



Planning & Development  
Department

SINGLE FAMILY RESIDENCE



SUBMITTAL FORMS INDEX

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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 (seven copies). Include vicinity map.
  - ✓ 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 distance from shared well to property and septic tank/field (if applicable).
  - ✓ 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)
  - ✓ 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 and type of driveway material (driveway must be paved or in the alternative surface with aggregate based crushed material).
  - ✓ Show all building dimensions.
  - ✓ 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.
  - ✓ 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.
  - ✓ Hillside requirements are mandated if construction/grading site has any portion of land with a slope of 15% or greater.
  
2. Construction Plans (three 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 section 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.

## APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE

### Residential Uses and Their Accessory Structures

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- ✓ A floor plan is required of all existing rooms adjacent to an addition and/or patio cover.
  - ✓ Custom plans cannot show options
  - ✓ 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.
  - ✓ 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 (three copies).
  4. Structural calculations (three 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) Receipt 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) Receipt 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.

**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) 506-3301 before applying for a building permit. See State Standard 6-05
- 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.

**CONTACT INFORMATION**

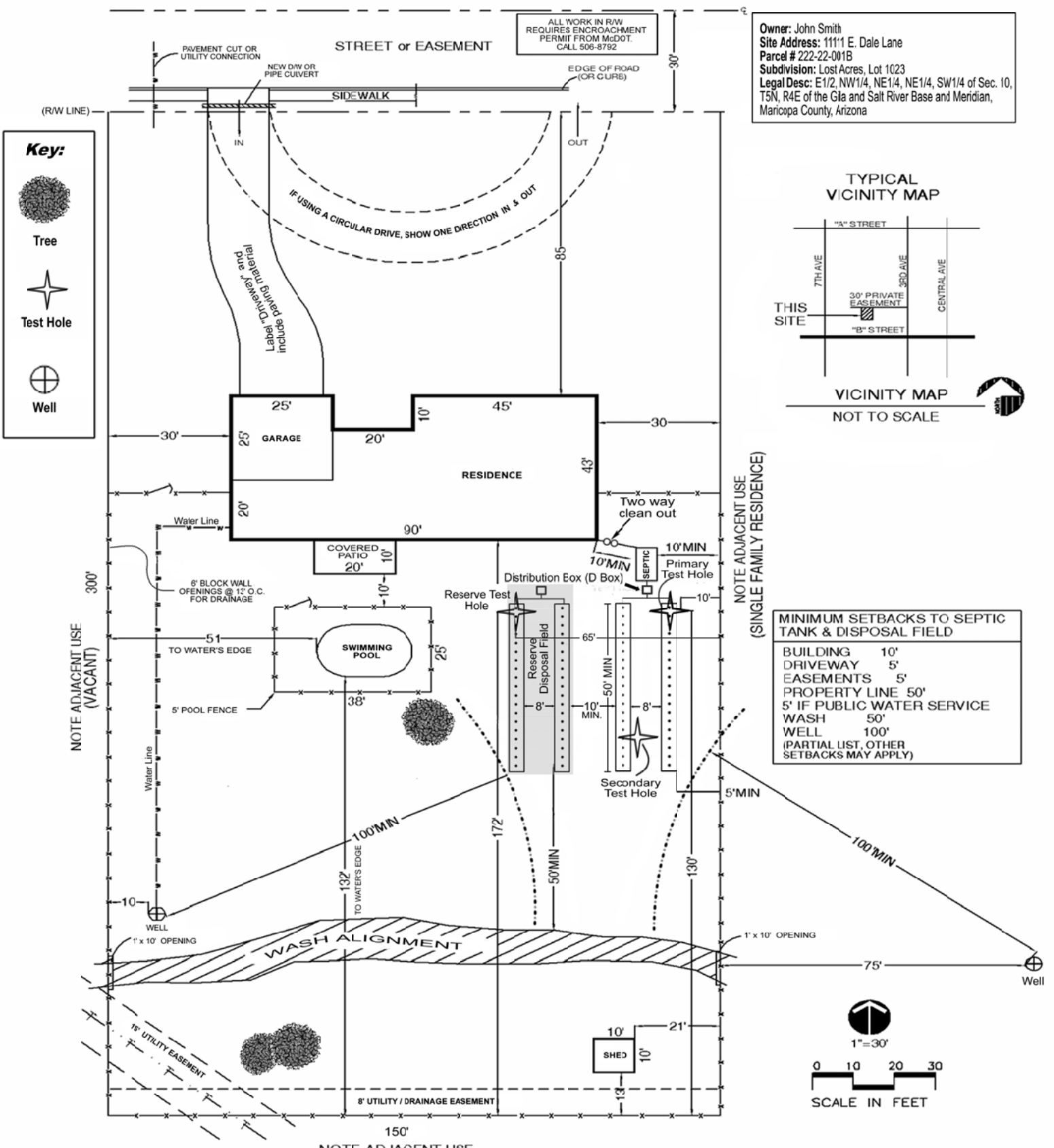
Registrar of Contractors (602) 542-1525	Zoning Information (602) 506-3201	Building and Drainage Inspections (602) 506-3692
Blue Stake-locates underground utilities (602) 263-1100	Building Code Information (602) 506-7147	Flood Control District (602) 506-1501
Office of the State Fire Marshal (602) 364-1003		



