiply the factor 3.14 times the pipe diameter times the pipe length, all in feet.

\* **ASBESTOS REMOVED FROM:** Circle surfaces, pipes or components to indicate from where the asbestos to be removed.

\* **DESCRIBE TYPE(S) AND AMOUNT(S) OF ASBESTOS:** Enter the amount(s) under each type of material(s) to be removed.

**CONTRACTOR INFORMATION:** Name and DBA as shown in the CSLB contractor license and Company physical address - *No P O Boxes*. Notifications should be filed and submitted by the contractor performing the actual removal or demolition. Provide your California Contractor State License Board (CSLB), Cal/OSHA Registration, and AQMD identification number (ID). CSLB Abatement License and OSHA Registration are required to perform asbestos removal. The AQMD ID # is found in the contractor's District permits or invoices. For your convenience mail your notification and do not hand carry to AQMD because there is no designated staff to receive it. Mailing saves you valuable time, gas money, car wear and tear, and reduces traffic and air pollution.

**WASTE TRANSPORTS:** Name the companies transporting the asbestos and/or demolition waste to a landfill or any off-site storage.

**LANDFILL:** Name and address of the landfill where the waste will be sent. This includes demolition construction waste.

\* **WASTE STORAGE SITE:** Provide the site location if the asbestos is going to a storage site prior to sending it to a landfill.

\* **CONTROLS:** Enter the Rule 1403 Procedure Number (1, 2, 3, 4, or 5) or describe the asbestos work practices and engineering controls. Procedure 1 is required for removing friable asbestos materials (i.e., acoustic, linoleum, stucco, etc.) Procedure 2 is for small-scale, short duration jobs using glovebag or minienclosures. Procedure 3 is for manual removal methods using adequate wetting. Procedures 4 and 5 require PRIOR written AQMD approval. Refer to Rule 1403 for specific procedural requirements.

\* **ASBESTOS DETECTION PROCEDURES:** Describe the methods and procedures used to determine whether asbestos is present at the facility, including a description of the analytical methods used.

For DEMOLITIONS state when and who removed the asbestos. Demolitions require proof of prior asbestos survey and removal. ORDERED DEMOLITIONS require a copy of the government agency legal notice ordering the demolition. Ordered demolitions require proof of prior asbestos survey, removal and disposal; and/or *prior written approval* from AQMD. See Procedure 5 Plan.

\* **EMERGENCY REMOVAL:** Give the name and phone number of the person authorizing the emergency. Explain the reason(s).

**CONTINGENCY PLAN:** List actions to be followed if unexpected asbestos is found or nonfriable asbestos is rendered friable.

**TRAINING AND INFORMATION CERTIFICATION:** Use a "wet" or stamp signature to certify that your company provided the required asbestos training to the persons at the asbestos work site, and that the information given in the notification form is complete and accurate. *Notifications must be signed by the contractor doing the work, or its authorized company representative.*

**SURVEY REQUIREMENT:** Asbestos surveys are required prior to all renovation and demolition. Asbestos must be removed prior to renovation activities that may disturb the asbestos containing materials. ALL asbestos must be removed prior to building demolition.

\* DEMOLITION notifications do not require this information. Asterisked information is required for asbestos removal notifications.

## ASBESTOS/DEMOLITION RULE 1403 - GENERAL INFORMATION

**NOTIFICATION REQUIREMENTS:** Postmark notifications *14 calendar days prior* to starting any asbestos removal of 100 ft<sup>2</sup> or greater or *any* demolition. Notifications shall be filled, signed, paid, submitted and mailed by the contractor performing the removal and/or demolition job. Notifications without signature(s) will be returned. Renovations without asbestos do not require notification. Los Angeles City and Palm Springs Fire Departments, and Cal-OSHA require a separate Notification.

**FEE REQUIREMENT: Rule 301** (s) requires all notifications to be submitted with appropriate fees. *Fees are per notification and are not refundable.* Notifications submitted without appropriate fees will be returned, deemed incomplete, and referred to the compliance unit for follow-up. Projects conducted without a valid notification are subject to local and federal enforcement. Cancellation of notifications and removal projects less than 100 square feet are exempt from fees - other requirements may apply.

**MAILING REQUIREMENT:** Mail the notification and fee to SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES, CA 90074-5641. Mailing saves time, money and reduces traffic and air pollution.

**REVISIONS:** Fax revisions to 909-396-3342. Update the notifications as necessary, pencil in the change(s), write the reason for the revision at the top of the notification. Fees are per notification and multiple service charge fees may apply. Revisions increasing the asbestos amount or demolition size but remaining in the same amount/size category stated in a previous notification(s) require only a revision fee. Increase in amount/size category requires a revision fee and the entire fee for the higher applicable amount/size category. Notifications expire along with the project schedule end date and they can not be revised after the expired end date.

