



Town of Camp Verde

Community Development Department – Building Division

♦ 473 S. Main Street, Suite 108 ♦ Camp Verde, Arizona 86322 ♦
♦ Telephone: 928.554.0050 ♦ www.campverde.az.gov ♦

RESIDENTIAL DEMO PERMIT APPLICATION CHECKLIST

Note: Prior to the commencement of demolition or a renovation activity of a **regulated facility**, permit applicants must notify the Arizona Department of Environmental Quality. **NOTE: These requirements do not apply to single-family-homes.** Please refer to the included packet for specific notification requirements. For additional information please contact the Arizona Department of Environmental Quality at (602) 771-2333 or (602) 771-4553.

In order to process a residential demolition permit application, the following information must be submitted:

- ☐ **Completed Application** including project information, property information, property owner information, applicant information, contractor information, plot plan sketch and *if applicable*:
 - ☐ Designation of Agent
 - ☐ Copy of submitted NESHAP
 - ☐ Copy of asbestos inspection report
- ☐ **Detailed Digital Site Plan** drawn to scale on 8 ½" x 11" size paper or larger showing:
 - ☐ Assessor's Parcel Number and Project Address
 - ☐ Scale Used (May Be Engineer Or Architect's Scale, no less than 1"=50')
 - ☐ Direction of North
 - ☐ Parcel Diagram (Including Property Lines and Dimensions)
 - Label front of property.
 - Label adjacent streets or alleys.
 - Indicate ingress/egress (driveway locations).
 - Indicate the location and distance of all utilities including propane tanks, septic system, leach lines, and well.
 - Indicate the location and dimensions of all existing structures.
 - Indicate the structure(s) or portion(s) of structure(s) to be demolished.
- ☐ **Fees** will be collected upon submittal of application in accordance with the current adopted fee schedule.

Additional Information May Be Required as Determined by The Building Official. A Separate Permit Will Be Required for All Deferred Submittal Items.

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED

Note: All contractors must have a valid ROC License in the State of Arizona. A Town issued Business License is also required to perform services in the Town of Camp Verde.

Note: 9-495. Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939

