



**Planning & Development
Department**

POOL / SPA



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**Planning & Development
Department**
APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE
Residential Uses and Their Accessory Structures



Applications for residential uses and their accessory structures must be completed entirely at time of submittal. Refer to the checklist below to ensure all details are included for each application.

1. Site/plot plan (7 copies). Include vicinity map. Do not attach site plan to construction plans.
 - ✓ Label and provide all property line dimensions, show all structures, existing and new, on permit application, and label the intended use. List the parcel number and owner's name.
 - ✓ Indicate setbacks from property lines and distances between buildings, label the use of all adjacent parcels. Show location of well on property and septic tank/field (if applicable), and/or shared wells within 200" of property.
 - ✓ Include a north arrow and scale (scale must be no smaller than 1" = 30'). Large sites can have a 1" = 30' minimum detail and smaller scale overall site plan.
 - ✓ Indicate the septic location with setback to nearby buildings (if applicable).
 - ✓ Show and label all easements (i.e., drainage, ingress/egress, public utility easements, etc.) and show washes on property.
 - ✓ Indicate dedicated street access and names. Include existing and new items within road right of way.
 - ✓ Label the following: alignment of washes, slope and general elevation changes, vegetation, fences, culverts & driveway. Driveway must be labeled "Driveway" or "DW". Circular driveway must be labeled "In" and "Out". Driveway surface material must be noted (concrete, asphalt, Crushed granite, ABC, etc.)
 - ✓ Show all building dimensions. Indicate square footage with summary of all livable, garage/carport, patios, and porches including detached structures. Include existing, new, and total lot coverage and square footage.
 - ✓ All applicable stipulations related to a Board of Adjustment or zoning case will have to be completed prior to building permit issuance.
 - ✓ Single-family residences that require detailed technical/engineering review (hillside lots) are required to be sealed by an appropriate professional, registered in the State of Arizona. Seal must be current and signed with expiration date.
 - ✓ Storage tanks, propane and water are considered accessory structures and must be depicted on site plans with setbacks, tank size and above or below ground noted. Propane tanks 250 gallons or larger may be subject to Fire Marshall approval.
 - ✓ Hillside requirements are mandated if construction/grading site has any portion of land with a slope of 15% or greater.
2. Construction Plans (3 sets), drawn to scale and in compliance with IRC 106.1.1, consisting of not less than the following:
 - ✓ Foundation Plan: To include complete foundation details
 - ✓ Roof and Floor Framing Plans
 - ✓ Cross sections and connection details for both longitudinal and transverse.
 - ✓ Elevations with height dimensions (include all fencing).
 - ✓ Floor plan showing electrical, plumbing and mechanical fixture and appliance locations.
 - ✓ If gas is being used, then a gas piping isometric drawing and BTU count are required.

- ✓ A floor plan is required of all existing rooms adjacent to an addition and/or patio cover.
 - ✓ Custom plans cannot show options.
 - ✓ Current codes: 2012 IBC, 2012 IRC, 2011 NEC, 2012 IMC, 2012 IPC and 2012 IFGC and 2011 IEBC. Use of the 2012 International Green Construction and the 2012 International Energy Conservation Codes are optional (All as amended per the Maricopa County Local Additions and Addenda).
 - ✓ A one-line diagram and load calculations are required for work that includes a new or modified 400 amp electrical service. Plans must bear the seal of a registered engineer for work that includes a new or modified 600 amps or larger electrical service.
 - ✓ Fissures, subsidence, or soils with high clay content impact many areas of Maricopa County. You may wish to contact a professional engineer prior to construction to determine if corrective action is necessary.
3. Specifications of sufficient clarity to indicate the location, nature and extent of new work (3 copies). No options or references to future construction are allowed.
 4. Structural calculations (3 copies).
 5. Soil report (if on engineered fill or other than 2009 IBC allowable bearing pressure)
 6. Recorded Official Deed/Proof of Ownership **for primary use only** (one of the items listed below):

Warranty Deed, Special Warranty Deed, Grant Deed, Joint Tenancy Deed, Quit Claim Deed, Gift Deed, Guardian's Deed, Sheriff's Deed, Correction Deed, Agreement of Sale Deed, Pay Off Deed (for an agreement of sale), Treasurer's Deed, Civil Judgment (Conveying Property), Deed of Distribution (Probate), Land Patent, Certificate of Purchase (like an agreement of sale before patent issued), Trustee's Deed, Affidavit for Transfer of Real Property, or other suitable evidence as maybe approved by the Planning and Development Department.
 7. Patent Easement Deeds – when applicable. May be acquired at the Bureau of Land Management, 1 N. Central, Phoenix, (602) 417-9200 at the northeast corner of Central and Washington.
 8. Current Assessor's parcel number.
 - ✓ Correct Assessor parcel numbers are critical for review process. Incorrect Assessor parcel numbers will cause twice the amount of review time and additional office visits.
 - ✓ The Maricopa County Assessor's Office is the governmental body that assigns parcel numbers. Please call the Maricopa County Assessor's Office at (602) 506-3406 for parcel number information.
 9. Completed Supplemental Information form is required.
 10. If property is on public water and/or sewer, a letter from the provider indicating they have agreed to provide service is required prior to approval.
 11. Electrical permits for shared wells will only be issued for sites with a principle use existing or established by permit.

APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE Residential Uses and Their Accessory Structures

MARICOPA COUNTY ENVIRONMENTAL SERVICES REQUIREMENTS

1. For new construction, that establishes a primary use, one of the following is required:
 - a) Letter from a sewer disposal system provider indicating they have agreed to provide service to property for new work.
 - b) Documentation or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.
 - c) Completed application for Approval to Construct Individual Sewage Disposal System, additional copy of recorded deed and two additional site plans for routing through Environmental Services for their review and approval.

2. For additions, remodels, and accessory structures (example: sheds, detached garages, awnings, patio covers, etc.) one of the following is required:
 - a) Certification on application that the building(s) included on the site plan do not have wastewater plumbing, no part of the building or vehicle access is within 10' of the septic system and no part of the new construction will negatively impact the septic system.
 - b) Documentation or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.

3. Documentation from the Air Quality Department indicating application for an earth-moving permit (1/10 acres or greater).

4. For questions regarding septic tank installation, contact the Maricopa County Environmental Services Department, Water & Waste Management Division at 1001 N. Central (Roosevelt & Central), Phoenix, (602) 506-6616.

FLOOD CONTROL DISTRICT OF MARICOPA COUNTY REQUIREMENTS

The Flood Control District issues Floodplain Use Permits for development in a floodplain. If you are developing land within a regulated floodplain, you are required to obtain a Floodplain Use Permit before you build, grade, fill or install any type of wall or fencing, or perform any other man-made change to the property. Please contact the Flood Control District at (602) 506-2419 to determine if you are required to obtain a Floodplain Use Permit.

THE FOLLOWING AGENCIES MAY REQUIRE ADDITIONAL INFORMATION

- The Drainage Review Division may require additional information. Please contact Drainage Review at (602) 506-3301 before applying for a building permit. See State Standard 6-05
- Call Maricopa County Department of Transportation (MCDOT) at (602) 506-8609 *BEFORE* any construction activities within a County right-of-way such as: driveway tie-in to roadway, mailbox post (wood, metal or block), landscape (rocks, trees, shrubs, etc.), utilities and sidewalks (concrete or paved). If road dedication or permanent easement and right of way are required, contact the MCDOT, Development Services Branch at 2901 W. Durango, Phoenix, (602) 506-8609 for further information.

NOTES

- Additional information may be required during the plan review process.

CONTACT INFORMATION

Registrar of Contractors (602) 542-1525	Zoning Information (602) 506-3201	Building and Drainage Inspections (602) 506-3692
Blue Stake-locates underground utilities (602) 263-1100	Building Code Information (602) 506-7147	Flood Control District (602) 506-2419
Office of the State Fire Marshal (602) 364-1003	Environmental Services (602) 506-6616	MCDOT (602) 506-8609



Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



Licensing Timeframes – A.R.S. 11-1605

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

Fee Information

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - <http://www.maricopa.gov/planning/Resources/Other/FeeSchedule.aspx>
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

Pre-Application Meetings

- Commercial projects will require a Pre-Application meeting at a cost of \$350.00
 - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of \$150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of \$50.

Personal Guarantee of Financial Responsibility

I, _____, (print name) hereby absolutely, unconditionally and irrevocably 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.

Initials: _____



Planning & Development Department
BUILDING ACTIVITY APPLICATION PACKET
 (Continued – Page 2)



Development Disclaimer Notice

By initialing / signing this application and disclaimer, I state that I am either the owner of record of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit for this property (APN _____) by Maricopa County **DOES NOT GUARANTEE THE AVAILABILITY OF POTABLE WATER AT THIS SITE.**

I also am aware and understand that issuance of the Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

Initials: _____

PERSONAL ASSURANCE OF SUBMITTAL ACCURACY

I, _____, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform_ordinance/mczo1.pdf

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department’s Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials: _____



