



This document provides the process to release a recorded Notice of Violation (NOV). The Notice of Violation is not a lien and can be released by following this procedure. A release is the completion of the Non-Permitted Construction Process. The release serves as documentation that the Notice of Violation has been satisfied. Both the NOV and the release of the NOV are retained at the Maricopa County Recorder's Office.

**Step 1:** Has a permit been obtained and did it pass final inspection?

**If Yes:** Go to Step 2.

**If No:** A building permit is required for commercial construction, new homes and when existing homes are remodeled or additions are made.

Customers may request information, submit drawings and purchase building permits at Phoenix City Hall, 200 W. Washington Street, Phoenix AZ 85003, 2<sup>nd</sup> floor, Check in and Information Counter. Tickets for counter service are given out from 8 a.m. to 4 p.m., Monday through Friday.

For more information: [www.phoenix.gov/pdd/development/permits](http://www.phoenix.gov/pdd/development/permits).

For on-line permits visit: <https://shapephx.phoenix.gov/s/> or <https://apps-secure.phoenix.gov/PDD/Search/Permits>

Permit fee questions can be answered at the Check in and Information Counter or by referencing the Department Fee Schedule: [www.phoenix.gov/pdd/devfees](http://www.phoenix.gov/pdd/devfees).

If you cannot locate the information, contact Planning & Development at 602-262-7811.

**Not Sure:**

1. Visit <https://shapephx.phoenix.gov/s/> or <https://appssecure.phoenix.gov/PDD/Search/Permits>
2. Enter your address.
3. Verify the permit scope covers the notice of violation and is complete. The permit status should say "COMPLETED." If you see a Complaint, CITA, CINV or RINV this is **NOT** a permit, it is the code for an on-going Non-Permitted construction investigation.
4. If you're looking online, the permit Status should say "DONE," CofC Issued", or "CofO Issued"

This will provide the permit history from 1995 to the present. For permit history prior to 1995, visit Phoenix City Hall, 200 W. Washington Street, Phoenix AZ 85003, 3<sup>rd</sup> floor, P&D Records Center or call 602-262-7800.

**Important Tip:** The permit obtained must cover the scope of the violation and have final inspection approval. To ensure the permit covers the violation, read both the notice of violation and permit scope. If the violation is not covered by the permit, additional permits may be required. The permit status of the relevant permit should say "DONE."

## Step 2: Obtaining a Release

Complete the following release information and e-mail to [npc@phoenix.gov](mailto:npc@phoenix.gov), mail to 438 W. Adams Street Phoenix AZ 85003 or fax to 602-732-2080, Attention: Releases

The Notice of Violation will NOT be released until all required information is complete.

Name: \_\_\_\_\_

Property address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Recording Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Step 3: Final Steps for the Release Letter

You will be contacted, via e-mail, within five (5) business days informing you the release is ready. The release can be picked up at 438 West Adams Street, Phoenix AZ 85003.

You will also be contacted, via e-mail, within five (5) business days if the release cannot be issued.

## Step 4: Recording the Release

The original release is required to be recorded at the Maricopa County Recorder's Office. Please send a copy of the recorded release to [npc@phoenix.gov](mailto:npc@phoenix.gov).

Maricopa County Recorder's Office  
301 W Jefferson St. 2nd Floor, Suite 200,  
Phoenix, AZ. 85003  
Hours: 8 a.m. to 5 p.m., Monday – Friday  
Phone: 602-506-3535  
[www.recorder.maricopa.gov](http://www.recorder.maricopa.gov)