



## Demolition Permit Application

Date: \_\_\_\_\_ Application / Permit #: \_\_\_\_\_

### Job Site Information

Address: \_\_\_\_\_ Hillside: (  ) Yes (  ) No

Assessor Parcel Number (APN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Owner Information

check here if owner/builder

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Applicant Information

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's relationship to owner:  Agent  Architect/Designer  Contractor  Other

Specify: \_\_\_\_\_

Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Contractor Information

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ROC License No.: \_\_\_\_\_

I hereby certify that the above information is true and accurate.

\_\_\_\_\_  
**OWNER OR AUTHORIZED AGENT SIGNATURE**

Permit Fee: \$260 Complete / \$130 Partial

Plan Review Fee: \$130 Complete / \$65 Partial

Structure(s) to be demolished (check all that apply): (  ) Residence (  ) Accessory Structure  
(  ) Pool (  ) Septic System (  ) Other (Specify): \_\_\_\_\_

Cubic Yards: \_\_\_\_\_ (applicable haul fees will be charged)  check if property occupied during demolition

**A Demolition Permit is for the removal of structures only. No earthwork is allowed.**

A security fence, set back at least 10 feet from the front property line, is required around unsafe structures. It is possible that a building may become unsafe or unsanitary during the demolition process so a security fence is required if the demolition takes more than two days. A fence is also required around any well, cellar, pit or excavation over 2 feet deep.

**SUBMITTAL REQUIREMENTS:**

1. Two (2) stapled sets of plans (24" x 36" min. - 36" x 42" max.) drawn to scale showing:
  - Site plan with the location of all on-site structures.
  - Floor plan with areas to be demolished highlighted (not required for a complete demolition).
  - Location of any trees or vegetation in the Town rights-of-way.
2. Two (2) sets of Storm Water Pollution Prevention Plans if a complete demo.
3. Two (2) copies of a Native Plant Preservation Plan with attachments
4. Two (2) sets of photographs of the public right-of-way, including landscaping, at 100-foot intervals. These photographs shall be labeled and their locations shall be recorded on the site plan.
5. Dust control plan (see attached) **OR** Maricopa County Health Department Earth Moving Permit if the area disturbed has an area of 1/10 acre (4,356 sf) or more.
6. If demolishing two or more buildings, proof of asbestos inspection by an AHERA-certified asbestos building inspector shall be submitted to the Town.

**STIPULATIONS FOR MOVING BUILDINGS OR DEMOLITION OF BUILDINGS:**

1. Notify all serving utilities for shut-off, and if requested by the Building Official, provide proof to the Town that this has been done prior to starting the work. This may include the water company (, the electric company (APS – Arizona Public Service or SRP – Salt River Project) and the gas company (SWG – Southwest Gas).
2. Remove septic tank or knock in top and fill with earth. Maricopa County Environmental Engineering permits and approval may be required. Contact them at 602-506-6666.
3. Clean the lot of all debris, trash, weeds or any fire hazards after the buildings are gone from the property. After completion of clean-up, a compliance inspection and approval is required.

Hillside lots require the disturbed area be marked and all demolition activity contained within the marked off area. Schedule an inspection when the disturbed area is identified.

**NATIVE PLANT PRESERVATION PLAN:**

A Native Plant Preservation Plan must be submitted to and approved by the Town before the destruction, removal, or relocation of the native plants listed below:

Trees over four (4) inches in caliper of the following species:

- |   |   |
|---|---|
| White Thorn Acacia ( <i>Acacia constricta</i> )       | Blue Palo Verde ( <i>Cercidium floridum</i> ) |
| Catclaw Acacia ( <i>Acacia greggii</i> )              | Ironwood ( <i>Olneya tesota</i> )             |
| Foothill Palo Verde ( <i>Cercidium microphyllum</i> ) | Mesquite ( <i>Prosopis species</i> )          |

Cacti three (3) feet or greater in height of the following species:

- |   |  |
|---|--|
| Saguaro ( <i>Carnegiea gigantean</i> )                      | Ocotillo ( <i>Fouquieria splendens</i> ) |
| Desert Night Blooming Cereus ( <i>Peniocereus greggii</i> ) | Barrel ( <i>Ferocactus species</i> )     |



## Dust Control Plan

(for disturbed areas up to 4,356 square feet\*)

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Choose at least one measure per (lettered) category. (Must be done for the life of the project.)

### EARTHMOVING

(It is always an option to cease operations to prevent dust.)

**A) Grading / Demolition / Landscaping / Weed Control:**

- Conduct watering as necessary to minimize visible emissions (increase frequency in high winds).
- Thoroughly wet the site to the depth of any cuts.

