



**Community Development Department**  
**Development Services Division**  
16000 N. Civic Center Plaza  
Surprise, AZ 85374  
Ph 623-222-3000  
Fax 623-222-3001  
TTY 623-222-1002

## **DEMOLITION PERMIT**

## **APPLICATION PACKET**

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**APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.**

**1. Completed Application.** It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent. The application shall be submitted along with the site plans, building plans and specifications.

- Description of Project:
  - "Demolition of \_\_ (name of structure) \_\_"
- Project Location: State the actual address of the project and the current Assessor's Parcel Number

**2. Completed Contractor/Contact Supplemental form *REQUIRED***

- Applicants must provide the primary contact information for the project.

**3. Construction Plans:** All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.

- All work shall comply with the following adopted codes and ordinances, as amended:

2018 International Building Code	2018 International Fire Code
2018 International Mechanical Code	2018 International Plumbing Code
2018 International Fuel Gas Code	2017 National Electrical Code
2018 International Energy Conservation Code	
Local Amendments - Ordinance 2019-31	

- **Two complete sets of plans or one PDF set (8 ½ x 11) including but not limited to:**

**a. Site Plan (scale 1" = 20' minimum)**

- Street address, lot number, and parcel number.
- North arrow.
- All lot dimensions, and property lines.
- Identify all dimensions from each building to the adjacent property lines.
- Identify all adjacent streets.
- Show all structures (including swimming pools, storage buildings, etc), existing and those to be demolished.

## **b. General Submittal Information**

- The following items must be removed as part of the demolition process:
  - Gas lines and meters
  - Electrical service and electrical pole

## **4. Recorded Deed/Proof of Ownership**

- All permit applications for commercial, tenant improvement, demolition; custom home and residential factory built buildings will include a recorded deed or suitable evidence of ownership if ownership has changed within the last six (6) months. For tenant improvements, either a deed or copy of the lease agreement is required.

## **5. Fees**

- Plan review and administrative processing fees are based on valuation, will be required at time of submittal and are non-refundable.
- Refer to:  
<https://www.surpriseaz.gov/DocumentCenter/View/38662/Development-Services-Fee-Schedule?bidId=> for the most current fee schedule.

## **6. Asbestos NESHAP**

- For all demolition projects, the owner/operator is responsible for all phases of asbestos removal, transportation and disposal. For more information, please contact Maricopa County's Asbestos NESHAP at: [www.maricopa.gov/aq](http://www.maricopa.gov/aq).

## **7. A floodplain use permit may be required for properties located within a floodplain, prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information. The following forms may be required for construction within a floodplain.**

- Contractor Architect Civil Engineer Improvement – Repair Affidavit
- Owner Improvement – Repair Affidavit
- Substantial Improvement Determination

## AGENCY CONTACT INFORMATION

### City of Surprise Departments:

Planning and Zoning Information  
(623) 222-3011

Building Inspections  
(623) 222-3012

Fire Inspections  
(623) 222-3012

Building Safety/Development Services  
(623) 222-3000

Code Enforcement  
(623) 222-3013

Public Works – Utilities  
(623) 222-7000

Public Works – Transportation-Engineering Division  
(623) 222-6150

Business License  
(623) 222-1836

### Miscellaneous Departments:

Registrar of Contractors  
(602) 542-1502

Flood Control District of Maricopa County  
(602) 506-2419

Blue Stake  
(602) 263-1100

Maricopa County Assessor  
(602) 506-3406

EPCOR  
(800) 383-0834

Maricopa County  
Environmental Services  
Asbestos Coordinator  
(602) 506-6708

State of Arizona  
Office of Manufactured Housing  
(602) 364-1003

City of El Mirage  
Water Services  
(623) 933-1228

Maricopa County  
Health Dept.  
(602) 506-6900



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Permit/Plan Review Application

Request:

Description of Request:
Project Valuation:

Property Information:

Property Address:
Property Location:
Parcel Number: Lot Number:
Subdivision Name: MCR:
Business Name:

Property Owner Information:

Name:
Address:
City: State: ZIP:
Phone: Alternate: E-mail:

Check here if proposed construction will be owner/builder (Residential projects only) [ ]

Property Owner and Applicant Authorization:

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

Owner/Agent Printed Name Date Owner/Agent Signature Date

Internal Use Only
Received By: Date:
Permit Number:



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**Contractor and Contact Supplemental**

**Contractor Information:**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 ROC License Number: \_\_\_\_\_ Business License Number: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Project Valuation: \_\_\_\_\_

**One-Time Bond Acknowledgement:**

Depending on your project type and valuation you may be required to obtain a one-time bond exemption certificate from the Arizona Department of Revenue. Consult your tax advisor regarding this requirement. City staff cannot answer tax questions or offer tax advice. For additional guidance, please contact AZDOR at (602) 716-6056.