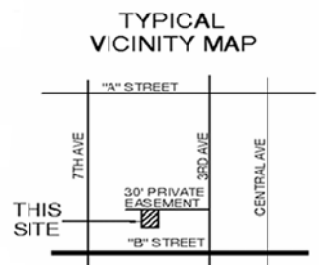
# Planning & Development Department



## TYPICAL RESIDENTIAL SITE PLAN



Owner: John Smith  
 Site Address: 11111 E. Dale Lane  
 Parcel # 222-22-001B  
 Subdivision: Lost Acres, Lot 1023  
 Legal Desc: E1/2, NW1/4, NE1/4, SW1/4 of Sec. 10, T5N, R4E of the G1a and Salt River Base and Meridian, Maricopa County, Arizona



VICINITY MAP  
NOT TO SCALE

**THIS SITE PLAN IS FOR ILLUSTRATION PURPOSES & IS NOT DRAWN TO SCALE. ACTUAL SITE PLANS MUST BE DRAWN TO SCALE. ADDITIONAL DETAILED PLANS MAY BE REQUIRED**



## Planning & Development Department BUILDING ACTIVITY APPLICATION



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

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.	<b>YES</b>	<b>NO</b>		
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.	<b>YES</b>	<b>NO</b>		
<b>PRINT NAME:</b>	(Circle One) →	<b>OWNER</b>	<b>CONTRACTOR</b>	<b>AGENT</b>
<b>SIGNATURE:</b>			<b>DATE:</b>	



Planning & Development  
Department



**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**

**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.

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Print Name \_\_\_\_\_ Sign Name \_\_\_\_\_ Date \_\_\_\_\_



Planning & Development  
Department

DEVELOPMENT DISCLAIMER



NOTICE

By signing this disclaimer, I state that I am either the owner 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 this 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.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

## Residential Site Plan Checklist

- Must supply 7 NEW site plans **with No attached building plans.**
- North Arrow and 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 / Owner Block
- Use of adjacent parcels – vacant, residential, etc. (all sides)
- Distance to shared well
- Parcel Dimensions, all sides
- Building Dimensions, all sides
- Dedicated street access including street name
- Easements (drainage, ingress/egress, public utility easement, etc.)
- 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)
- Driveway (must be labeled "Driveway" or "DW") Circular driveways must be labeled "In" and "Out". Driveway paving material must be noted (Concrete, Asphalt, Crushed Granite, ABC, etc.)
- Septic location with setback to nearby buildings (unless on public sewer). Indicate tank and disposal drain field.
- 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 3 fence details)
- Verify Standard Plan is in ISSUED or Re-Issued Status for Standard plan submittals (i.e. pools, residence)
- Set-backs to all structures & distances between buildings and building's intended use, (i.e. "Residence" "Barn")
- If sealed by a registrant all seals on plans must be current and signed. No altered site plans will be accepted.

## Residential Building Plan Checklist

- Must supply 3 NEW stapled sets, Numbered and **with No attached site plans.**
- Plans must be clear and readable, drawn to scale, and on appropriate size paper.
- A summary of ALL livable, garage, patios, porches, and carport including detached structures. (Existing, new and total lot coverage and square footage) (This may be stated on the site plan.)
- Current building codes – 2009 IRC, 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 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 plans must be current and signed. 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.