**B) Trenching / Screening / Backfilling:**

- Mist dust cloud resulting from trenching (increase frequency in high winds).
- Mist material after it drops from screen (increase frequency in high winds).
- Use water truck or large hose dedicated to trenching & backfilling operations.

### SITE STABILIZATION / DISTURBED SURFACE AREA

**A) Temporary Stabilization:** (Including weekends & holidays)

- Water all areas at least twice a day until a crusted surface is formed.
- Apply chemical stabilizers.
- Additionally use wind fences / barriers / berms (not allowed as a primary measure).

When active operations will not occur for more than 15 days:

- Apply dust suppressants to all disturbed areas to maintain stabilization.
- Water all areas at least twice a day until a crusted surface is formed.
- Additionally install temporary coverings / enclosures (not allowed as a primary measure).

**B) Final Stabilization:** Within 8 months after active operations have ceased:

- Pave the affected area.
- Stabilize with gravel and/or recycled asphalt.
- Stabilize with vegetation.

**C) Open Storage Piles:**

- Apply chemical stabilizers.
- Apply water to the surface of areas of all open storage piles on a daily basis.
- Additionally install temporary coverings / enclosures (not allowed as a primary measure).

### MATERIALS HANDLING / HAULING

**A) Materials Handling:**

- Thoroughly wet material prior to handling or loading.
- Water and/or mist material while loading to minimize visible emissions.

**B) Hauling:**  All haul trucks must be effectively covered with a tarp or other suitable enclosure.

### ROADWAYS / ACCESS POINTS

**A) Unpaved haul / access roads / equipment paths:** Restrict vehicle speed to 15 mph.

- Stabilize with gravel and/or recycled asphalt.
- Apply chemical dust suppressants to maintain surface stabilization.
- Water all surfaces as needed to minimize visible emissions.

**B) Access Points:** Vacuum or wet broom daily all dirt or mud on paved road.

- Install a stabilized construction entrance / coarse gravel pad (Required if any hauling on or off site).
- Install a wheel washer.
- Limit, restrict and/or reroute motor vehicle access.

### WATER SUPPLY

**A) Availability:**  Water storage tank  Metered hydrant  Hose bibb  Other: \_\_\_\_\_

**B) Application:**  By water truck(s) # \_\_\_\_\_ gal/truck \_\_\_\_\_  By hoses  By sprinklers

I hereby certify that I am familiar with the operations presented above and agree to conduct all operations in compliance with the above, with Maricopa County Rule 310 and with all applicable environmental regulations.

\_\_\_\_\_  
OWNER OR AUTHORIZED AGENT SIGNATURE

\_\_\_\_\_  
Printed Name & Title

\*For disturbed areas greater than 4,356 sf (1/10<sup>th</sup> of an acre) a Maricopa County Earthmoving Permit is required.



## Native Plant Preservation Plan

Upon application for a Building Permit valued \$500,000 or greater, and all Demolition and Grading Permits, this Native Plant Preservation Plan must be completed.

**Job Site Information**

Address: \_\_\_\_\_  
 Assessor Parcel Number (APN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Owner Information**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address (if different): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Landscaper Information**

Landscaper: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Number of protected plants within area of disturbance, if any:** \_\_\_\_\_

Number of protected plants to remain in place: \_\_\_\_\_

Number of protected plants to be relocated on site: \_\_\_\_\_

Number of protected plants to be relocated off-site: \_\_\_\_\_

Number of protected plants that are unsalvageable: \_\_\_\_\_

**Total number of plants affected:** \_\_\_\_\_

**Attach this sheet to:**

1. A brief description of the native plant salvage plan including estimated date of salvage, place of relocation, and any other relevant information; and
2. An aerial photograph and/or site plan showing the location of all protected native plants within the area of disturbance; and
3. A listing of the number, species, size, general condition, and salvage status of all protected native plants within the area of disturbance.

**Do not attempt to move any plant materials prior to permit issuance.**

I hereby certify that the above information is true and accurate.

\_\_\_\_\_  
**OWNER OR AUTHORIZED AGENT SIGNATURE**

\_\_\_\_\_  
**Date**

## PARADISE VALLEY CONSTRUCTION SITE SECURITY CHECKLIST

This Construction Security Awareness Checklist is designed to help construction contractors and owners conduct a crime-risk awareness assessment for construction job sites to minimize and avoid thefts in neighborhoods. To enhance communications and foster better relations, a Paradise Valley Police Officer is available to review this checklist with the construction site contractor and manager, if desired.