Sign here acknowledging you have read and understand this statement.

<b>Contractor Printed Name</b>	<b>Date</b>	<b>Contractor Signature</b>	<b>Date</b>

**Primary Contact:**

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_

<b>Internal Use Only</b>	
Received By: _____	Date: _____
Permit Number: _____	



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## **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 to ensure the bonding requirement has been met prior to the issuance of any building permit for projects of \$50,000 or more in value. All qualified contractors should receive their certificate by July 31<sup>st</sup>, the expiration date of the last certificates.

There are three types of certificates issued by the Arizona Department of Revenue that allow qualified contractors to demonstrate compliance with the bond requirement:

- Annual Bond Exemption Certificate
- One-time Bond Exemption Certificate
- Bond Receipt (the actual project bond)

Provide a copy of the Annual Bond Exemption Certificate or Bond Receipt with the building permit application. The Arizona Department of Revenue will fax the One-Time Bond Exemption Certificate directly to the City of Surprise.

The One-time Bond Exemption Certificate and the Bond Receipt must specify the location of the project site.

Contractors are required to provide a certificate from the Arizona Department of Revenue for project valuations of \$50,000 or more in value.

Please direct any questions regarding the certificates or requirements to the Arizona Department of Revenue, Bond Compliance Officer at (602) 716-6056.

**Certificate Example**

**Annual Bond Exemption**



ARIZONA DEPARTMENT OF REVENUE  
LICENSE & REGISTRATION SECTION  
1600 WEST MONROE  
PHOENIX, ARIZONA 85007-2650

**BOND EXEMPTION CERTIFICATE**

Issued To: 1500051352092  
1500051352092 12345678

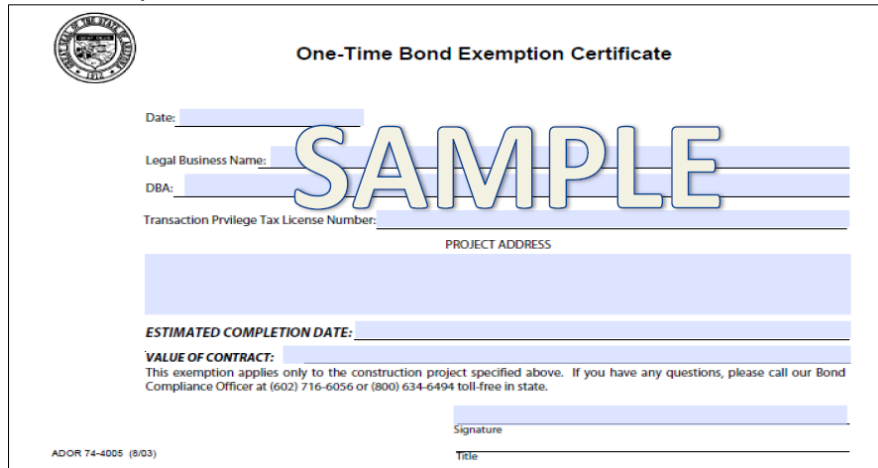
TESTING  
1600 W MONROE  
PHOENIX, AZ 85007