**EMERGENCY NOTIFICATIONS:** Fax emergencies to 909-396-3342. Emergencies are for immediate asbestos removals due to unsafe conditions, breakdowns, flood, earthquake, fire, and site contamination. Emergencies and Ordered Demolitions require a formal letter from the person confirming or agency authorizing the emergency. For Ordered Demolitions fax a copy of the court order or legal notice signed by a senior official from B&S, Code Enforcement, Fire or Police Dept. For emergency site contamination to clean-up disturbed asbestos fax a Procedure 5 for *prior* written approval. See Procedure 4/5 Plans.

**FAX NOTIFICATIONS.** Fax notifications are required for *Revisions, Emergencies, Ordered Demolitions, Electronic Notifications, and Cancellations.* Fax notifications to 909-396-3342 and within 48 hours of fax-time, postmark/mail the Original Notification with the fee to SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES, CA 90074-5641. Fax notifications are not instead of the Original signed notification required by local and federal law. For Emergencies include the letter authorizing the Emergency. For Ordered Demolitions include proof of asbestos survey, removal and disposal. For Ordered demolitions without prior asbestos removal submit a Procedure 5 Plan for *prior* written AQMD approval. Cancellations do not require mail follow-up.

**DEMOLITIONS** require 4 PRIOR steps: 1 Asbestos Survey, 2 Asbestos Removal, 3 AQMD Notification, 4 B&S permit. ALL demolitions require a notification by the contractor doing the demolition. Demolitions without prior asbestos removal require *prior written approval* from AQMD (See Procedure 5 Plan). Demolition is defined as the wrecking or taking out of a load-supporting structural member of a facility or the intentional burning of a structure. Dismantling of partitions and installation of windows and doors through load-supporting walls without asbestos is exempt from notification. **DEMOLITION BY INTENTIONAL BURNING** require 4 prior steps above plus 2 more steps: 5 Rule 444 "*training burn notification*" to SCAQMD at 800-442-4847 the day prior to burning, and 6 conduct the training burn on a burn day. Fire departments are responsible for obtaining an asbestos clearance, copies of the demolition notification, phoning AQMD the Rule 444 notification the day prior to the training burn, and coordinating with the demolition contractor to clean the site right after the training burn is completed.

**RENOVATION** is the removal, stripping, or altering of asbestos containing materials, and/or any activity involving the associated disturbance of asbestos in a facility. Renovations require an asbestos survey and removal prior to any activity that would disturb the asbestos. Building remodeling or renovations without asbestos do not require notification. See survey requirement.

**PLANNED RENOVATION NOTIFICATIONS (PRN):** There are two types of PRN, The first type is to notify for *Nonscheduled Asbestos Removals (AKA annual notifications).* Nonscheduled Asbestos Removals are expected to occur based on past experience, but no exact date can be predicted for them. These notifications account for the cumulative asbestos amount removed from a facility during a calendar year in aggregated increments of less than 100 square feet each due to equipment breakdown or maintenance requirement. These notifications must be postmarked by December 17<sup>th</sup>, each year. *Individual Removals of 100 ft<sup>2</sup> or more require separate notification.* The second type is to notify for a series of *Scheduled Asbestos Removals* within a large facility, where each removal is greater than 100 square feet. These notifications require an attachment listing each individual project planned within the facility detailing the work locations/areas/buildings involved including its sizes, floors, ages and uses, the amounts and types of asbestos at each location/area/building, project scheduled dates, and asbestos types and amounts. Any project schedule change requires a Revision.

**PROCEDURE 4/5 PLANS:** These plans *require prior* approval by AQMD. To obtain approval fax the plan and notification to 909-393-3342 attention Asbestos Supervisor. For after hours fax and leave a message at 1-800-CUTSMOG for the asbestos supervisor. Within 48 hrs of Plan approval, postmark the hard copies of the plan, notification, and fees. Procedure 4 Plans are for dry removals. Procedure 5 plans are required for asbestos disturbances, site clean-ups, decontaminations, excavations, and demolitions with asbestos.

**KEEP A COPY OF YOUR NOTIFICATION.** State law requires you give a copy of the demolition notification to Building and Safety before issuance of a demolition permit. This law *does not* require proof of receipt or approval by AQMD. For your convenience, please mail the notification. Mailing saves you time, money, gasoline, and reduces traffic, energy use, and air pollution. For questions call the asbestos hotline at 909-396-2336. For Forms, instructions, and Rule 1403 go to our web site at

<http://www.aqmd.gov>

(SV1403 instructions 2006 rev Jun 22)