CITY OF TUCSON
PLANNING & DEVELOPMENT SERVICES

GENERAL INFORMATION ON DEMOLITIONS OF HISTORIC AND OLDER BUILDINGS

There are several requirements involved with permitting full or partial demolition of historic and older structures depending on the location, age, and historic status of the subject property. Contact the Historic Preservation Office at PDSDHistoric@tucsonaz.gov for more information.

DEMOLITION REVIEW REQUIREMENTS

1. Is the building or structure located within a Historic Preservation Zone (Armory Park, Barrio Historico, El Presidio, Fort Lowell, or West University)?	
No. (Continue to next question)	**Yes:** Full or partial demolitions of buildings and structures located in local Historic Preservation Zones (Armory Park, Barrio Historico, El Presidio, Fort Lowell and West University) are subject to a Full HPZ review process. This process requires a comprehensive review involving the City of Tucson Historic Preservation Office, the associated Neighborhood Historic Zone Advisory Board, and the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council per Unified Development Code (UDC) 5.8.10 and 5.8.12.
2. Is the building or structure located in the Rio Nuevo Downtown Zone/Rio Nuevo Area (RND/RNA) AND either listed or eligible for listing on the National Register of Historic Places?	
No. (Continue to next question)	**Yes:** Demolition of a historic building or structure (listed or eligible for the National Register of Historic Places) in the downtown RND/RNA requires review by the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council per UDC Section 5.8.10 and 5.8.12.
3. Is the building or structure eligible for, or listed on, the National Register of Historic Places or located within a pending or listed National Historic District?	
No. (Continue to next question)	**Yes:** Architectural documentation must be submitted and approved by Historic Preservation Staff prior to issuance of a permit. Listed or eligible buildings require full architectural documentation. Non-contributors within historic districts require minor architectural documentation.
4. Is the building 50 or more years of age?	
No. No historic review is required for issuance of demolition permit.	**Yes:** Minor architectural documentation must be submitted and approved by Historic Preservation Staff prior to issuance of a permit.

Please note that the owner/applicant may be subject to penalties (refer to UDC 5.8.7 Article 9) if full, or partial, demolitions occur before the required City of Tucson review process is conducted.

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HISTORIC AND OLDER PROPERTY DEMOLITION ARCHITECTURAL DOCUMENTATION *(Per UDC 3.12.1)*

Submittal Instructions: This form should be completed and combined into a single PDF with the photographs and additional items outlined below. Upload the **single PDF file** *as an attachment in the application for demolition permit in Tucson Development Center (TDC) Online.*

Activity Number: _____ Date Submitted: _____
(example: TC-DMO-0000-00000)

Property Address: _____

Pima County Assessor Parcel Number(s): _____

National Register District (if applicable): _____

Listed on or Eligible for National Register of Historic Places: ☐ Yes - Full Documentation Required

☐ No - Minor Documentation Required

Original Architect (if known): _____

Original Builder (if known): _____

Assessor's Effective Construction Date: _____ Earliest Construction Date: _____
(if different)

Type of Demolition:

☐ Full (main building) ☐ Full (secondary structure) ☐ Partial, ft^2: _____

Describe proposed work (or attach site plan):

Describe construction materials (exterior walls, roofing, windows, etc.) to be demolished:

Property Owner Name: _____ Phone: _____

Owner Email: _____

Applicant Name (if different from owner): _____

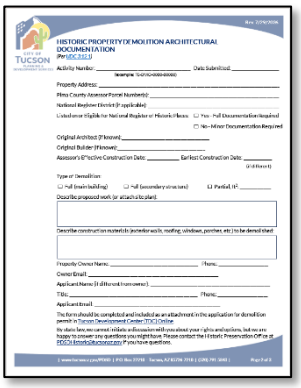
Title: _____ Phone: _____

Applicant Email: _____

By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have. Please contact the Historic Preservation Office at PDSDHistoric@tucsonaz.gov if you have questions.

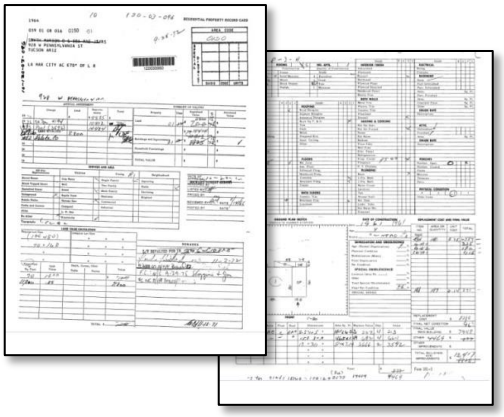
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SAMPLE ARCHITECTURAL DOCUMENTATION SUBMISSION FOR DEMOLITION PERMIT


HISTORIC PROPERTY DEMOLITION ARCHITECTURAL DOCUMENTATION

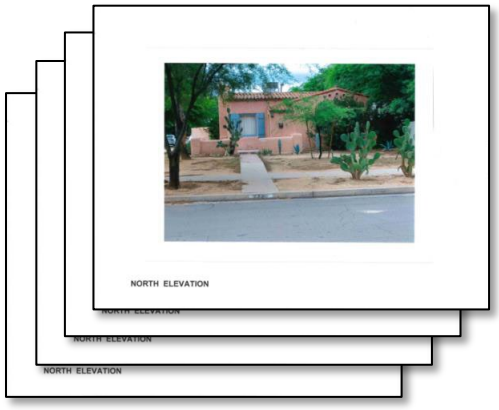
1. Completed Architectural Documentation Form

- Address/Parcel number required
- Incomplete forms will not be accepted



3. Confirmation of Age (ONE of the following)

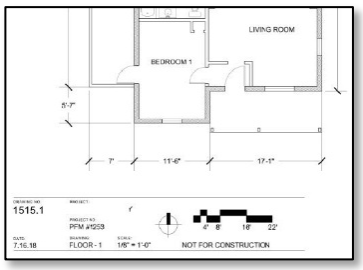
- Pima County Assessor Property Record Card
  - Available at: http://www.asr.pima.gov/
  - Search for property
  - Go to "Images" to download PRC
- Arizona Historic Property Inventory Form
- Other official government document



2. Exterior photographs of each side of building

- Digital photographs preferred
- Label direction/subject of each photo
- The photograph for each facade must show the entirety of the wall

For FULL documentation only, add:



4. Measured Floor Plan

- Dimension exterior and interior walls



5. Context Photo

- Photograph of the entire building in relation to adjacent properties

Where to Submit: The architectural documentation form, in addition to all other documents, should be completed and included as an attachment in the application for demolition permit in Tucson Development Center (TDC) Online.

PHOTO GUIDELINES

Digital Photographs

- Color photographs are required
- 2 megapixels or greater (1200 x 1600); 6 megapixels (2000 x 3000) preferred*
- Minimum figure size on page: 4” x 6”

General Guidelines

- Photographs must be clear and in focus
- Proper lighting is required
- Label/caption every photograph with street address, direction of view, and any additional relevant information
- “Windshield photos” (taken from inside a vehicle) are not acceptable
- The photograph for each facade must show the entirety of the wall
- Screen shots of internet images (e.g. Google Street views) are not acceptable, except in rare cases when accepted by staff
- Attempt to avoid any obscuring elements (e.g. vegetation, signs, walls, vehicles)
- Include additional close-up views to show detail if applicable to project.

Historic Photographs (for documentation only)

- Images showing previous building conditions may be black and white. Please reproduce professionally or use high resolution scans
- Include date of photo in caption
- Include source of photo in caption

****Based on the National Register of Historic Places Photo policy, updated 2024.***