



**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 legal 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 are owner occupied.

**SITE OWNER:** Name, address and phone # of the site legal owner, or authorized contact person if the site is owned by a company.

**REQUIRED BUILDING INFORMATION:** Circle a YES or NO answer for each question. *Asbestos Surveys are required prior to all renovations and demolitions.* Asbestos must be removed prior to any activity 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 is 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 filled 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 miniencllosures. **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 the asbestos contractor workers have the required asbestos training and the information stated in the notification form is complete and accurate. *Notifications must be signed by the contractor doing the work, or its authorized company representative.*

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

**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.**

Forms, instructions, and Rule 1403 can be obtained from web site <http://www.aqmd.gov>

## ASBESTOS/DEMOLITION RULE 1403 - GENERAL INFORMATION

**SURVEY REQUIREMENT:** Asbestos surveys are required prior to any renovation or 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.

**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) require a revision. Renovations without asbestos do not require notification. Los Angeles City, Palm Springs Fire Department, and Cal-OSHA require a separate Notification.

**FEE REQUIREMENT:** [Rule 301](#) (n) require all notifications to be submitted with appropriate fees. *Fees are per notification and are not refundable.* Notifications submitted without appropriate fees may 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; and *require a formal letter from the person confirming or agency authorizing the emergency.* For Ordered Demolitions fax a copy of the legal notice or Building and Safety "red tag". 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 documented proof of asbestos clearance and 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 - Nonscheduled Asbestos Removals* (aka *Annual Notification*) are projects less than 100 sq ft that require a cumulative annual notification postmarked by each December 17, if the combined amount of asbestos to be removed from a facility exceeds the removal threshold limit (100 sq ft) during a calendar year. The second type is to notify for a series of *Scheduled Asbestos Removals* projects within a large facility, where each project is greater than 100 sq ft. 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, each project scheduled dates, and asbestos types and amounts. Any project schedule change requires a Revision. Any individual removal job (whether it is scheduled or nonscheduled) greater than 100 sq ft requires an individual notification. All Rule 1403 requirements apply regardless of the size of the asbestos removal project.

**PROCEDURE 4/5 PLANS:** These plans *require prior* approval by AQMD. To obtain approval fax the survey, plan and notification to 909-396-3342 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 reduce 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 2008 rev Jan 10)



## 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

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

\* 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>		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
<p><b>* CONTROLS:</b> 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)</p>					
<p><b>* ASBESTOS DETECTION PROCEDURE:</b> 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):</p>					
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:		
<p><b>* FOR EMERGENCY ASBESTOS REMOVAL</b> GIVE THE NAME AND PHONE NUMBER OF THE PERSON DECLARING/AUTHORIZING THE EMERGENCY, DATE AND HOUR OF EMERGENCY AND DESCRIBE THE SUDDEN, UNEXPECTED EVENT (<i>Disturbed /damaged asbestos requires a procedure 5 plan approval prior to clean-up</i>):</p> <p>EXPLAIN HOW THE EVENT WOULD CAUSE UNSAFE CONDITIONS, EQUIPMENT DAMAGE OR UNREASONABLE FINANCIAL BURDEN:</p>					
<p><b>CONTINGENCY PLAN:</b> DESCRIBE ACTIONS TO BE FOLLOWED IF UNEXPECTED ASBESTOS IS FOUND DURING DEMOLITION OR ASBESTOS MATERIAL BECOME DISTURBED, CRUMBLER, PULVERIZED, OR REDUCED TO POWDER. (<i>Disturbed /damaged asbestos requires a procedure 5 plan approval prior to clean-up</i>):</p>					
<p><b>* TRAINING CERTIFICATION:</b> 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.</p>					
Company Name	Print name of owner/operator	Signature of owner/operator	Title of owner/operator	Date	
<p><b>INFORMATION CERTIFICATION:</b> I certify that the above information is correct and I have enclosed any required attachments.</p>					
Company Name	Print name of owner/operator	Signature of owner/operator	Title of owner/operator	Date	
<p>Notifications can not be accepted without the required fee (<a href="#">Rule 301</a>). 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:</p>					
PROJECT SIZE in square feet		DEMOLITION OR REMOVAL	ADDITIONAL SERVICE CHARGES		
1,000 or less -----		\$ 52.06 -----	Special Handling Fee ---- \$ 52.06		
1,001 to 5,000 -----		\$ 159.15 -----	Revision to Notification- - \$ 52.06		
5,001 to 10,000 -----		\$ 372.51 -----	Returned Check Fee ---- \$ 25.00		
10,001 to 50,000-----		\$ 584.11-----	Planned Renovation ---- \$ 584.11		
50,001 to 100,000 -----		\$ 846.52 -----	Procedure 4 or 5 Plan---- \$ 584.11		
100,001 or more -----		\$ 1,410.86 -----			
<p><b>ATTENTION:</b> 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</p>					



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Diamond Bar, CA 91765  
(909) 396-2000

September 27, 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) <sup>1</sup>						
<b>Fiscal Year</b>	<b>up to 1,000</b>	<b>&gt;1000 to 5,000</b>	<b>&gt; 5,000 to 10,000</b>	<b>&gt; 10,000 to 50,000</b>	<b>&gt; 50,000 to 100,000</b>	<b>&gt; 100,000</b>
<b>2007-2008</b>	\$47.32	\$144.68	\$338.64	\$531.01	\$769.56	\$1,282.60
<b>2008-2009</b>	\$52.06	\$159.15	\$372.51	\$584.11	\$846.52	\$1,410.86

<b>Fiscal Year</b>	<b>Revision to Notification</b>	<b>Special Handling Fee <sup>2</sup></b>	<b>Planned Renovation</b>	<b>Procedure 4 or 5 Plan Evaluation</b>
<b>2007-2008</b>	\$47.32	\$47.32	\$531.01	\$531.01
<b>2008-2009</b>	\$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.