Planning & Development Department

BUILDING ACTIVITY APPLICATION



PARCEL #		CROSS STREETS:									
Is the property on Septic?		Yes		or		No		(circle one)			
Are there any Code violations on this property?		Yes		or		No					
Is there any other construction occurring on the property right now?		Yes		or		No					
Is your driveway tying into a Maricopa County right-of-way?		Yes		or		No					
CONSTRUCTION SITE ADDRESS:							City & Zip:			AZ	
OTHER INFO:		SUBDIVISION MOBILE HOME PARK (with Space or Lot #)									
DIRECTIONS TO JOB SITE:											
DETAILED WORK DESCRIPTION:											
EST. VALUATION OF PROJECT \$											
PROPERTY OWNER – Last Name:							First Name:				
Mailing Address:											
Phone #:				Alt #:				Email:			
CIRCLE THE TYPE OF PERMIT(S)											
RESIDENTIAL:	New	New w/Basemt	SP #			Addition	Accessory	Alteration			
POOL / SPA:	Production	SP #			Custom	POOL BARRIER:	New	Existing			
MINOR:	Electrical	Plumbing	Mechanical		Non-Tech	Demo					
COMMERCIAL:		New	Addition	Accessory		→ Sign	Wall or Monument	Tenant Imprvmt			
GRADING:	Paving	Subdiv. Infrastr.	Infrastr	FENCE:		CMU	Iron	Chain	Pipe	HT	LF
FACTORY BUILT:	Mobile	Multi-Sect	Manuf	Yr.	FBB type:			FBB #:			
COMPLIANCE:	Drainage	Building	Group	Fire	Code						
UTILITIES TO PROPERTY			Electric Co:				Gas / Propane:				
Water Co:			Sewer / Septic:				Fire District:				
<p>I acknowledge that I am the property owner or I have the authority to represent the property owner on this application as an authorized agent for the property. Further, I guarantee access to Maricopa County personnel 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 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 13-2701 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	NO
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	NO
PRINT NAME:				(Check One) →		OWNER		CONTRACTOR		AGENT	
SIGNATURE:								DATE:			



**Planning & Development
Department
CONTACT SUPPLEMENTAL**



EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS

CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION

Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.

LICENSE NUMBER _____ NUMBER _____ CLASS _____		TRUST ACCOUNT NUMBER:	
AND CLASS:			
TYPE OF LICENSE: Check one:	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 1:		CONTACT 2:	
TITLE:		TITLE:	
PHONE NUMBER: ()		PHONE NUMBER: ()	
ALTERNATE NUMBER: ()		ALTERNATE NUMBER: ()	
BUSINESS FAX: ()		BUSINESS FAX: ()	
E-MAIL:		E-MAIL:	

OWNER / AGENT / CONTACT INFORMATION

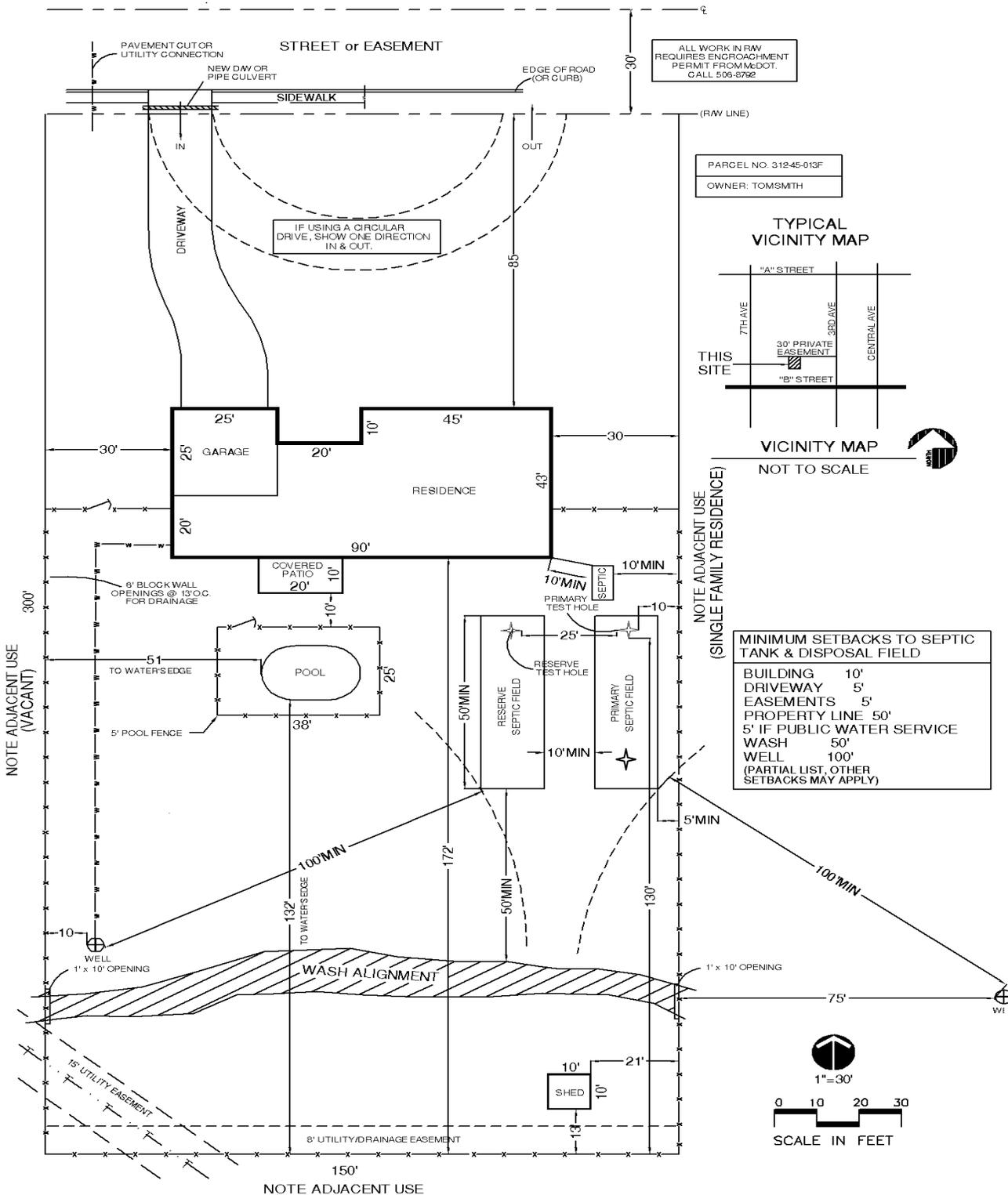
OWNER NAME:	BUSINESS NAME
ADDRESS:	ADDRESS
	CONTACT 1:
	PHONE NUMBER: ()
PHONE NUMBER: ()	CONTACT 2: ()
ALTERNATE: ()	PHONE NUMBER: ()
FAX NUMBER: ()	FAX NUMBER: ()
E-MAIL:	E-MAIL:



