



APPLICABILITY

As of December 2, 2016, all commercial buildings 50 years of age or older and those properties determined by the city of Phoenix Historic Preservation Office (HPO) to be individually eligible for inclusion in the Phoenix Historic Property Register 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.

Beginning March 1, 2018, this also includes 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, reflected in Section 105.3.1.1 of the 2018 *International Building Code* as amended by the city.

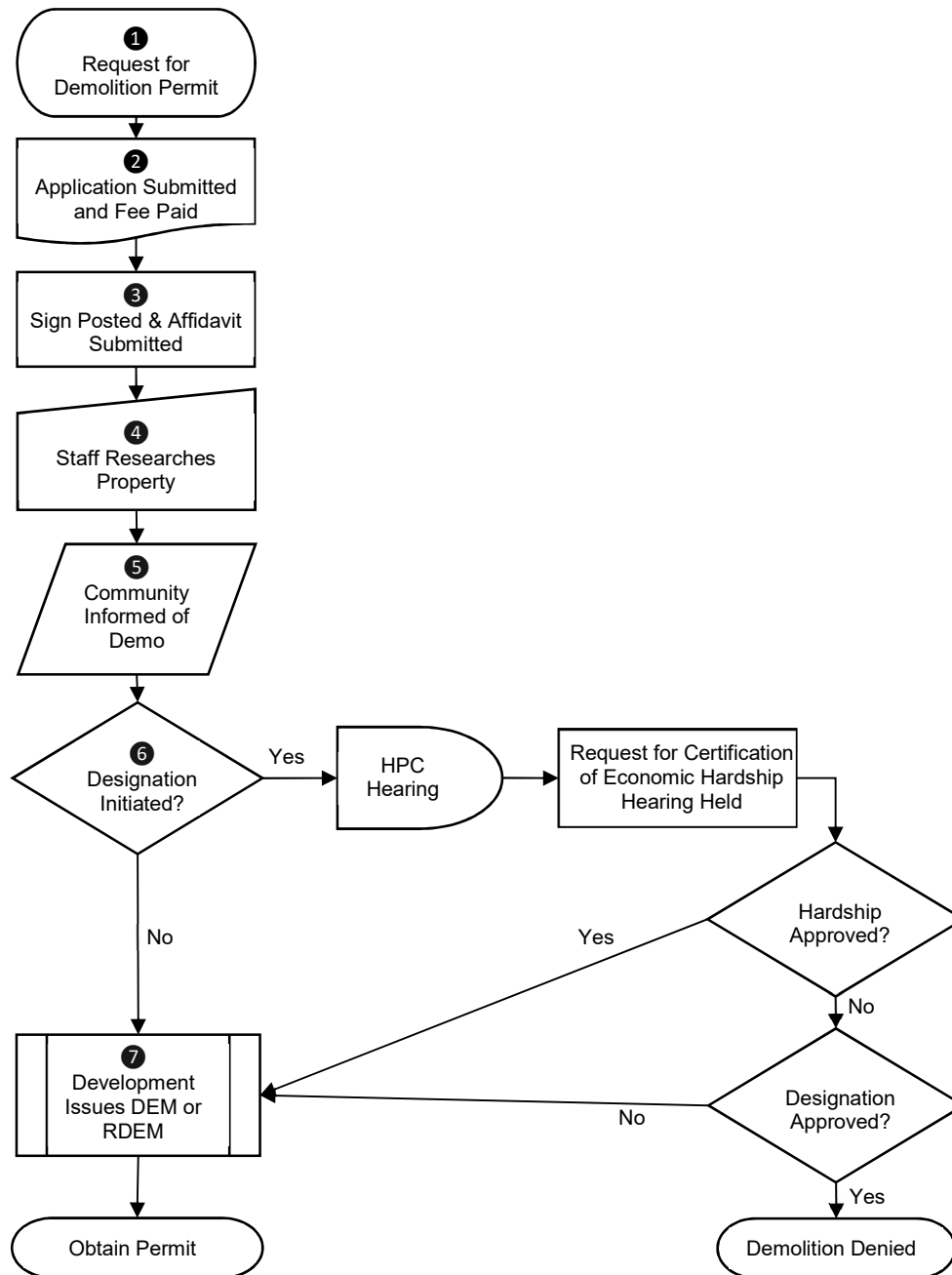
The following exterior demolition requests will be subject to an HP review, a 30-calendar day wait and a \$300 review fee in addition to the standard demolition permit fee.

- a. Commercial or residential properties listed on the National Register. (HP-ELIGIBL flag)
- b. Commercial buildings that have been determined HP eligible. (HP-ELIGIBL flag)
- c. Commercial buildings where construction is 50 or more years old.
- d. Commercial buildings where the age of construction cannot be determined.
- e. 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.
- f. Residential buildings that have been determined HP 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 HPO has assembled a [Demolition Research Guide](#) (WEB\pdd_trt_pdf_00144HP) with suggestions regarding resources available to assist with that research.



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 Application](#) (WEB\dsd_trt_pdf_00346.pdf) 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](#) (WEB\pdd_trt_pdf_00151HP) and submits two photos and the [Affidavit of Posting](#) (WEB\pdd_trt_pdf_00150HP) via the e-mail to 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.
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. The approved plan review document will be sent to the applicant. The applicant must go to the appropriate counter in Development where the permit will be issued and can be paid for and obtained by the applicant.