



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.

**Policy**

- **Over-the-Counter Demolition Permits:**

- 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 if the work authorized by such permit is not completed within 60 days from the date of permit issuance, which includes clearance of all debris from the site.

- **Demolition Permits for Historic Properties:**

- Properties listed on the [Phoenix Historic Property Register](#) will need to submit a request for demolition through the Historic Preservation Office (properties with the zoning overlay indicated by the -HP or -HP-L, e.g., R1-6 HP or C-3 HP-L).

**Note:** See documents [Request for Demolition Approval Submittal Requirements](#), [Historic Preservation Administrative Demolition Approval Policy](#) and [Request for HP Demolition Approval Application](#) and [Requesting Certification of Economic Hardship](#). (Also available in the Historic Preservation Office, 3rd floor, Phoenix City Hall, 200 W. Washington St.)

- The following exterior demolition requests will be subject to an HP review, a 30-calendar day wait and a \$300 review fee in addition to the standard demolition permit fee.
  - Commercial or residential properties listed on the National Register. (HP-ELIGIBL flag)
  - Commercial or residential buildings that have been determined HP eligible. (HP-ELIGIBL flag)
  - Commercial buildings where construction is 50 or more years old.
  - Commercial buildings where the age of construction cannot be determined.
  - All buildings in the Downtown Code District that are 50 or more years old.

**Note:** Residential buildings are those that fall within the scope of the Residential Building Code and include Detached One- and Two-family Dwellings and townhouses not more than three stories above grade. All other buildings are considered commercial.

- **Procedure:**

- Contact Maricopa County Air Quality Department NESHAP program at 602-506-6708, located at 1001 N. Central Ave., Ste. 400 to obtain information and approval for asbestos abatement prior to applying for a demolition permit from the city of Phoenix Planning and Development Department.
- Prepare two sets of plans based on the following (three sets if the property has HP overlay zoning, e.g. R1-6 HP or C-1 HP):
  - 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.
  - If one or more, but not all structures on a lot are to be totally demolished, only a site plan is required.
  - If all structure(s) on a lot are to be totally demolished, no plans are required.
- Complete a [demolition permit application](#) (also available at the Minor Commercial Counter, 2nd floor, Phoenix City Hall, 200 W. Washington St.) and submit with documents noted in Steps 1 and 2 above to the Minor Commercial Counter

**OR**

- Complete a [demolition permit application](#) (also available at the Residential Services Counter, 2nd floor of Phoenix City Hall, 200 W. Washington St.) and submit with documents noted in steps 1 and 2 above to the Residential Services Counter.
- When demolition is completed, call Automated Inspection Request System (AIRS) at (602) 495-0800 to schedule final inspections.

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