Planning & Development Department



TYPICAL RESIDENTIAL SITE PLAN



SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)
ADDITIONAL DETAILED PLANS MAY BE REQUIRED.

Residential Site Plan Checklist

- Must supply 7 NEW site plans **with No attached building plans**
- North Arrow and Vicinity Map
- Scale: i.e. 1"= 10' 1"= 20' 1"= 30' (Non-standard scales are not acceptable, i.e. 1" = 26.5' or 1"=16') Use either an "Engineers' or "Architects" scale only
- Parcel / Owner Block / Deed
- Use of adjacent parcels – vacant, residential, etc. (all sides)
- Show location of well on property and/or shared wells within 200' of property
- Parcel Dimensions, all sides
- Building Dimensions, all sides
- Dedicated street access including street name, Rights of Way with dimensions and jurisdiction identified.
- Easements (drainage, ingress/egress, public utility easement, etc.) and show washes on property
- Indicate square footage. A summary of ALL livable, garage, patios, porches, garage or carport including detached structures. (existing, new and total lot coverage and square footage)
- Driveway (must be labeled "Driveway" or "DW") Circular driveways must be labeled "In" and "Out". Driveway surface material must be noted (Concrete, Asphalt, Crushed Granite, ABC, etc.)
- Septic:
 - Location with setback to nearby buildings
 - Indicate tank and disposal drain field.
 - Name municipal water supply
 - Provide ES documentation of application, ATC/ATD, or review approval as appropriate.
- Storage Tanks, i.e. propane, water. Must show setbacks and tank size and label above or below ground
- Compare site plan to application work description for uniformity
- Check for fences and culverts (if applying for fence provide 4 fence details)
- Set-backs to all structures & distances between buildings. Building's intended use, i.e. "Residence", "Barn", "Fence", "Detached Garage", "Storage Shed", etc.**
- If sealed by a registrant, all seals on plan must be current and signed with expiration date.

