

**COMMUNITY DEVELOPMENT DEPARTMENT  
225 PARK STREET  
LAKEPORT, CA 95453**

**POLICY / PROCEDURE #36**

**DATE:** May 14, 2001

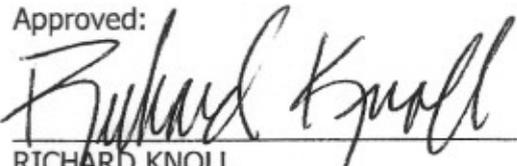
**SUBJECT:** Structure Demolition Requirements

In addition to the requirements of the Uniform Building Code and the Lakeport MC, structure demolition permits must include the following additional information:

1. A statement identifying the proposed method of capping off the sewer and water laterals; and
2. A statement that the water and sewer laterals will be capped off at the edge of right-of-way.
3. A schedule for starting and completing the demolition work.
4. An Air Quality clearance.

In addition, all structure demolitions where the structure is not going to be rebuilt must include a written notice from the Tax Collector's office that there are no past due taxes on the property.

Approved:

  
\_\_\_\_\_  
RICHARD KNOLL  
Community Development Director

5/14/2001  
\_\_\_\_\_  
DATE

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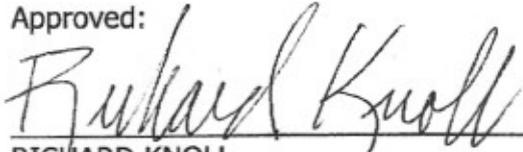
**POLICY / PROCEDURE**

**DATE:** December 13, 2004

**SUBJECT:** Demolition Permits – Policy #44

1. The applicant should submit a lot book guarantee or a title report (no more than 90 days old) identifying lienholders associated with the property. If necessary, lienholders will be notified of the intent to issue a demolition permit. Lienholders identified in the lot book guarantee should provide their written consent to the issuance of the building permit and hold the City harmless.
2. The applicant for a demolition permit or property owner, at the discretion of the City, will be required to sign-off indicating that they have asked for and received information concerning City regulations that may affect their ability to rebuild, including Zoning Ordinance provisions, Building Code provisions, handicapped accessibility provisions, floodplain provisions, right-of-way improvement provisions, and any other laws or requirements which may affect their re-construction. Applicants other than property owners must provide notarized authorization to act as owner's agent.
3. The City will not normally issue a demolition permit over the counter. Demolition permits should be signed off by the City Engineer, Floodplain Administrator, Utilities Superintendent, Building Inspector, Community Development Department staff, as well as other agencies as may be required (i.e. LCAQMD, Lake County Environmental Health, etc.).
4. Owners of structures being demolished must show proof from the Tax Collector's Office that all property taxes are paid current.
5. City (CDD) staff will exercise some flexibility and discretion in the application of these policies particularly for small demolition projects which do not involve major structural removal.

Approved:

  
\_\_\_\_\_  
RICHARD KNOLL  
Community Development Director

12/13/04  
\_\_\_\_\_  
DATE