



SUBMITTAL FORMS INDEX

APPLICANT'S GUIDE	302
TYPICAL SITE PLAN	3022
APPLICATION	304
APPLICANT'S FINANCIAL RESPONSIBILITY	AFR-01
CONTACT SUPPLEMENTAL	3043
PERSONAL ASSURANCE OF SUBMITTAL ACCURACY	DD2011-04
COMMERCIAL CHECKLIST	3030
ENGINEERED PLAN SUBMITTAL REQUIREMENTS	712
PROPERTY SETBACK VERIFICATION	306
INSPECTION GUIDELINES	310
PERMIT INFORMATION	300
PERMITS FACILITIES DIRECTORY	303



# Planning & Development Department



## APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE Commercial & Industrial Uses and Their Accessory Structures

**Applications for commercial & industrial 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 plans (seven copies). Include vicinity map.
  - ✓ Label and provide all property line dimensions, show all structures, existing and proposed on permit application, label intended use.
  - ✓ Indicate setbacks from property lines and distances between buildings.
  - ✓ 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.
  - ✓ Show all building dimensions.
  - ✓ Show and label all easements. (i.e., drainage, ingress/egress, public utility easements, etc)
  - ✓ Indicate dedicated street access and names. Include existing and proposed items within road right of way.
  - ✓ Label the following: alignment of washes, slope and general elevation changes, and vegetation and parking. Include number of parking spaces, dimensions and location of site lighting.
  - ✓ All applicable stipulations related to a Board of Adjustment or zoning case will have to be completed prior to building permit issuance.
  - ✓ Storage tanks (above or below ground) are considered accessory structures and must be depicted on site plans. Propane tanks 250 gallons or larger may be subject to Fire Marshall approval.
  
2. Construction plans (three sets) drawn to scale, consisting of no less than the following:
 

a) Foundation Plan	e) Details	i) Electrical Plan
b) Floor Plan	f) Plumbing Plan	j) Mechanical Plan
c) Elevations	g) Cross Sections	k) Landscaping Plan
d) Framing Plans	h) Signs	

  - ✓ A floor plan is required of all existing rooms adjacent to an addition and/or patio cover.
  - ✓ Plans for buildings larger than 3,000 square feet, an occupant load of more than 20 persons, or structural spans in excess of 20' must be prepared and sealed by an Arizona registered architect and/or engineer.
  - ✓ Current codes: 2009 IBC, 2009 IRC, 2008 NEC, 2009 IMC, 2009 IPC and 2009 IFGC (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.
  
3. Specifications of sufficient clarity to indicate the location, nature and extent of work proposed (three copies).
  
4. Recorded deed/proof of ownership (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 suitable evidence as approved by The Planning & Development Department. If project is a cell site, a copy of the lease agreement is needed.

**APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE**  
**Commercial & Industrial Uses and Their Accessory Structures**

5. Structural calculations (three copies).
6. Soil report (if on engineered fill or other than 2009 IBC allowable bearing pressure).
7. 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.
8. If the contractor is known at time of submittal, a completed Supplemental Information form is required.
9. 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.
10. If property is on a shared well, copy of recorded well easement agreement is required prior to approval.
11. A separate permit is required for each type of sign.
  - ✓ If signs are not located on the parcel to which they refer, they are considered "off-site" advertising (billboards) and other submittal information may be required.
    - a) All Sign Types
      - Seven copies of site plan, including:
        1. All information required per commercial site plan exhibit attached
        2. Locations of all existing and proposed signs by type (including free-standing, directional, and temporary signs) Details must be supplied regarding all signs (by type) on the parcel, even if these signs are not directly related to the proposed signs
    - b) Wall Signs
      - Three copies of building elevations, including:
        1. Supply scaled elevations of all building faces where signs are located or proposed to be located
        2. Provide dimensions of elevation wall area (from grade to roof line)
        3. Indicate location, size and sign copy for each sign on the elevation
        4. Specify if sign is illuminated (internally or externally), audible or animated. Show location, direction, lamp type, wattage, and other characteristics of light source.
        5. In the case of multi-tenant buildings, provide a floor plan
        6. Identify the location of the building space to receive signs
        7. Show customer parking & access to building on site plans
    - c) Free-Standing Signs
      1. Indicate exact location of sign on parcel
      2. Provide sign elevations which indicate size, including base, from grade to highest point
      3. Illustrate a copy of sign including text
      4. Specify if sign is illuminated (internally or externally), audible or animated
      5. Indicate the landscaping around base of sign
      6. The Maricopa County Zoning Ordinance requires four square feet of landscaping for each one square foot of sign area
      7. If the sign has more than one face, show a top view of sign with dimensions

**APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE**  
**Commercial & Industrial Uses and Their Accessory Structures**

**MARICOPA COUNTY ENVIRONMENTAL SERVICES REQUIREMENTS**

1. a) For new construction, that establishes a primary use, one of the following is required:
  1. Letter from a sewer disposal system provider indicating they have agreed to provide service to property for proposed work.
  2. Receipt or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.
  3. 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.
- b) For additions, remodels, and accessory structures (example: sheds, detached garages, awnings, patio covers, etc.) one of the following is required:
  1. 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 proposed construction will negatively impact the septic system.
  2. Receipt or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.
2. Documentation from the Air Quality Department indicating application for an earth-moving permit (1/10 acres or greater).
3. 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. If earth-moving permit is required, contact Maricopa County Environmental Services Department, Air Quality Division at (602) 506-6010.

**THE FOLLOWING AGENCIES MAY REQUIRE ADDITIONAL INFORMATION**

- The Flood Control District and the Drainage Review Division may require additional information. Please contact Flood Control at (602) 506-1501 and Drainage Review at (602) 506-7149 before applying for a building permit.
- Call Maricopa County Department of Transportation (602) 506-8609 *BEFORE* installing items in right-of-way such as: driveway tie-in to roadway, mailbox post (wood, metal or block), landscape (rocks, trees, shrubs, etc.), and sidewalks (concrete or paved). If road dedication or permanent easement and right of way are required, contact the Department of Transportation, Engineering Division at 2901 W. Durango, Phoenix, (602) 506-8600 for further information.

**NOTES**

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

Registrar of Contractors  
(602) 542-1502

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) 506-1501





## Planning & Development Department BUILDING ACTIVITY APPLICATION



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

The owner or authorized agent for the owner of the subject lot or parcel guarantees 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.

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
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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
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<b>PRINT NAME:</b>	(Circle One) →	<b>OWNER</b>	<b>CONTRACTOR</b>	<b>AGENT</b>
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<b>SIGNATURE:</b>	<b>DATE:</b>
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Planning & Development  
Department

CONTACT SUPPLEMENTAL



Complete applicable sections below.

TRACKING NUMBER:

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.

LICENSE NUMBER AND CLASS:	NUMBER	CLASS	TRUST ACCOUNT NUMBER:
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 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:		TITLE:	
PHONE NUMBER:	( )	ALTERNATE PHONE:	( )
FAX NUMBER:	( )	E-MAIL:	



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**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 Department for the following permit tracking number(s): B\_\_\_\_\_, 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 can be found at: [http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform\\_ordinance/mczo1.pdf](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 Development 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.

By signing this document, I state that I am either the owner of the parcel and/or authorized by the owner(s) to represent them regarding this matter and the subject parcel.

---

Print Name

Sign Name

Date

## Commercial Site Plan Checklist

- North Arrow
- Vicinity Map
- Use either a Standard Engineers' or Architects scale. (i.e. 1"=10' 1"=20' (Non-standard scales are not acceptable i.e. 1"=26.5' or 1"=16')
- Parcel Number/Owner Name
- Use of adjacent Properties (Vacant, Residential, Commercial etc.)
- Parcel Dimensions(All sides)
- Building dimensions (All sides)
- Setbacks to all structures, to property lines and between buildings
- Label and number all buildings intended use (i.e. classroom, construction trailer etc.)
- Check for fencing or retaining walls if applicable (3) wall details are required
- Dedicated street access, including street names
- Label all easements on property
- Show entrance and exits to property with appropriate sight triangles
- Provide typical detail to scale  $\frac{1}{4}"=1'$  of standard and accessible parking space include total of standard and accessible spaces
- Compare site plan to application work description for uniformity
- Storage tanks (i.e. water, fuel, propane) Must show setbacks and size. Label above ground or below ground
- Sealed civil engineered grading and drainage plans are required for all new buildings or additions.

## Commercial Building Plan Checklist

- Must supply 3 stapled sets, numbered and with ***NO attached site plans***
- Indicate total square footage. And square footage summary of all under roof buildings
- Plans must be clear, readable, drawn to scale and on appropriate sized paper
- Must list current building codes- 2009 IBC, 2008 NEC, 2009 IMC, 2009 IPC & 2009 IFGC(all as amended per the Maricopa County Local Additions and Addenda)
- No options or references to future construction are allowed.
- Floor plan showing Complete Architectural, Structural, Mechanical, Electrical and Plumbing construction plans sealed by an Arizona Registrant.
- Foundation plan with cross referenced foundation details
- Cross sections (2) and connection details for both longitudinal and transverse
- Elevations (4) with height dimensions
- 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 any electrical over 400 amps.
- A floor plan is required of all existing rooms adjacent to an addition.
- Specifications and Calculations as needed.

