



COCHISE COUNTY PLANNING DEPARTMENT

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Building Division Bulletin # 05-001

Topic: SOP - Demolition Permits for Buildings or Structures
Affected Area: Countywide
Effective Date: July 1, 2005 – Revised February 9, 2009.

Background:

Our adopted 2003 International Building and Residential Codes require that a Building Permit be obtained before any Building or Structure is demolished. This would include either complete structures or additions. This would not include work that is removed or demolished as part of an issued Building Permit for remodel work or for the removal / demolition of accessory structures under 120s/f. The concerns that are addressed in the permit process are the existing utility connections, hazards to people and adjoining properties during demolition, and what condition the property is left in after the demolition of the structure is completed.

Procedure:

- 1) The applicant needs to apply for a standard Building Code Permit with the scope of work being identified as '*Demolition*' and the '*Type of Structure*' to be demolished.
- 2) These additional materials are needed with the application:
 - a) Documentation that the owner or agent has notified all utilities having service connections within the structure such as water, electric, gas, sewer and other connections, and that those utilities have been disconnected.
 - b) Documentation that all Demolition Work will take place within the confines of the property and will not affect any adjoining property owners and / or the public right-a-way. If the work affects adjoining property owners notice needs to be given by the applicant to those property owners.
 - c) Documentation that after the Demolition Work is completed the vacant lot will be filled in and maintained free from all unsafe and hazardous conditions.
 - d) Documentation that all waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties and public right-a-way, and that the waste materials will be disposed of in a proper manner.

- e) A basic Site Plan showing the location on the property of the structure to be demolished, all buildings that will remain on the property and existing utility locations.
 - f) The *Documentation* required in (a, b, c, d) listed above should be provided on the Planning Department - '*Demolition Permit Addendum Form*'.
- 3) The Arizona Department of Environmental Quality (ADEQ) - 'Asbestos NESHAP Notification Form – Renovation and Demolition Activities' is required to be filled out and sent to the ADEQ – Asbestos Coordinator at the address listed on the form and a copy of the form must be submitted to the *County* with all demolition applications (a single residential home or structure containing one to four dwelling units are exempted from this requirement).
- 4) The Planning Department - *Demolition Permit Addendum Form* and the Utility information will be reviewed for completeness by the Plans Examiner, before permit is issued.
- 5) This Demolition Building Permit is an *Informational Permit* only and doesn't require the standard Building Code Permit Fee.