

## **Residential Demolition Permits**

**Two (2) complete plan sets will be required containing the following information:**

### **Residential**

- 1) Building Permit Application available at the One-Stop Shop or at the City website at: [www.elpasotexas.gov](http://www.elpasotexas.gov).
- 2) Site plan drawn to scale.
- 3) For Exterior Demolition Permit - indication on site plan of exterior area or areas to be demolished
- 4) For Interior Demolition Permit - floor plan indicating interior areas to be demolished
- 5) Construction or Demolition Material (CDM) Project Notification Form

### **CDM Manifest Procedure**

**Overview:** There are two types of purchasers of the Manifests - Permitted Haulers and Self-Transporters. Below are the procedures to each type when a Manifest is being purchased.

#### **Permitted Haulers**

- 1) Enter the hauler's permit (YEPH - Environmental / Permits / Hauler) in Accela.
- 2) Click on the ASI Tables menu.
- 3) Under the Table Subgroup drop down menu, select Sales Manifest.
- 4) Click on the Add button.
- 5) Enter the range of the Manifest form being purchased.
- 6) Click the Save button.
- 7) Click on the Fees menu.
- 8) Click on the Add button.
- 9) Under the CDM Fee (FCDM001), enter the amount of Manifests being purchased.
- 10) Click the Submit button.
- 11) Send customer to the Business Center for payment.
- 12) Upon payment, the customer will return to whoever was assisting them to show that person their receipt at which point the Manifest will be given to the customer

#### **Self-Transporters**

- 1) Enter the Construction or Demolition permit (YECD - Environmental / Permits / CDM) in
- 2) Accela.

- 3) Click on the ASI Tables menu.
- 4) Under the Table Subgroup drop down menu, select Sales Manifest.
- 5) Click on the Add button.
- 6) Enter the number of the Manifest(s) being purchased.
- 7) Click the Save button.
- 8) Click on the Fees menu.
- 9) Click on the Add button.
- 10) Under the CDM Manifest Fee (FCDM001), enter the amount of Manifests being purchased.
- 11) Click on the Submit button.
- 12) Send customer to the Business Center for payment.
- 13) Upon payment, the customer will return to whoever was assisting them to show that person their receipt, at which point, the Manifest(s) will be given to the customer.

For help in obtaining information or to contact the Building Permit Division, please call (915) 212-0085 or visit our website at:

<http://www.elpasotexas.gov/planning-and-inspections>