**\*\* 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

## ENGINEERED PLAN SUBMITTAL REQUIREMENTS



Please check your plan against the listed items for compliance. The following checklist should be used as a guideline. Additional data may be required based upon complexity of the design and location. Submit the checklist with your revised plan of development.

### Cover Sheet

- 1. Project Name & Address
- 2. Legal Description
- 3. Site Location Map
- 4. Engineer's Name, Address, and Phone Number
- 5. Tracking Number
- 6. Bench Mark/On Site Temporary Bench Mark (TBM)
- 7. General Notes/Legend
- 8. Arizona Registered Professional Civil Engineer's Seal and Signature

### Site Plan Sheet

- 1. North Direction Arrow & Engineer's Scale
- 2. Property Lines/Dimensions
- 3. Building Envelope/Tracts/Easements/Floodplain Boundaries
- 4. Finished Floor Elevation & Statement, "Finished floors are free from inundation during a 100-year peak run-off event if constructed in accordance with approved plans."
- 5. Contour Lines/Spot Elevations
- 6. Drainage Patterns/Arrows/Grade Breaks
- 7. Washes & Swales
- 8. Perpendicular Cross Sections Through Site
- 9. Driveway Location
- 10. Culvert Cross Section & Profile
- 11. Fences/Block Walls with Type & Location of Drainage Openings
- 12. Septic Tank Location
- 13. On Site Temporary Benchmark (TBM)
- 14. Arizona Registered Professional Civil Engineer's Seal & Signature

### Drainage Report (if required\*, see Standard 6.13 for format and submittal requirements)

- 1. Drainage Area Map (based on best available data)
- 2. Hydrologic Analysis
- 3. Culvert Analysis
- 4. Channel/Wash Hydraulic Analysis
- 5. Erosion Protection Analysis
- 6. Arizona Registered Professional Civil Engineer's Seal & Signature

\* Drainage reports are required based upon the complexity of the proposed construction, the level of the drainage hazard and the location of the proposed construction to the drainage hazard.



