



This handout explains the process to obtain an over the counter demolition permit from the City of Phoenix. Submittal requirements for demolition of structural components require complete structural plans and are not included in this process.

I. Policy:

A demolition permit is required for demolition work which includes the total, partial or interior demolition of a structure. Over the counter demolition permits shall **not** involve demolition of structural components (total demolition and interior demolition of non bearing walls with associated utilities are permitted). A separate demolition permit application shall be required for each building or structure that will be demolished. Demolition work that is included as part of a separate building permit does not require a separate demolition permit. Demolition may not commence until a permit is obtained. A demolition permit shall expire and become null and void if the authorized work is not commenced within 30 days or completed within 60 days from the date of demolition permit issuance, or if active and continuous demolition is suspended or abandoned for any period of 5 days or more prior to final completion, removal of all debris and dust proofing of the site.

Note: Demolition is not complete until final inspections have been performed.

II. Procedure:

1. Contact Maricopa County Air Quality Department NESHAP program at (602)-506-6708, located at 1001 N Central Avenue Suite 400 to obtain information and approval for asbestos abatement prior to applying for a demolition permit from the City of Phoenix Development Services Department.
2. Prepare two sets of plans based on the following:
 - a. Site plan showing lot dimensions, easements, location of building(s) on property for all, partial or interior demolition plus floor plan showing scope of demolition work.
 - b. If one or more, but not all structures on a lot are to be totally demolished, only a site plan is required.
 - c. If all structure(s) on a lot are to be totally demolished, no plans are required.
3. Complete a demolition permit application (obtained at Minor Commercial counter (Counter 5), 2nd Floor Phoenix City Hall, 200 W Washington St. or download online at <http://phoenix.gov/DEVPRO/demoapp.pdf>) and submit with documents noted in Steps 1 and 2 above to the Minor Commercial Counter.

or

Complete a demolition application (obtained at Residential Services counter (Counter 9), 2nd floor of Phoenix City Hall, 200 West Washington Street or download online at <http://phoenix.gov/DEVPRO/demoapp.pdf>) and submit with documents noted in steps 1 and 2 above to the Residential Services counter.

4. When demolition is completed, call Automated Inspection Request System (AIRS) at (602) 495-0800 to schedule final inspections.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.