Residential Building Plan Checklist

- Must supply 3 NEW stapled sets, Numbered, **with No attached site plans**
- Plans must be clear and readable, drawn to scale, and on appropriate size paper
- Indicate square footage. A summary of ALL livable, garage, patios, porches, and garage or carport including detached structures. (Existing, new and total lot coverage and square footage) (This may be stated on the site plan.)
- Current building codes: 2012 IBC, 2012 IRC, 2012 IPC, 2012 IMC, 2012 IFGC, 2012IGCC, 2012 IECC, 2012 IEBC, 2011 NEC
- No options or references to future construction are allowed.
- Floor plan showing electrical, plumbing, and mechanical fixture and appliance locations. If a gas fireplace is shown, look for size/location of propane tank on site plan (if applicable)
- Foundation plan with cross referenced foundation details
- Roof and floor framing plans
- Cross sections (2) and connection details for both longitudinal and transverse
- Elevations (4) with height dimensions (include all fencing)
- If gas is used, a gas piping isometric and BTU count are required. If propane gas, verify that tank location and size is noted on the Site Plan
- A one-line diagram and load calculations are required for work that includes a new or modified 400 amp electrical service. Plans must bear the seal of a registered engineer for work that includes a new or modified 600 amp or larger electrical service
- If stairs are shown, provide details showing tread rise and run
- A floor plan is required of all existing rooms adjacent to an addition and/or enclosed patio
- If sealed by a registrant, all seals on plan must be current and signed with expiration date. No altered plans will be accepted

**** Be very cautious of the words "Future", "Future use", "Not for Construction" or "Proposed" as they are not to be used on building or site plans.**



**Planning & Development
Department
APPENDIX TO THE ZONING ORDINANCE
For the Unincorporated Areas of Maricopa County**



**REQUIREMENTS OF THE HEIGHT, YARD AND INTENSITY OF USE REGULATIONS
FOR RURAL AND RESIDENTIAL ZONING DISTRICTS IN THE ZONING ORDINANCE**

ZONING DISTRICTS	MAXIMUM BUILDING HEIGHT REGULATIONS		MINIMUM YARD REGULATIONS (FT)				INTENSITY OF USE REGULATIONS			
	Stories	Feet	Front	Rear	Interior Side	Street Side	Min. Lot Area (Sq.Ft.)	Min. Lot Width (Ft.)	Min. Lot Area Per Dwelling Unit (Sq. Ft)	Max. Lot Coverage (% of Lot)
Rural - 190	2	30	60	60	30	30	190,000	300	190,000	5
Rural - 70	2	30	60	60	30	30	70,000	250	70,000	10
Rural - 43	2	30	40	40	30	20	43,560	145	43,560	15
R1-35	2	30	40	40	20	20	35,000	145	35,000	20
R1-18	2	30	30	30	10	15	18,000	120	18,000	25
R1-10	2	30	20	25	7	10	10,000	80	10,000	30
R1-8	2	30	20	25	7	10	8,000	80	8,000	35
R1-7	2	30	20	25	5	10	7,000	70	7,000	35
R1-6	2	30	20	25	5	10	6,000	60	6,000	40
R-2	2	30	20	25	5	10	6,000	60	4,000	50
R-3	3	40	20	25	5	10	6,000	60	3,000	50
R-4	3	40	20	25	5	10	6,000	60	2,000	50
R-5	3	40	20	25	5	10	6,000	60	1,000	50

This appendix is established as a reference guide to this zoning ordinance but is not an integral part thereof. When there is any difference in meaning or implication between this appendix and the text of this zoning ordinance, the text of the zoning ordinance shall prevail.



