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## **APPLICABILITY**

As of March 1, 2018, all commercial buildings 50 years of age or older and those other properties determined by the city of Phoenix Historic Preservation Office (H.P.O.) to be individually eligible for inclusion in the Phoenix Historic Property Register as well as all properties located in the Downtown Code District (Chapter 12 of the *Zoning Ordinance of the City of Phoenix*) that are either 50 years of age or older OR deemed eligible are subject to a 30-calendar day hold prior to the issuance of a demolition permit per Section 105.3.1.1 of the 2018 *International Building Code* as amended by the city.

The following exterior demolition requests will first be subject to HP review, a 30-calendar day hold and a \$300 review fee per subject parcel in addition to the standard demolition permit fee. The demolition hold applies to the entire parcel; no demolition may begin until the hold has ended – even if there are other buildings/structures not subject to review present on the parcel. The demolition hold may be extended if HP or HP-L zoning is initiated within the initial 30-day hold.

- a. Individual properties, including commercial and residential buildings, listed in the National Register of Historic Places. (HP-ELIGIBL flag)
- b. Individually eligible properties, including commercial and residential buildings, that have been determined HP-eligible. (HP-ELIGIBL flag)
- c. Commercial-use buildings where construction is 50 or more years old.
- d. Commercial buildings where the age of construction cannot be determined or buildings where the use is unknown.
- e. All properties located in the Downtown Code District (DTC zoning, Chapter 12 of the Phoenix Zoning Ordinance) that are 50 years of age or older OR deemed eligible (HP-ELIGIBL flag).

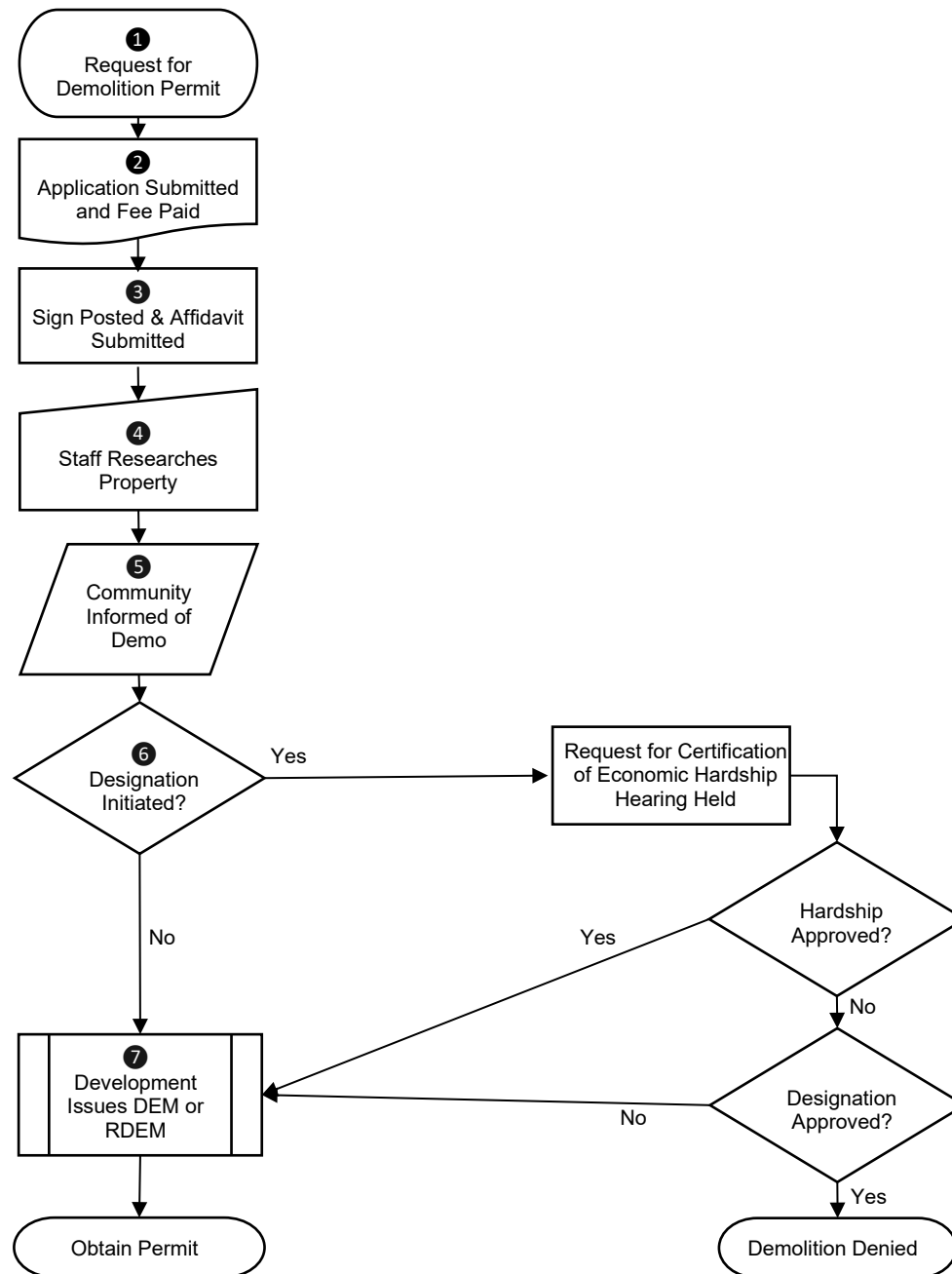
Note: Residential buildings are those that fall within the scope of the Residential Building Code and include Detached One- and Two-family Dwellings and townhouses not more than three stories above grade. All other buildings are considered commercial.