**SAMPLE**

THE CONTRACTOR LISTED ABOVE IS EXEMPT FROM A.R.S. 42-5007 BONDING  
-NOT TRANSFERABLE-

FROM: August 1, 2015 EFFECTIVE DATE  
TO: July 31, 2016

**One-Time Bond Exemption**



**One-Time Bond Exemption Certificate**

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

Legal Business Name: **SAMPLE**

DBA: \_\_\_\_\_

Transaction Privilege Tax License Number: \_\_\_\_\_

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

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_

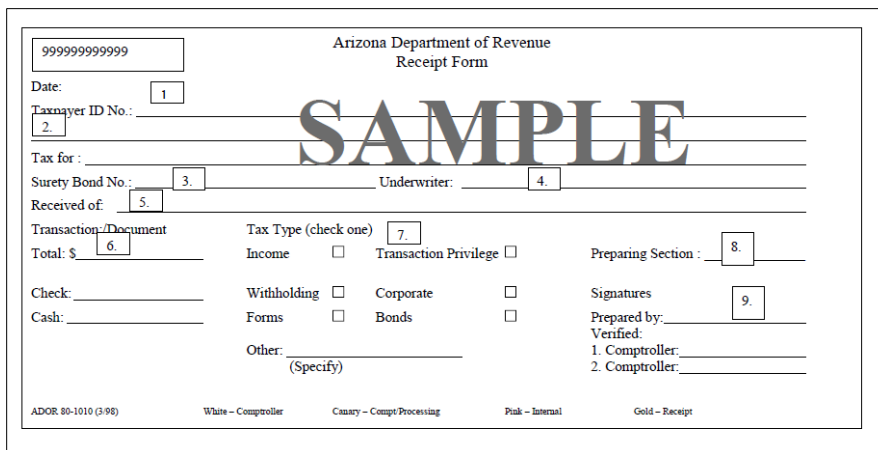
**VALUE OF CONTRACT:** \_\_\_\_\_

This exemption applies only to the construction project specified above. If you have any questions, please call our Bond Compliance Officer at (602) 716-6056 or (800) 634-6494 toll-free in state.

Signature \_\_\_\_\_  
Title \_\_\_\_\_

ADOR 74-4005 (8/03)

**Bond Receipt**



Arizona Department of Revenue  
Receipt Form

9999999999

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

Taxpayer ID No.: 1

2

**SAMPLE**

Tax for : \_\_\_\_\_

Surety Bond No.: 3 Underwriter: 4

Received of: 5

Transaction: Document Tax Type (check one) 7

Total: \$ 6 Income  Transaction Privilege  Preparing Section : 8

Check: \_\_\_\_\_ Withholding  Corporate  Signatures \_\_\_\_\_ 9

Cash: \_\_\_\_\_ Forms  Bonds  Prepared by: \_\_\_\_\_

Other: \_\_\_\_\_ Verified: \_\_\_\_\_  
(Specify) 1. Comptroller: \_\_\_\_\_  
2. Comptroller: \_\_\_\_\_

ADOR 80-1010 (3-98) White - Comptroller Canary - Compt/Processing Pink - Internal Gold - Receipt



Owner  
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

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

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

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**  
**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_  
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

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

\_\_\_\_\_  
Co-Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_

**CONTRACTOR/ARCHITECT/CIVIL ENGINEER  
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

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

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

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**  
**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_  
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
Signature Contractor/Architect/Engineer

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_

**DETERMINATION OF  
SUBSTANTIAL IMPROVEMENT  
OR SUBSTANTIAL DAMAGE**

(This form must be permanently retained for local, state, and federal review)

**DATE OF DETERMINATION:**

**PERMIT NUMBER(S):**

**ADDRESS OF STRUCTURE:**

**PARCEL NUMBER:**

**PROJECT NAME:**

**NAME OF OWNER:**

**OTHER CONTACT(S):**

**PHONE NUMBER(S):**

**PHONE NUMBER(S):**

**MAILING ADDRESS:**

**MAILING ADDRESS:**

**SUBSTANTIAL IMPROVEMENT OR DAMAGE:**

(Based upon attached computations)

(Circle one)

**YES**

**NO**

\_\_\_\_\_ %

**TYPE OF STRUCTURE(S) INVOLVED:** (Circle all that apply)

Residential Structure      Nonresidential Structure      Attached Garage      Detached Garage  
Accessory Building      Shade Structure      Other \_\_\_\_\_

**TYPE OF WORK BEING DONE:** (Circle all that apply)

Rehabilitation      Addition      Reconstruction      Repair Damage  
Modification      Demolition      Other \_\_\_\_\_

**DATE OF CONSTRUCTION OF EXISTING STRUCTURE:** \_\_\_\_\_

Is the structure **Pre-FIRM** or **Post-FIRM** ?

**CURRENT PERMIT VALUE:** \_\_\_\_\_

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

**PRIOR PERMIT VALUE(S):**  
\_\_\_\_\_  
\_\_\_\_\_

Note: Not applicable if community does not track improvement/damages on a cumulative basis

**MARKET VALUE OF STRUCTURE AND METHOD USED:**  
\_\_\_\_\_  
\_\_\_\_\_

Note: To establish the "market value" take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, "Answers to Questions About Substantially Damaged Buildings"**, for additional information. Attach copies of information documenting how the value was determined.

**SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:**  
(Current permit value + prior permit values / (value of structure less depreciation))

\_\_\_\_\_  
Note: If equal to or greater than 50%, than it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**