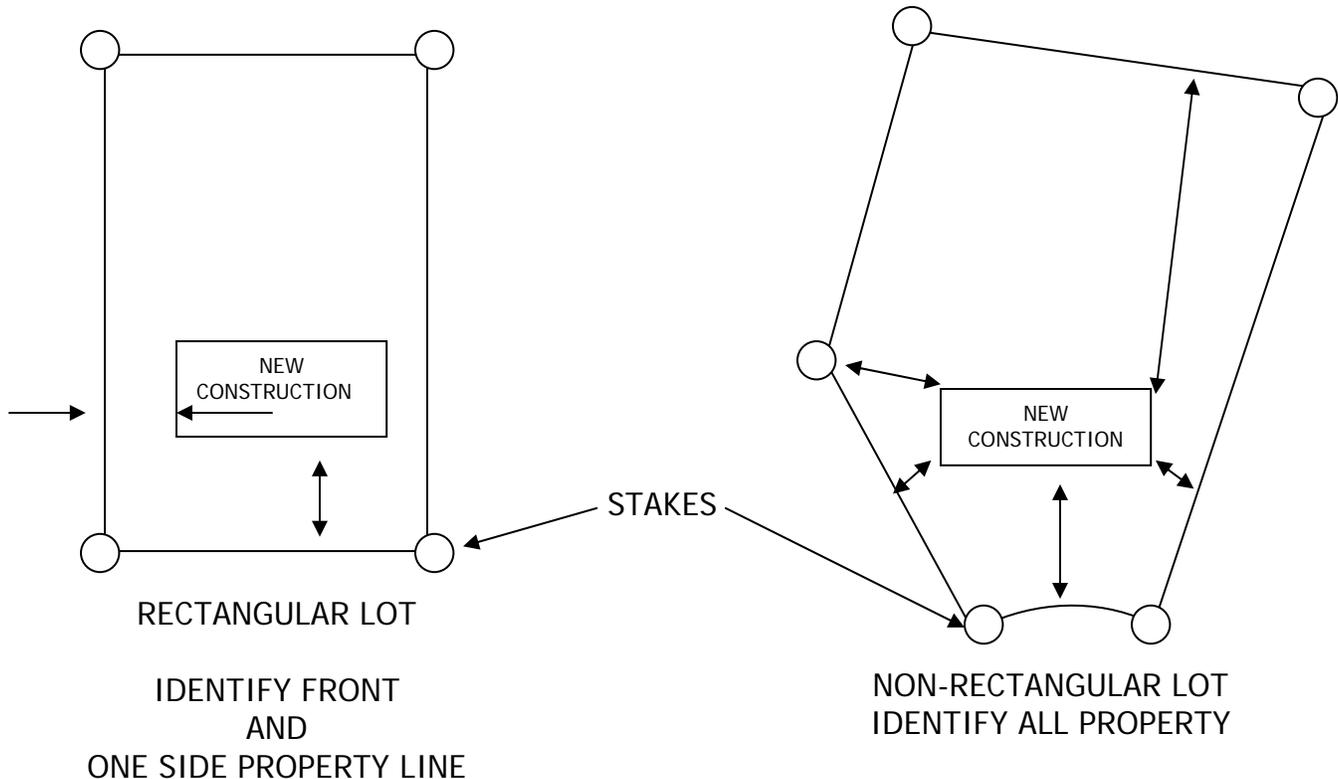
PROPERTY LINE SETBACK VERIFICATION

NOTE: INSPECTION WILL FAIL IF LOT LINES ARE NOT MARKED.

Requirements for verification of construction project setbacks:

1. Stakes for property lines must be clearly exposed for measuring footing setbacks from property lines utilizing paint and/or string prior to calling for the first site inspection (footing inspection) for new construction. This can be accomplished by "staking" three corners of the property, and either tying a string between the stakes, or painting a straight line between them.
2. During the first inspection (and prior to making any construction improvements such as pouring a slab or footings), a building safety inspector will verify that the setbacks from the identified front property line and one side property line are in accordance with the construction plans submitted and approved at the time of building permit issuance.
3. If a lot is non-rectangular in shape, it will be necessary to identify ALL of the property lines of the lot so that ALL setbacks can be verified by the building safety inspector.

EXAMPLES OF PROPERTY LINE SETBACK VERIFICATION:





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:

- Post address on site, visible from the street, to assist the inspector in locating your construction site.
- 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.
- 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.
- Lock/chain-up loose animals. Inspectors will not enter an area where animals are loose.
- Call Inspection Services at 602-506-3692 before 2:30 p.m. on any business day to obtain an inspection for the following business day.
- 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 602-506-3301, after 4:00 p.m., and staff will verify that you are on the following day's inspection list.
- 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.

Service Area	CONTACT INFORMATION	
		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	602-506-3301
Drainage	Drainage Inspections	602-506-3301
Environmental Services	Septic	602-506-6616

Permit Submittal Information

SERVICE CONTACT INFORMATION	PERMIT SUBMITTAL REQUIREMENTS / INFORMATION
<p>Planning & Development Main Switchboard (602) 506-3301</p> <p>Inspection Scheduling (602) 506-3692</p> <p>Flood Control District Flood Plain (602) 506-2419</p> <p>Environmental Services Onsite Wastewater (602) 506-6616</p> <p>Transportation Right-of-Ways, Mailbox Post, Sidewalks, Landscaping (602) 506-8609</p> <p>Locating Underground Utilities AZ Blue Stake (602) 263-1100</p> <p>Air Quality Dust and Earth Moving Permits (602) 506-6010</p> <p>Registrar of Contractors (602) 542-1525</p>	<ul style="list-style-type: none"> ▪ Legal access must be obtained prior to the start of any construction on a parcel. Contact a title company, attorney or real estate professional to ensure legal access. ▪ <u>A primary use permit application submittal must contain the following:</u> <ol style="list-style-type: none"> 1. An approved Assessor's parcel number. 2. Proof of ownership. Note: This requirement does not apply to subdivision developer-builder. 3. A document issued by the Maricopa County Environmental Services Department indicating that applicant has applied for a septic permit, or 4. A document from the sewer service provider indicating that they have agreed to provide service to the parcel. ▪ A document from the Air Quality Department indicating an earth moving permit has been issued is required for any activity in which 1/10 acre (4,356 sq. ft.) or more of earth is being disturbed. ▪ Deed restrictions may apply to the development of a parcel as well as conditions, covenants and restrictions (CC&R's). These restrictions may be more limiting than the Maricopa County Zoning Ordinance requirements. It is recommended that deeds and other documentation be checked to insure compliance with any applicable private restrictions. Note: Maricopa County does not enforce deed restrictions or CC&R's. ▪ The Maricopa County Planning and Development Department retains copies of submitted documents only for the time periods required by law. Note: It is the applicant's responsibility to provide for permanent document retention. ▪ Addresses will only be assigned upon application for a building permit.