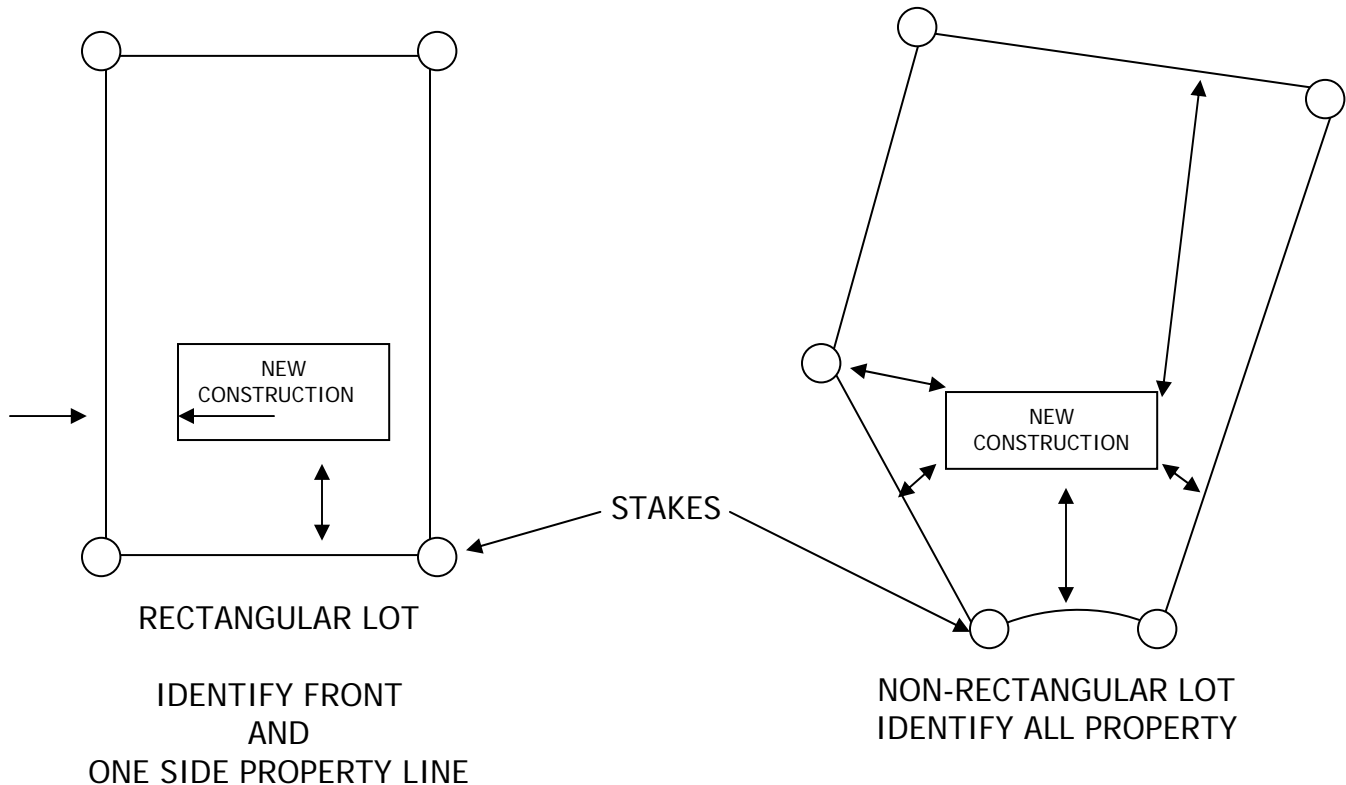
PROPERTY LINE SETBACK VERIFICATION

**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:

- 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

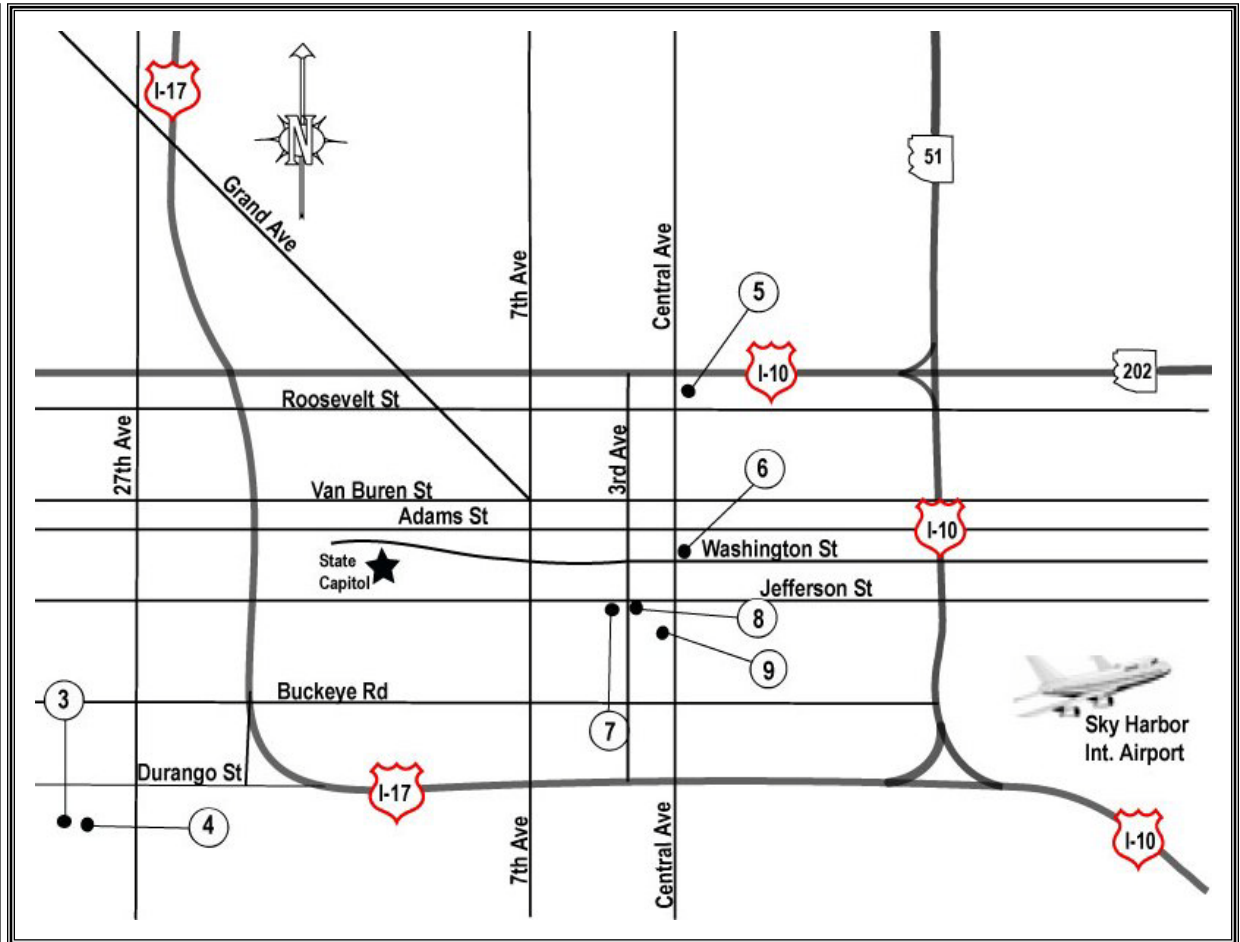
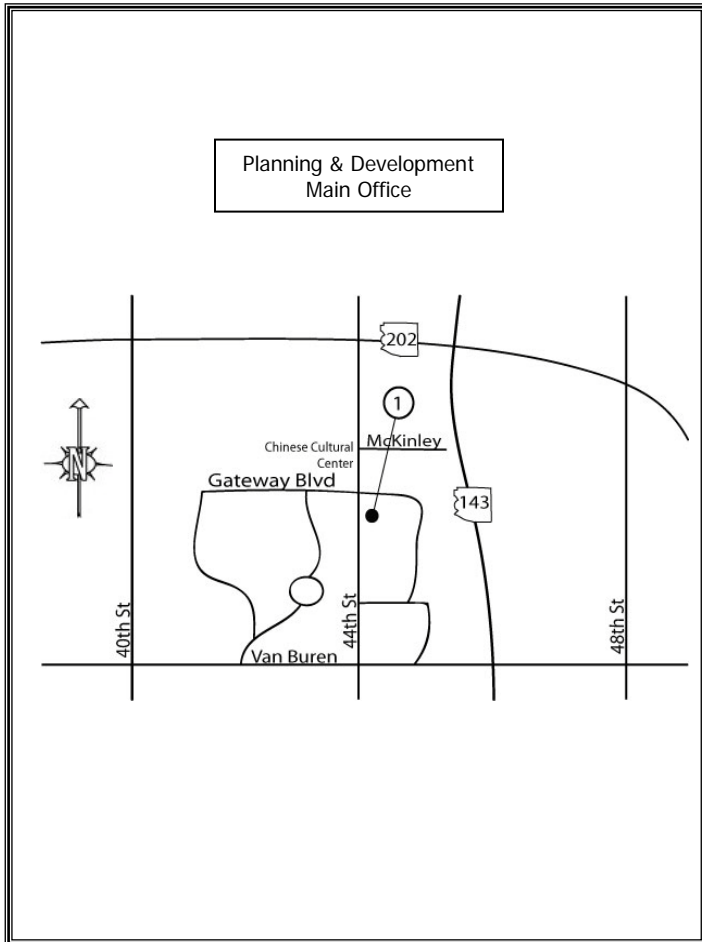
# Permit Submittal Information