If you have questions, please do not hesitate to call Community Resource Officer at 480-948-7418 or you can email CRO@paradisevalleyaz.gov. After receiving this checklist from Building Department, the Community Resource Officer will provide a copy to the Officer in the designated area. If there is an emergency, please dial 911. If it is a non-emergency, please dial 480-948-7418 at the Paradise Valley Police Department.

You are not expected to answer every question Yes. If the information does not exist or the Crime Prevention Coordinator has not completed the item or is not able to do so, just mark "No." This is an awareness checklist to help reduce crime on a jobsite, but it does not mean that every single item below needs to be checked "Yes" in order to begin work.

Thank you very much for partnering with the Town of Paradise Valley Police Department in keeping the Community a safer place, discouraging theft and individuals who will be looking for items to steal, and helping General Contractors and Subcontractors reduce theft of equipment and materials.

CONSTRUCTION SITE SECURITY CHECKLIST		
NO.	TOPIC	RESPONSE
	<b>CRIME PREVENTION COORDINATOR ("CPC")</b>	
1.	Please identify your construction site CPC and provide contact info. Name/Title of Crime Prevention Coordinator: _____ Job Site Address: _____ Email Address: _____ Cell #: _____ Work #: _____ Permit #: _____	Yes _____ No _____
2.	Is there a company contact for after hours? If other than CPC, please provide name and cell number: _____	Yes _____ No _____
3.	Is there a written job site security plan or checklist in place?	Yes _____ No _____
4.	Has the HOA or adjacent residents been included in the security plan or checklist?	Yes _____ No _____
5.	Does the CPC have contact information for the HOA or adjacent residents?	Yes _____ No _____
6.	Has the CPC completed crime prevention awareness training with the subcontractors and employees of the contractor?	Yes _____ No _____
7.	Did the CPC remind all employees of the subcontractors and general contractor to remind them that if they " <b>See Something</b> " they should " <b>Say Something</b> ?" and to call 911 or 480-948-7418 for non-emergencies.	Yes _____ No _____
	<b>ASSET, PROPERTY IDENTIFICATION AND CAMERAS</b>	
8.	Are all assets on the site engraved or marked? Items can be engraved with logos or names or even spray paint of a distinct color. Valuable equipment should be marked in hidden locations.	Yes _____ No _____
9.	Have you and your subcontractors and their employees photographed, recorded serial numbers, marked, and inventoried company and personal equipment?	Yes _____ No _____

10.	Are signs posted that state that all assets are marked and inventoried?	Yes _____ No _____
11.	Are cameras installed?	
12.	If cameras are installed, do you have notices posted that security cameras are watching the construction site?	Yes _____ No _____
	<b>INVENTORY CONTROL</b>	
13.	Are materials and equipment checked frequently to ensure they have not been stolen or misplaced?	Yes _____ No _____
14.	Are deliveries of supplies or materials logged?	Yes _____ No _____
15.	Will appliance delivery be delayed until the structure can be locked?	Yes _____ No _____
16.	Are delivery vendors all identified and recorded by the construction site contractor? (eg, photo of license plate)	Yes _____ No _____
	<b>KEYS OR CODES</b>	
17.	Are keys or codes issued only to those that need them, and a record maintained of those who have been assigned or provided keys or codes?	Yes _____ No _____
18.	Are all unused keys or codes secured?	Yes _____ No _____
19.	Have key or code control numbers been removed from padlocks or other locking devices?	Yes _____ No _____
20.	Have all employees of the general contractor and subcontractors been reminded to lock tool boxes and remove keys or codes?	Yes _____ No _____
21.	Do you have a Knox box or similar device so that first responders have access to the site in the event it is locked?	Yes _____ No _____
	<b>SITE SECURITY</b>	
22.	Is perimeter fencing installed according to Town Code?	Yes _____ No _____
23.	Is the fence or other secured device around the perimeter inspected regularly?	Yes _____ No _____
24.	Are access points to the job site limited and secured?	Yes _____ No _____
25.	Is there a gate code? Is there an alarm? <b><u>Gate Code or other Locking Device Contact Information in the Event the Alarm Goes Off:</u></b> Name of Company or Person in charge of gates or codes: _____ Email Address: _____ Cell Number: _____ Work Number: _____	Yes _____ No _____ Yes _____ No _____
26.	Are "NO TRESPASSING" signs displayed in a prominent place on the fencing or on the perimeter of the construction site?	Yes _____ No _____
27.	Are there secured areas provided for tools and equipment?	Yes _____ No _____
28.	Are there GPS devices on any of the equipment, tools, or vehicles?	Yes _____ No _____
29.	Are there motion detection lights used on the construction site?	Yes _____ No _____

Thank you for your efforts to keep Paradise Valley safe and reduce thefts!