POOL & POOL BARRIER REQUIREMENTS

POOL REQUIREMENTS

All fishponds, spas and other contained bodies of water, either above or below ground level, being greater than 18 inches in depth, and/or wider than eight feet at any two measured points, shall require a barrier.

Pools must not be located within the required front yard of the property.

Pools must be set back at least three feet from all property lines.

Permits for outdoor swimming pool barriers must be issued prior to installing the barrier, plastering the pool, and/or filling the pool with water.

POOL BARRIER REQUIREMENTS

The top of a barrier shall be at least 60 inches above finished grade (exterior side of barrier).

The maximum vertical clearance between the bottom of the barrier and finished grade shall be two inches. For a solid base grade, such as concrete, the vertical clearance may be four inches.

If a barrier is constructed with horizontal members less than 54 inches apart, such members must be placed on the pool-side of the barrier.

Decorative design work that allows for easy climbing on the exterior barrier is prohibited.

Protective barriers must be located at least 54 inches from any exterior object that could be used to climb the protective barrier.

The owner will ensure that the entire barrier is maintained. No section may be altered or removed except to reconstruct, repair or replace the barrier.

If chain link fencing is used as a barrier, it must be eleven gauge or greater.

Openings in the barrier shall not allow passage of a one and three quarter inch diameter (44.5 mm) sphere.

Exception:

- o When vertical spacing between such openings is 54 inches (1372 mm) or more, the opening size may be increased such that the passage of a 4-inch diameter (102mm) sphere is not allowed.
- o For fencing composed of vertical and horizontal members, the spacing between vertical members may be increased up to 4 inches (102 mm) when the distance between the tops of horizontal members is 54 inches (1372 mm) or more.

Access gates will comply with all pool barrier requirements and will be equipped with self-closing, self-latching devices. All access gates must open away from the pool.

When the latching mechanism is less than 54 inches above the bottom of the gate, it must be on the pool-side of the gate and at least three inches below the top of the gate, with no opening larger than 1/2 inch within 18 inches of the latching mechanism.

If the building wall comprises a part of the pool barrier and subject wall contains a door providing direct access to the pool area, a separate barrier shall be installed between the door and the pool.

Exception:

The building official may approve the substitution of a self-closing, self-latching device with a release mechanism at least 54 inches above the floor; or an alarm which sounds continuously for a minimum of 30 seconds at a level not less than 85 decibels, within seven seconds of the door and its screen, if present, being opened.

A window facing a pool enclosure shall be equipped with a mesh screen and a lock and key that restrict opening the window to no more than four inches or a latching device 54 inches above the floor.

