



Below are the requirements for posting of demolition requests per Section 105.3.1.1 of the 2018 *International Building Code* as amended by the city of Phoenix (see below). For additional information, please call the Planning & Development Department, Historic Preservation Office (HPO) at 602-261-8699 or email historic@phoenix.gov.

In order to assist in providing adequate notice to interested parties, the applicant for demolition requests subject to the Demolition Application Plan Review process shall erect for 30-calendar days a single sign giving notice of the request for demolition. The size, format and content of this sign shall be as described by the HPO. Such notice shall be printed and clearly legible. It shall be placed at a prominent location on the site, parallel to and visible from the street, facing the public right-of-way.

It shall be the responsibility of the applicant to erect and maintain the sign on the subject property and to maintain all information on the sign in a clear, legible manner until the demolition permit is issued.

After the sign has been posted, the applicant or their representative must submit an affidavit of posting and two photographs of the sign - one detail shot of the sign and one wide shot showing the placement of the sign on the site along with exterior photos of all four sides of the building(s). **The 30-calendar days will begin once the Historic Preservation Office has received the affidavit and the photographs and ensured they comply with the sign requirements outlined below.** HPO staff will notify the applicant about the start and end dates for the 30-day hold.

SIGN POSTING SPECIFICATIONS

- A. Coroplast Signs.
 - 1. PDD HPO requires 24" x 24" Coroplast signs for demolition notification purposes.
 - 2. All Coroplast materials shall be heavy duty 4mm white Coroplast cut to 24" x 24" with no discernable manufacturing residue on either face.
 - 3. A digital pdf sign template is available from the HPO upon request.
 - 4. Coroplast templates and signs may be printed as one color (light blue = (R) Red – 0, (G) Green – 175, (B) Blue – 240) on a white Coroplast background. Empty fields may be handwritten legibly using black permanent marker ink able to withstand exposure to outdoor elements. Alternatively, a two-color Coroplast sign may be printed with black lettering typed in the pdf template's fillable fields.
 - 5. Flutes must be aligned to the vertical.
- B. Posting
 - 1. Heavy Duty metal "H" stakes (step stakes)
 - i. "U" -top; 10" x 30" with 5 ½" wide ¼" diameter base.
 - 2. If the property is fenced, sign can be secured to the fence in a publicly visible and accessible spot
 - i. Zip-ties or wire.

Additional ways to affix the sign may be approved on a case-by-case basis at the discretion of the HPO.

SIGN POSTING INSTRUCTIONS

- 1. Post sign for 30 calendar days.
- 2. You may use the sign vendor of your choice.
- 3. Send to the HPO at historic@phoenix.gov the following:
 - a. Affidavit of posting
 - b. Two photos of sign posted on site with all sign text legible
 - i. One close-up shot clearly showing the text
 - ii. One wide shot showing the location of the sign on the site
 - c. Exterior photos of all four sides of the building(s)

2018 INTERNATIONAL BUILDING CODE as amended by the city of Phoenix

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

[A] 105.3.1 Action on application. The *building official* shall examine or cause to be examined applications for *permits* and amendments thereto within a reasonable time after filing. If the application or the *construction documents* do not conform to the requirements of pertinent laws, the *building official* shall reject such application in writing, stating the reasons therefor. If the *building official* is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the *building official* shall issue a *permit* therefor as soon as practicable.

[A] 105.3.1.1 Action for demolition permit.

Application for exterior demolition permits for buildings identified as individually eligible for historic designation and commercial buildings 50 years of age or older and all properties located in the Downtown Code District (Chapter 12 of the Phoenix Zoning Ordinance) that are either 50 years of age or older OR deemed eligible shall require public notice and shall be held for 30-calendar days from the date of application and evidence of such notice.

DEMOLITION REQUEST

APPLICATION NO.: DAPP _____

ADDRESS: _____

APPLICANT: _____

PHONE NO.: _____

E-MAIL: _____

This sign has been placed to give notice of a demolition request and will be posted for 30 calendar days prior to issuance of a demolition permit in accordance with Section 105.3.1.1 of the 2018 International Building Code as amended by the city of Phoenix.

Please call the city of Phoenix Planning & Development Department, Historic Preservation Office at 602-261-8699 for additional information.

DATE POSTED: _____



- ① Sign Dimensions: 24" x 24"
- ② Title: "Demolition Request" Arial 140 pt. font
- ③ Text: Arial 56 pt. font, 1.5 spaces between paragraphs
- ④ Text: Arial 56 pt. font, single spaced
- ⑤ City of Phoenix bird logo, 3" x 3.1", in lower right-hand corner