



Planning & Development  
Department



MINOR  
PLUMBING, ELECTRICAL, MECHANICAL

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**Planning & Development  
Department  
BUILDING ACTIVITY APPLICATION**



<b>CURRENT ASSESSOR'S PARCEL NUMBER:</b>	- -	<b>CONSTRUCTION SITE ADDRESS:</b>	
<b>GO TO PERMIT NUMBER:</b>	(Department use only)		Number- Fraction-Direction- Street Name      Suffix
<b>MAJOR CROSS STREETS:</b>			City      State      Zip Code
<b>PROPERTY OWNER INFORMATION</b>		<b>GENERAL INFORMATION</b>	
Last Name:		Subdivision:	
First Name:		Mobile Home Park Name:	
Mailing Address:		Lot #:      Block #:      Space #:	
City:		Tract #:	
State:      Zip Code:		Lot Sq. Ft.:	
Country If Other Than U.S.:		Valuation of Project:	
Day Phone: (      )		<b>WORK DESCRIPTION</b>	
Alternative Phone: (      )			
Fax Number: (      )			
Email:			
<b>DIRECTIONS TO JOB SITE</b>			
		Related case # (if applicable):	
<b>UTILITIES TO PROPERTY</b>			
		Electric Co.      Water Co.	
		Gas Co.      Sewer Co.	
		Fire District.	
<b>COMMERCIAL</b>		<b>MINOR BUILDING PERMIT</b>	
<b>NEW :</b> <input type="checkbox"/>	<b>ADDITION:</b> <input type="checkbox"/>	<b>A/C UNIT:</b> <input type="checkbox"/>	
<b>TENANT IMPROVEMENT:</b> <input type="checkbox"/>		<b>ELECTRICAL:</b> <input type="checkbox"/>	
<b>Business Name:</b>		<b>AMPS:</b>	
<b>Signs:</b> <input type="checkbox"/>	<b>Type:</b> <b>Sign Area:</b>	<b>GAS LINE:</b> <input type="checkbox"/>	
<b>RESIDENTIAL</b>		<b>OTHER:</b> <input type="checkbox"/>	
<b>NEW:</b> <input type="checkbox"/>	<b>ADDITION:</b> <input type="checkbox"/>	<b>Specify:</b>	
<b>Standard Plan No:</b>		<b>GRADING PERMIT:</b>	
<b>Option No:</b>		<b>GRADING PERMIT:</b> <input type="checkbox"/>	
<b>REMODEL (Interior work only):</b> <input type="checkbox"/>			
<b>ACCESSORY BUILDING:</b> <input type="checkbox"/>		<b>MOBILE HOME/MOVE-ON PERMIT</b>	
<b>Type:</b>		<b>MOBILE HOME:</b> <input type="checkbox"/>	
<b>POOL:</b> <input type="checkbox"/>		<b>MULTI-SECTIONAL:</b> <input type="checkbox"/>	
<b>Standard Plan No:</b>	<b>Option No:</b>	<b>MANUFACTURED HOME:</b> <input type="checkbox"/>	
<b>FENCE:</b> <input type="checkbox"/>	<b>POOL BARRIER</b> <input type="checkbox"/>	<b>Year of MH:</b>	
<b>Fence type:</b>	<b>Height:</b>	<b>Lin Ft:</b>	<b>MOVE-ON :</b> <input type="checkbox"/>
<b>COMPLIANCE INSPECTION</b>			
<b>Type:</b> <input type="checkbox"/>			
<p>The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel and appropriate emergency service providers for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand that the filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2704 and is a class 2 misdemeanor.</p>			
Owner/Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
I certify that the building(s) included on the attached site plan do not have wastewater plumbing, that no part of the building(s) or vehicle access is within 10' of the septic system, and that no part of the proposed construction will negatively impact the septic system.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is your driveway tying into a Maricopa County right-of-way?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Owner/Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>OWNER / AGENT / CONTRACTOR'S SIGNATURE:</b> (Circle One)			<b>DATE:</b>



Planning & Development  
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**ADDENDUM: PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY**

I, \_\_\_\_\_, hereby absolutely, unconditionally and irrevocably  
(print name)  
guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Signature of Applicant: \_\_\_\_\_