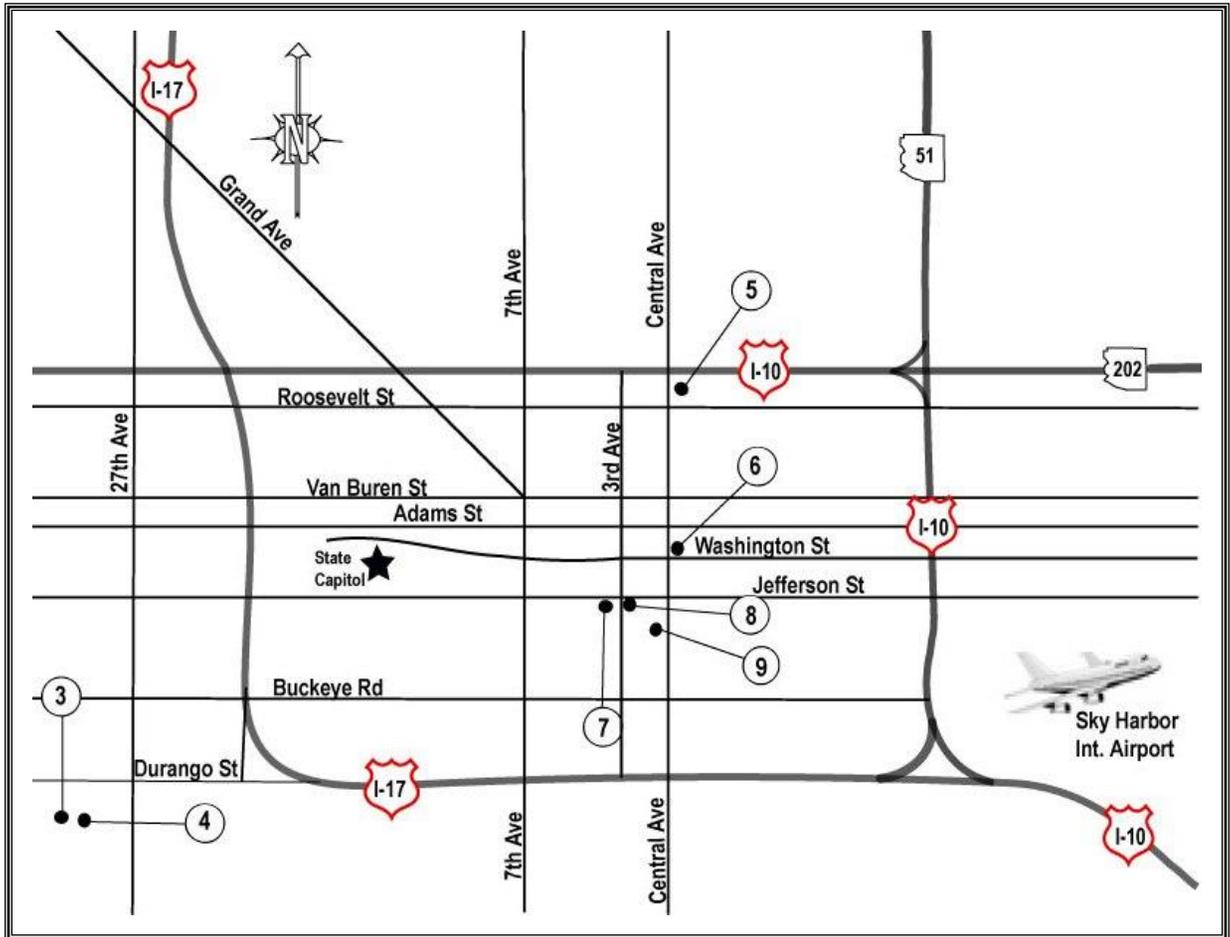
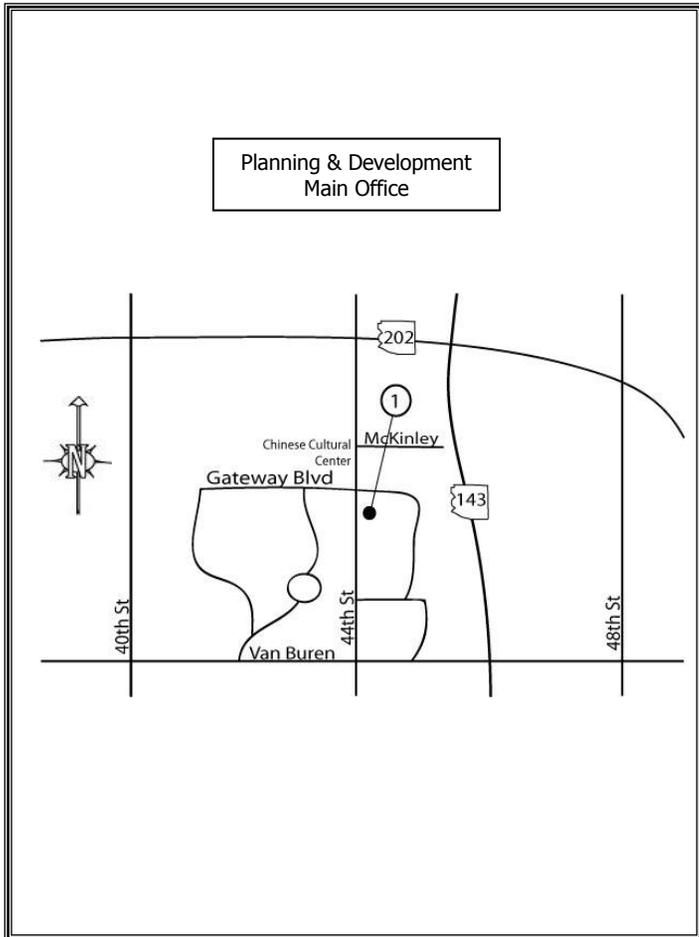
Emergency escape or rescue windows must be equipped with a latching device at least 54 inches from the floor.

Call (602) 506-7147 for additional information



Planning & Development Department

PERMITS FACILITIES DIRECTORY



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

3.) Department of Transportation (602) 506-8609
2901 W. Durango St.

4.) Flood Control District (602) 506-2419
2801 W. Durango St.

5.) Environmental Services (602) 506-6616
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. 3rd Ave

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