**PLEASE NOTE:** The construction date or age that the Maricopa County Assessor's Office shows on its Web site may not represent the true age of the property and is not acceptable on its own as proof that a property is not subject to Section 105.3.1.1 of the 2018 *International Building Code* as amended by the city of Phoenix.

In order to determine if a building would be subject to the 30-calendar day hold, the owner or the owner's representative should research the age of the building prior to requesting a demolition. The H.P.O has assembled a Demolition Research Guide available with suggestions regarding resources available to assist with that research.

Other Entity Reviews:

1. Contact Maricopa County Air Quality Department N.E.S.H.A.P. 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.
2. Applicants should determine if the building(s) are located within Special Flood Hazard Areas (S.F.H.A.) prior to applying for demolition. Floodplain Clearance will be required for all redevelopment plans within an S.F.H.A. For more information, contact the City of Phoenix Floodplain Management office, located at 200 W. Washington Street, 5th Floor, Phoenix Arizona 85003-1611, by phone at 602-262-4960. You can also request information by email at: [floodplain@phoenix.gov](mailto:floodplain@phoenix.gov). If Floodplain Clearance has been obtained, please turn in a copy with your demolition application.



1. The applicant requests demolition approval for a building that is subject to special demolition plan review per Section 105.3.1.1 of the 2018 *International Building Code* as amended by the city and is referred to the HPO.
2. The applicant submits a completed [Demolition Permit Application](#) form and pays the plan review fee for the DAPP plan review to receive a permanent DAPP number for the sign.
3. The applicant posts a sign in accordance with the Sign Posting Requirements and submits two photos, the Affidavit of Posting, along with exterior photos of all four sides of the building(s), via email to [historic@phoenix.gov](mailto:historic@phoenix.gov). The date on which the HPO receives the appropriate documents meeting these requirements will mark the start of the 30-calendar day review process. Sign Posting Requirement and Affidavit documents available from the HPO.
4. The assigned HP planner will send an e-mail to the applicant confirming the start of the 30-calendar day hold and research the age, significance and integrity of the property.
5. The HPO sends the results of the research to the Historic Preservation Commission (HPC) and historic preservation community organizations.
6. If the property has historic significance and integrity, the HPC may initiate designation to the Phoenix Historic Property Register. In this event, the plan review is suspended and the process in §§806-807 of the *Zoning Ordinance of the City of Phoenix* begins. The key steps are included in the flowchart. For more information, please contact the planner assigned to the review.  
  
If the property does not have historic significance and integrity, or the HPC decides not to initiate designation, the 30-calendar day hold period continues uninterrupted.
7. Once the 30-calendar day period has ended, the assigned planner will send an E-mail to the applicant informing them that the plan review has ended, and the demolition permit will be processed accordingly. The applicant will be notified when the permit is ready for payment.