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



**Planning & Development  
Department**  
**CONTACT SUPPLEMENTAL**



**Complete applicable sections below.**

**TRACKING NUMBER:**

LICENSED CONTRACTOR VERIFICATION						
<b>Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.</b>						
LICENSE NUMBER AND CLASS:	<table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center; font-size: small;">NUMBER</td> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center; font-size: small;">CLASS</td> <td style="border: none;">TRUST ACCOUNT NUMBER:</td> </tr> </table>	_____	NUMBER	_____	CLASS	TRUST ACCOUNT NUMBER:
_____	NUMBER	_____	CLASS	TRUST ACCOUNT NUMBER:		
TYPE OF LICENSE: Check one:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px;">Architect <input type="checkbox"/></td> <td style="border: 1px solid black; padding: 5px;">Contractor <input type="checkbox"/></td> <td style="border: 1px solid black; padding: 5px;">Developer <input type="checkbox"/></td> <td style="border: 1px solid black; padding: 5px;">Engineer <input type="checkbox"/></td> </tr> </table>	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>	
Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>			
COMPANY NAME:						
STREET ADDRESS:						
CITY/STATE/ZIP:						
MAILING ADDRESS: (If different from above)						
CITY/STATE/ZIP:						
CONTACT PERSON 1:	TITLE:					
PHONE NUMBER: (    )	ALTERNATE PHONE: (    )					
CONTACT PERSON 2:	TITLE:					
PHONE NUMBER: (    )	ALTERNATE PHONE: (    )					
FAX NUMBER: (    )	E-MAIL:					
AGENT/CONTACT INFORMATION						
BUSINESS NAME:						
ADDRESS:						
CONTACT PERSON 1:	TITLE:					
PHONE NUMBER: (    )	ALTERNATE PHONE: (    )					
CONTACT PERSON 2:						
PHONE NUMBER: (    )	ALTERNATE PHONE: (    )					
FAX NUMBER: (    )	E-MAIL:					



# Planning & Development Department



## INSPECTION GUIDELINES

The value and safety of your structure rely heavily on obtaining a building permit prior to construction. A building permit is your reassurance that your building plans, as well as the structure you build, will be inspected for minimum code safety.

Your permit is valid for 180 days. However, you may apply in writing for a one-time extension prior to the expiration of your permit. Please schedule a final inspection once your project is ready for occupancy. A final inspection is mandatory prior to occupancy. An inspector will check for any hazards or unsafe construction to ensure your family has a safe place to work and live.

A building permit with all inspection approvals may also affect the resale value of your home. Many insurance companies do not recognize structures, additions or remodeling installed without a permit and inspection. Many unfortunate situations have occurred when individuals have built without a permit. For instance, insurance companies may negate a policy if damage occurs in an area built without a permit. So, protect your investment with a building permit.

Read the details below to expedite the inspection process:

