



## **APPLICABILITY**

The certificate approval process applies only to **exterior work** that requires a building permit for properties listed on the [Phoenix Historic Property Register](#). Interior work that does not affect the exterior of the building does not require approval from the Historic Preservation Office (HP). However, in some cases, the Building Official may refer the applicant to HP for this determination.

A **CERTIFICATE OF NO EFFECT (CNE)** may be issued for minor work that does not materially change the historic character of the property and that is clearly within the [adopted design guidelines](#) for historic properties, such as a small addition or rear patio cover that is not visible from the street. These certificates are frequently approved at the time of the initial request. The HP Commission has adopted a [policy](#) providing guidance on the types of projects that qualify for approval as a CNE.

A **CERTIFICATE OF APPROPRIATENESS (COA)** must be applied for if the proposed work does not meet the adopted CNE policy. Larger additions and significant street-visible changes fall into this category. These certificates require an HP pre-application meeting and a public hearing to determine whether the proposed project meets the [Standards for Consideration of a Certificate of Appropriateness](#). Additional information regarding Certificates of Appropriateness can be found on the HP website at [phoenix.gov/pdd/historic-preservation](http://phoenix.gov/pdd/historic-preservation).

HP staff makes all determinations regarding whether a CNE or COA is required.

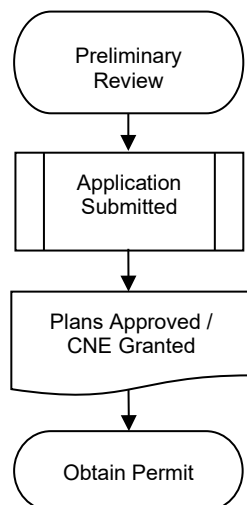
CNE and COA applications are generally submitted online through the SHAPE PHX portal at [shapephx.phoenix.gov](http://shapephx.phoenix.gov). Applicants can apply through the “apply for permit” option.

Applications may also be submitted in person at Phoenix City Hall. Appointments are available each business day from 8:30 a.m. to 5:00 p.m., subject to availability, and can be scheduled online at the [Planning and Development Online Appointment Scheduling website](#).

## **SUBMITTING AN APPLICATION**

When submitting an application, certain information is essential and must be included on the application form or shown on the plans. HP staff will perform an administrative review to determine if the submittal is in compliance with A.R.S. §9-835 (D). Applications that are not complete will be returned to the applicant with a list of the items that are outstanding.

## **CERTIFICATE OF NO EFFECT PROCESS**



1. Applicants are encouraged to consult with staff early in the process to determine if their project qualifies as a CNE. This can be done via email by sending conceptual plans to [historic@phoenix.gov](mailto:historic@phoenix.gov) or by making an appointment and presenting plans in person at City Hall. Staff may take the plans to a staff meeting to discuss with other planners the eligibility of the project for a CNE and/or changes to the project that could make it eligible for a CNE.
2. After staff determines the project qualifies for approval as a CNE, the application may be formally submitted via the SHAPE PHX portal or in person at City Hall. For in-person submittals, an appointment and three sets of plans are required.
3. HP staff will issue the CNE and stamp the plans. For in-person submittals, two stamped plan sets will be returned to the applicant to be used for permit submittal.
4. The permit may now be obtained either through SHAPE PHX or in person. Applicants submitting in person will take the two stamped plan sets to the permit counters on the 2<sup>nd</sup> floor of City Hall. An approved CNE is valid for one year from the date of approval.