



City of Walnut Creek
Development Review Services
1666 N. Main Street, Walnut Creek, CA 94596
(925) 943-5834 phone (925) 256-3500 fax

Information Bulletin No. IB-018

Commercial Interior-Only Demolition Permit Submittal Requirements

1. Submit a pdf file containing the following information to the City of Walnut Creek permit portal <https://www.walnutcreekca.gov/government/community-development-department/permits/building-permits/apply-online-for-a-building-permit>
 - a. The construction type for the building per California Building Code, Chapter 6. An architect or engineer must determine the construction type for the building.
 - b. Identification of the address and owner of the property
 - c. A floor plan showing all elements to be demolished
 - d. A reflected ceiling plan showing all elements to be demolished
 - e. A note indicating that any utilities to be demolished shall be capped
2. The following work may not be included under an interior-only demolition permit:
 - a. No structural demolition related to the vertical load carrying elements or systems or to the lateral load resisting elements or systems may be included under an interior-only demolition permit. Please verify that the plans do not show structural demolition. Please also add a statement “No structural demolition” on the cover sheet of the plans.
 - b. No new work may be included under an interior-only demolition permit.
 - c. No exterior demolition may be included under an interior-only demolition permit unless the applicant has specifically received prior approval from the planning division. If previous approval for exterior demolition work has been received from the planning division, please include this approval on the plans.
 - d. No demolition of an existing fire sprinkler system may be included under an interior-only demolition permit.
 - e. No demolition of existing fire-rated construction is allowed under an interior-only demolition permit.
3. Please note that an application for an interior-only demolition permit can only be accepted once a tenant improvement permit has been submitted.
4. The review time for interior-only demolition permits is 8 business days.
5. Approval from the Contra Costa County Fire Protection District will be required prior to permit issuance. Please see the following link for contact information for the Contra Costa County Fire Protection District: <https://www.walnutcreekca.gov/government/community-development-department/contact/outside-agencies-and-districts>
6. A waste management plan will be required prior to permit issuance. Please see the following link for more information: <https://www.walnutcreekca.gov/government/community-development-department/permits/building-permits/building-and-land-use-regulations/waste-management>