



## **DEMOLITION/RENOVATION PERMIT REQUIREMENTS:**

The information contained herein along with the applicable required documents below, must be submitted to obtain a Demolition/Renovation permit.

### **DOCUMENTS:** Per 2006 International Existing Building Code (IEBC) 106.2

#### **A. Two copies of site plans:**

- Note the project location: Street address, lot number and parcel number.
- Include all lot dimensions and all property lines.
- Show all adjacent streets with name of street.
- Show all structures on the property. Label which structures are to be demolished, which are to remain.
- Indicate sanitary facilities, dumpster and construction fence locations.
- Clearly note the location of all gas and water meters, sewer lines, underground electrical lines and/or overhead lines and poles.

#### **B. Recorded Deed/Proof of Ownership:**

- All demolitions permit applications for industrial, commercial or residential demolitions shall include a recorded deed or other suitable evidence of ownership.

#### **C. Project Area:**

- Disturbed areas of 1 acre (43,560 sq. ft.) or larger are required to comply with ADEQ requirements for storm water pollutions permit and dust control. A copy of all ADEQ permits must be submitted if required.

#### **D. Contractor/Owner Builder Information:**

- Property owners may act as their own contractor only if the property is not, and has not ever been used as commercial property. A Town of Snowflake Business License number is required of all contractors performing services within the Town of Snowflake.

#### **E. EPA Requirements:**

- Contractor/Owner must provide a copy of a completed Asbestos NESHAP notification form to the Building Safety Department and ADEQ a minimum of 10 days prior to the start of the demolition/renovation project. Contractor/Owner must provide information showing compliance with EPA regulations for lead based paint demolition/renovations activities.

### **ADDITIONAL INFORMATION:**

- You must notify adjacent property owners ten (10) days prior to the work being done. Exception-the Town of Snowflake will be responsible for notifying adjoining property owners when the demolition is a result of an order by the Town of Snowflake Code Enforcement office. IEBC 1402.1
- Construction fencing forty two inches (42") in height is required to protect the site and public during the demolition. Exception-Not required if other approved fencing i.e. chain-link, solid wood fencing, or other protective fencing of at least 42" in height is in place.
- Post a temporary site address sign visible from the street.
- Contact all utilities (Blue Stake) for utility location and shut off when required.

PERMIT FEES: \$100 for Residential or \$250 for Commercial demolitions permits. Permit is valid for 180 days (6 months) from the time of issuance.

INSPECTIONS: Call 928-536-7103 prior to 4PM for inspections the next business day.

- Pre-Demolition: Site must be inspected to verify all utilities have been disconnected, all meters removed, and construction fencing is in place.
- Underground inspection: Sewer lines are disconnected and capped within five feet (5') of the property line. All under ground utilities, footings, foundations are removed and trenches have remained open for inspection. No debris may remain or be buried on site.
- Final: All demolition debris is removed. Backfill and final grading/compaction are completed. Construction fencing is removed. Check surrounding properties, cleanup or repair all easements, right-of-ways for any damage caused during the demolition work.

**ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS:**

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit:

- a. An Annual Bond Exemption Certificate;
- b. A One-time Exemption Bond Certificate (for the project);
- c. Or a receipt for a bond which identifies the project.

For those contractors with an Annual Bond Exemption Certificate, please ensure that the expiration date has not passed or expired prior to submitting a copy to our office. If your Annual Bond Exemption Certificate has expired, you do not have a certificate, or you need a One-Time Exemption Bond Certificate or receipt, contact the Arizona Department of Revenue at 602-716-6056.

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

Town of Snowflake  
928-536-2539  
Attention: Building Safety Dept.



**PERMIT INFORMATION FORM FOR BUILDING/DEMOLITION/RENOVATION PERMIT:**

PROJECT ADDRESS: \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT # \_\_\_\_\_ PARCEL # \_\_\_\_\_

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DESCRIPTION OF PROJECT:** \_\_\_\_\_

TYPE OF WORK: DEMOLITION \_\_\_\_\_ RENOVATION \_\_\_\_\_ ALTERATION \_\_\_\_\_

GRADING/EXCAVATION \_\_\_\_\_

SQUARE FEET: SIZE OF DEMOLITION/REMOVATION PROJECT AREA \_\_\_\_\_

NUMBER OF BUILDINGS \_\_\_\_\_ TOTAL SQUARE FOOT OF BUILDINGS \_\_\_\_\_

PREVIOUS PROPERTY USE: RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ OTHER \_\_\_\_\_

DESCRIBE USE: \_\_\_\_\_

Applicants are advised, a re-inspection fee of \$47.00 may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspections fees may also be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, or failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

Application for permits become void if construction is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Plans or other information submitted for review may thereafter be returned to the applicant or destroyed by the building official. Any person, business or company that conducts business within the town limits of Snowflake **MUST** have a current business license on file with the Town. For information call 536-7103 ext 254.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Name of Agent or Owner

\_\_\_\_\_  
Signature of Agent

OR

\_\_\_\_\_  
Signature of Owner