



DEMOLITION PERMIT REQUIREMENTS:

PLANS:

Two (2) sets of plans compliant with the 2018 International Residential Code. Plans less than 18"x24" in size will not be accepted.

- North arrow
- Existing streets and nearest cross streets
- Site address
- Assessor's parcel number
- Include all lot dimensions and all property lines
- Indicate sanitary facilities, dumpster and construction fence locations
- Show all structures on the property
- Label which structures are to be demolished, which are to remain
- Clearly note the location of all gas and water meters, sewer lines, underground electrical lines and/or overhead lines and poles.

ENVIROMENTAL: 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. Applicant 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 project. Applicant must provide information showing compliance with EPA regulations for lead-based paint demolition/renovations activities.

PRIOR USE: Property owners may act as their own contractor only if the property is not and has not ever been used as commercial property.

FEES AND SERVICES: See the current fee schedule.

PROPERTY LINES: Property lines or survey markers must be clearly visible prior to demolition.

INSPECTION REQUESTS: Inspections request must be made at least 24 hours prior to when the inspection is desired. Inspections will be conducted Monday through Friday. Improper request may result in postponement of inspection. Work cannot continue until inspections are completed and Inspection Card is signed. Failure to obtain inspection signature will halt construction and, in some cases, require any continued work to be removed. Check your inspection card after scheduled inspection to verify if work may commence. Requests can be submitted by calling Town Hall, the Building Official, or by emailing the Building Official. When requesting an inspection please indicate the following: Owner's name; Street address listed on permit; Permit number; Type of inspection requested.

- 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.

RE-INSPECTION: Applicants are advised, a re-inspection fee may be assessed for which an inspection is called for but is not complete or when corrections called for are not made. Re-inspection 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, failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

STATUS OF APPLICATIONS: Application for permits become void if demolition 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.

BUSINESS LICENSE: Any person or business that conducts business within the town limits of Snowflake must have a current business license on file with the Town.

Compliance with all building and zoning regulations is mandatory. It is the applicant's responsibility to become familiar with the regulations.

ADDITIONAL INFORMATION:

- Contact all utilities (Blue Stake) for utility location and shut off when required.
- Adjacent property owners must be notified ten (10) days prior to the work being done.
- 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.