



SUBMITTAL REQUIREMENTS AND INFORMATIONAL HANDOUT FOR A: **RESIDENTIAL POOL DEMOLITION/FILL-IN**

PERMIT INFORMATION:

The California Building Code requires a building permit to be obtained prior to the removal, and/or demolition of any structure, including swimming pools. This includes removing existing pools or filling them with fill material.

THINGS TO KNOW:

- A Building Permit may be issued only to a State of California Licensed Contractor or the Homeowner. If the Homeowner hires workers, State Law requires the Homeowner to obtain Worker's Compensation Insurance.
- When a permit is required for an alteration, repair or addition exceeding *one thousand dollars (\$1,000.00)* to an existing dwelling unit that has an attached garage or fuel-burning appliance, the dwelling unit shall be provided with a Smoke Alarm and Carbon Monoxide Alarm in accordance with the currently adopted code.

THERE ARE TWO OPTIONS TO DEMOLISH/FILL A POOL:

OPTION #1: The applicant may retain a civil or geotechnical engineer to supervise the filling and compaction of the fill material per the California Building Code. The engineer shall provide a report to the City prior to the final inspection, as to observation of fill, compaction and general site drainage conditions after final grading. *If the site will be considered for a structure to be placed on it at a later date, this is the option that should be used.*

OPTION #2: Swimming pools may be filled with "clean fill." Clean fill is uncontaminated, non-water-soluble, non-decomposable inert solid material. The term includes clean soil, rock, gravel, sand, stone, dredged material, used asphalt, and brick, block or concrete from construction and demolition activities that is separate from other waste and recognizable as such. Materials which have been painted are not allowed. A receipt is acceptable for documenting the source of the clean fill obtained from off site.

Under this provision the following is required:

1. A "**Notice of Fill Condition**" letter needs to be prepared by the applicant (modify the attached sample letter as needed). The letter shall be signed by the property owner(s) and notarized before it is taken to the Alameda County Recorder's Office. The County requests a notary acknowledgement form to be attached to this letter.
2. The notarized document above is then recorded at the Alameda County Recorder's office located at:

Alameda County Recorder's Office
1106 Madison Street
Oakland, CA 94607
(510) 272-6362

A copy of the recordation is required prior to issuance of permit.

SUBMITTAL REQUIREMENTS: The forms below shall be completed prior to your submittal.

- Building Permit Application
- Owner/Builder Form, *if applicable*
- Construction Debris Hauler Acknowledgement Form and Waste Handling Plan
- County Recorded "Notice of Fill Condition" Letter, *if applicable*

PLAN SUBMITTAL REQUIREMENTS:

Complete sets of building plans and documents are required for the plan check of the proposed demolition. Plan size shall be 11”x17,” all dimensions and scales shall be clearly indicated on the plans. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans. The City of Fremont requires:

- Three (3) sets of complete building plans, consisting of:
 - **Property Information:** The following information shall be on the first sheet of the plan set: Property Address; Zoning District; Flood Zone, if applicable; Average Front, Side and Rear Setbacks to Property Lines; Property Owner’s Information, Designer’s or Architect’s and Engineer’s Contact Information.
 - **Site Plan:** Shall be drawn to scale (1/8” = 1’ minimum) - Lot dimensions, showing the whole parcel and property lines, Easements, Utility services (gas, electric, sewer and water), Public right-of-way from the property line to the street including sidewalks, Footprint and overhangs of all structures, Driveway and walkways within the front yard, Other significant features that are greater than 12” above grade (i.e. decks), Setbacks and measured distance from the property lines and structures to the swimming pool; and Square footage of swimming pool.
- Two (2) copies of the Notice to Fill Condition Letter with the proof of recordation attached.

PLAN CHECK PROCESS:

Plan check for pool demolition is generally performed over the counter. If the plans need to be taken in for further review, the plan check process may take up to 17 business days.

FEES: *Other fees may apply; refer to the currently adopted fee schedule for further fee information.*

- Plan Check Fee – Half an Hour Plan Check Fee
- Building Permit Fee – Based on Valuation
- Permit Application Fee
- Document Imaging Fee
- Community Planning Fees – 15% of Permit and Plan Check Fees
- Building Standard Fee

INSPECTIONS:

1. **Misc. Inspection (Code: 811)** – Shall be scheduled after the four holes (each hole shall be a minimum of 1 foot in diameter) have been drilled and holes cleared of junk and debris. One of the holes shall be located at the deepest point of the pool and one hole shall be located at the bottom of the spa, if applicable.
2. **Final Inspection (Code: 199)** – Shall be scheduled after the pool has been properly filled and compacted; after all equipment has been removed; properly terminate all abandoned water or gas piping and remove all abandoned electrical wiring back to the electrical panel or properly terminate in an approved manner.

GENERAL CONTACT INFORMATION:

DEVELOPMENT SERVICES CENTER

39550 Liberty Street, Fremont, CA 94538

(510) 494-4443

Building and Safety (510) 494-4400

Community Preservation (510) 494-4430

Inspection Scheduling (510) 494-4885

Plans & Permits Division (510) 494-4460

Planning Division (510) 494-4440

Zoning Information Line (510) 494-4455

RECORDING REQUESTED BY:

Name: _____

Street Address: _____

City & State: _____

Zip Code: _____

NOTICE OF FILL CONDITION

NOTICE IS HEREBY GIVEN that the undersigned, being the owners of the following described real property, are hereby recording this document to identify the location of the swimming pool which is to be filled in accordance with the procedures established by the City of Fremont, Building and Safety Division.

Description of Property: The property affected by this notice is located at:

_____, Fremont, CA,
and more particularly located described as follows:

City of Fremont, Lot: _____ Tract#: _____

Or filed as follows:

Assessor's Parcel Number: _____

Scope of Work: The undersigned has contracted with (name of contractor), _____ to effect the swimming pool demolition. *The agreement provides that a minimum of four holes (each a minimum of one foot in diameter) shall be drilled along the bottom of the pool to allow future moisture to escape, and thereafter, the pool will be filled with "clean fill" material.* One of the holes shall be located at the deepest point of the pool and one hole shall be located at the bottom of the spa, if applicable. Pools not located in a residence, may require additional holes. The specific location of the former pool is set forth in the attached "exhibit A," which is the drawing of the swimming pool site and its relationship to the residence.

DATE

OWNER'S SIGNATURE