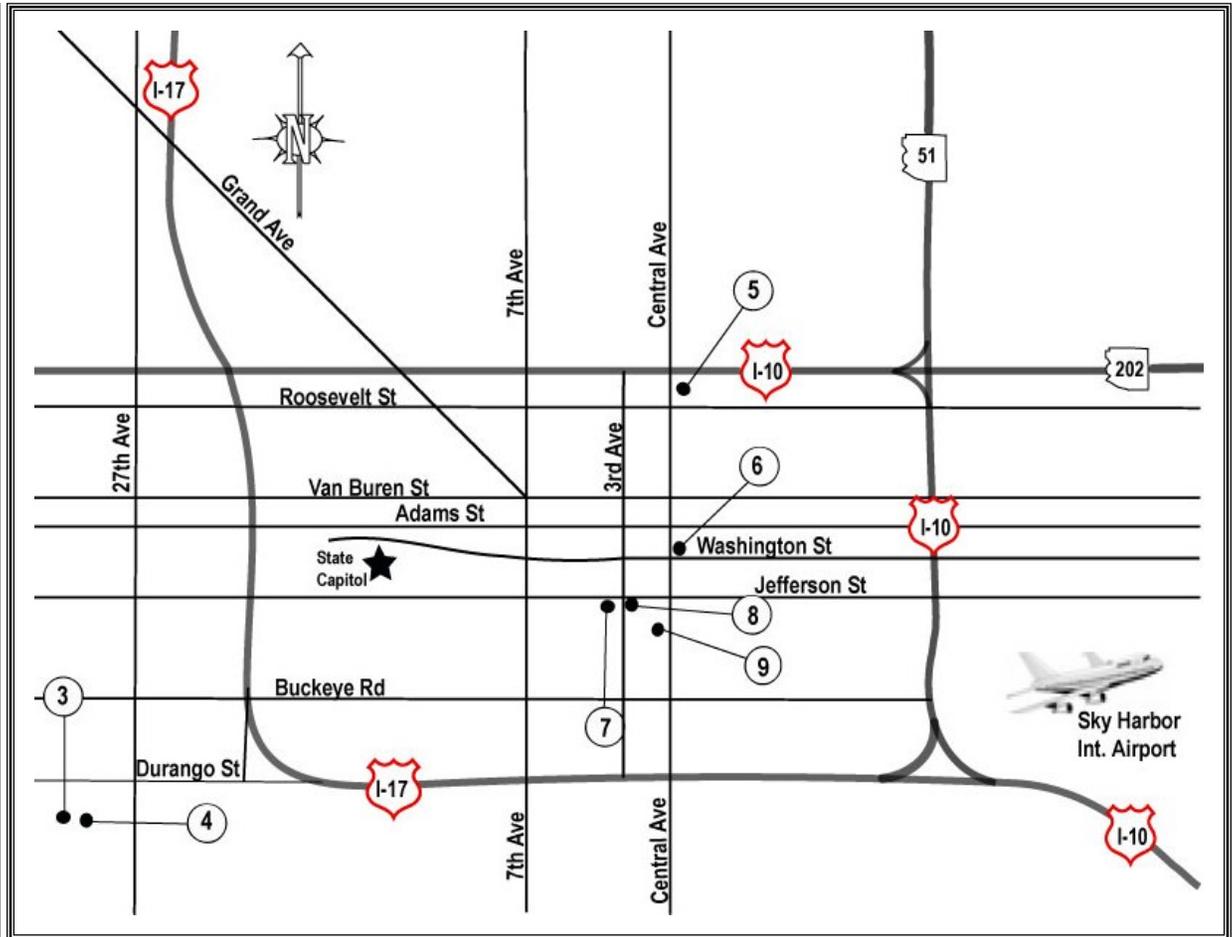
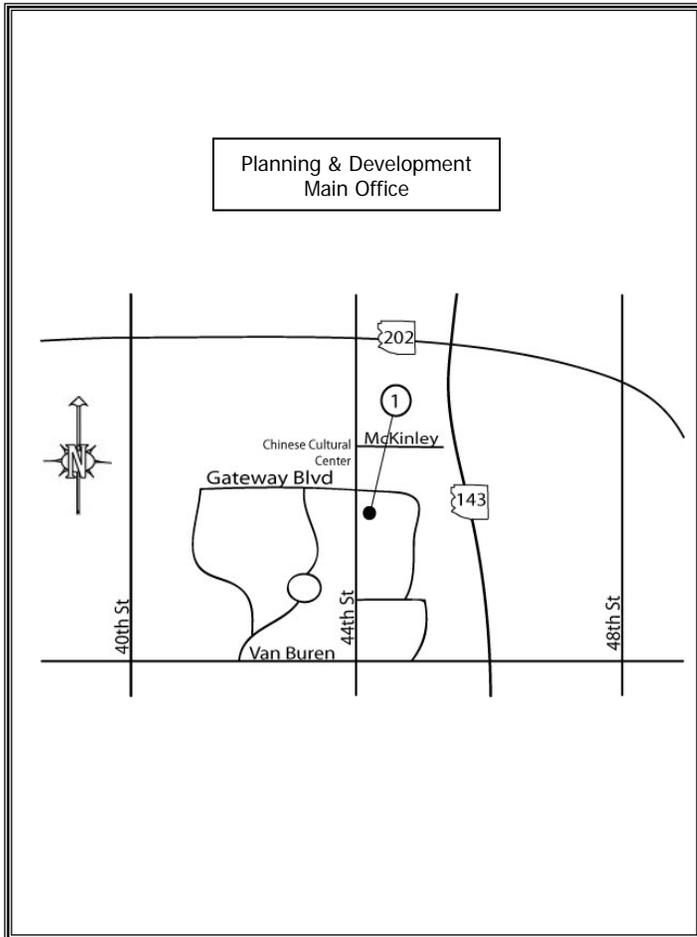
- o Post address on site, visible from the street, to assist the inspector in locating your construction site.
- o Post permit so it is visible from the street for the reasons below:
  - Notifies neighbors that the construction being done by you or a licensed contractor is being checked for local code requirements.
  - Works as a reminder for you to call the Inspection Services Division for inspections as indicated on the permit.
  - Assists Building Inspectors and Code Enforcement Officers with property identification.
- o Provide the following items during a requested inspection:
  - Approved plans (on site).
  - Ladders, flashlights, etc.
  - Stake out property lines so Inspector can identify them.
  - Remember to leave work exposed until it has been inspected (and/or re-inspected) and approved.
- o Lock/chain-up loose animals. Inspectors will not enter an area where animals are loose.
- o Call Inspection Services at 602-506-3692 before 2:30 p.m. to obtain an inspection for the following day.
- o Due to the large numbers of inspections scheduled each day and the distance between inspections, we are unable to provide an estimated time of arrival. However, you may call 602-506-3695, after 4:00 p.m., and staff will verify that you are on the following day's inspection list.
- o Follow the above instructions to ensure you are not charged a re-inspection fee. If an inspector has to re-inspect work, a re-inspection fee will apply. Additional inspections will not be completed until this fee is collected.

CONTACT INFORMATION		
Service Area		Telephone Number
Inspection Services	2:30 p.m. cut off time for the following day's inspection	602-506-3692
Building Safety–Plan Reviewer	Structure	602-506-7147
Zoning	Land Use	602-506-3201
Environmental Services	Septic	602-506-6616



# Planning & Development Department

## PERMITS FACILITIES DIRECTORY



**1.) Planning & Development** (602) 506-3301  
 501 N. 44<sup>th</sup> St, Suite 200 Fax: (602) 506-3601

**3.) Department of Transportation** (602) 506-8600  
 2901 W. Durango St.

**4.) Flood Control District** (602) 506-1501  
 2801 W. Durango St.

**5.) Environmental Services** (602) 506-6666  
 1001 N. Central Ave

**6.) B.L.M.** (602) 417-9200  
 1 N. Central Ave

**7.) Assessor's Office** (602) 506-3406  
 301 W. Jefferson St.

**8.) Recorder's Office** (602) 506-3535  
 111 S. 3<sup>rd</sup> Ave

**9.) Sheriff's Office** (602) 876-1070  
 201 W. Jefferson St.  
 (Records & ID)