SERVICE CONTACT INFORMATION	PERMIT SUBMITTAL REQUIREMENTS / INFORMATION
<p><b>Planning &amp; Development</b> Main Switchboard (602) 506-3301</p> <p>Inspection Information (602) 506-3695</p> <p><b>Flood Control District</b> Flood Plain (602) 506-1501</p> <p><b>Environmental Services</b> Septic Tank (602) 506-6616</p> <p><b>Transportation</b> Right-of-Ways, Mailbox Post, Sidewalks, Landscaping (602) 506-8600</p> <p><b>Locating Underground Utilities</b> AZ Blue Stake (602) 263-1100</p> <p><b>Air Quality</b> Dust and Earth Moving Permits (602) 506-6010</p> <p><b>Registrar of Contractors</b> (602) 542-1525</p>	<ul style="list-style-type: none"><li>▪ 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.</li><li>▪ <u>A primary use permit application submittal must contain the following:</u><ol style="list-style-type: none"><li>1. An approved Assessor's parcel number.</li><li>2. Proof of ownership. Note: This requirement does not apply to subdivision developer-builder.</li><li>3. A document issued by the Maricopa County Environmental Services Department indicating that applicant has applied for a septic permit, or</li><li>4. A document from the sewer service provider indicating that they have agreed to provide service to the parcel.</li></ol></li><li>▪ 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.</li><li>▪ Deed restrictions may apply to the development of a parcel as well as conditions, covenants and restrictions (CC&amp;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&amp;R's.</li><li>▪ 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.</li><li>▪ Addresses will only be assigned upon application for a building permit.</li></ul>



# 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) 506-6617  
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)