# Planning & Development Department

## ACCESSORY BUILDING SETBACK VERIFICATION

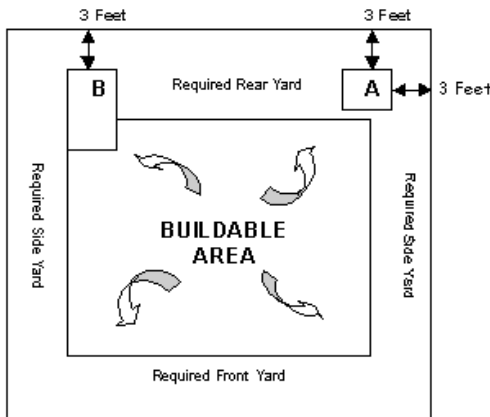


### MARICOPA COUNTY ZONING ORDINANCE CHAPTER 11 – GENERAL REGULATIONS

#### Section 1106 Accessory Buildings and Uses

- 1) Accessory buildings or uses shall not be constructed or established on a lot until construction of the principal building has been actually commenced or the primary use established.
- 2) Detached accessory buildings may be built in the required rear yard but such accessory buildings shall not occupy more than thirty (30%) percent of the required rear yard and shall not be nearer than three (3) feet to any side or rear lot line or setback line. Should the accessory building be located partially within the required yard and partially within the buildable area, that portion within the buildable area shall meet all side yard regulations of the applicable zoning district. In the case of corner lots, accessory buildings shall not be nearer to the street than a distance equal to not less than one-half (1/2) the depth of the required front yard of the corner lot; and when a garage is entered from an alley, it shall not be located nearer than ten (10) feet to the alley line.
- 3) Accessory buildings on through lots shall not be nearer to either street than a distance equal to the required front yard of such lot.
- 4) Accessory buildings used for dwelling purposes shall not encroach into the required front, rear or side yards.

#### EXAMPLE



- A. Accessory buildings completed in the required rear yard may be set as close as 3 feet to the rear and side property lines.\*
  - B. Accessory buildings partially in a buildable area must maintain the minimum side yard setback, but may go 3 feet in the rear.\*
- \* SUBJECT to drainage and utility easements



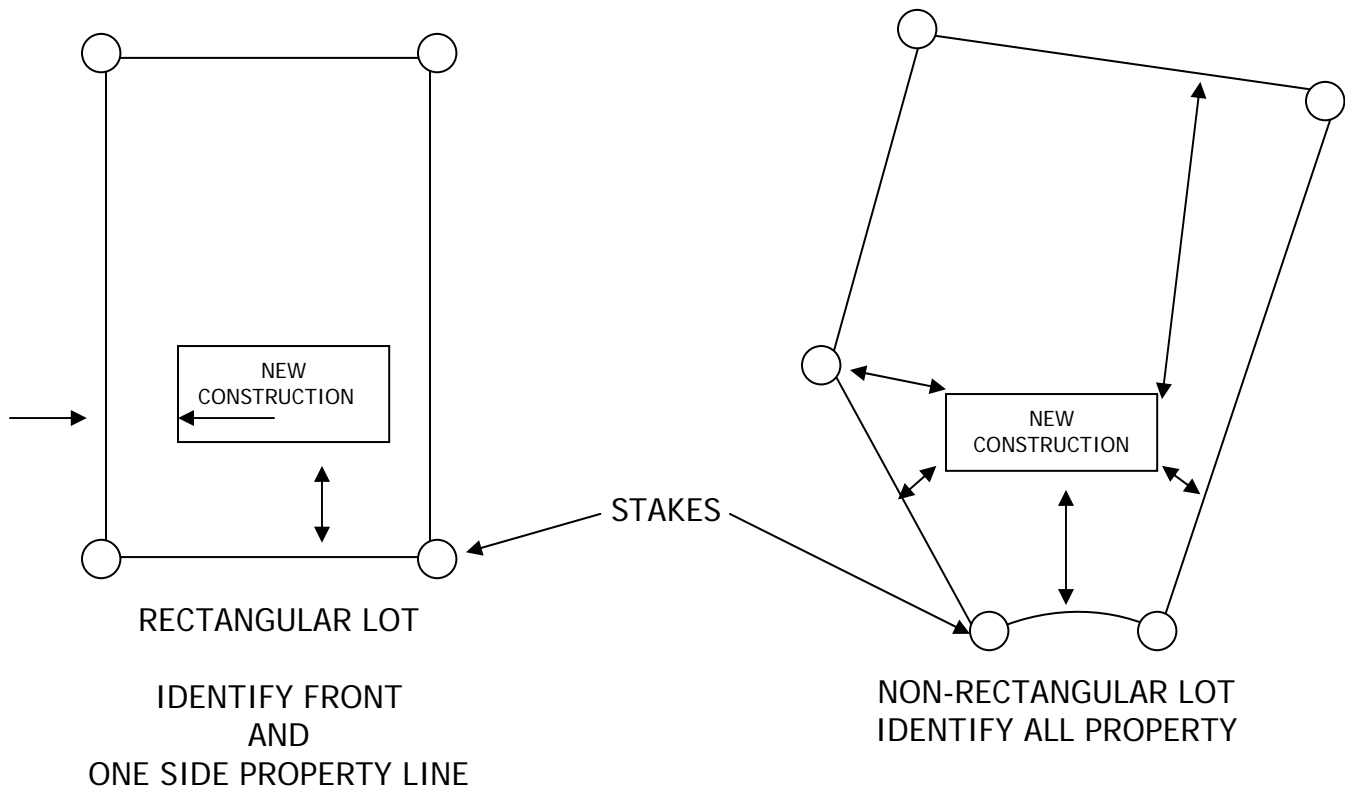
PROPERTY LINE SETBACK VERIFICATION

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. to obtain an inspection for the following 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 602-506-3695, 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.

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

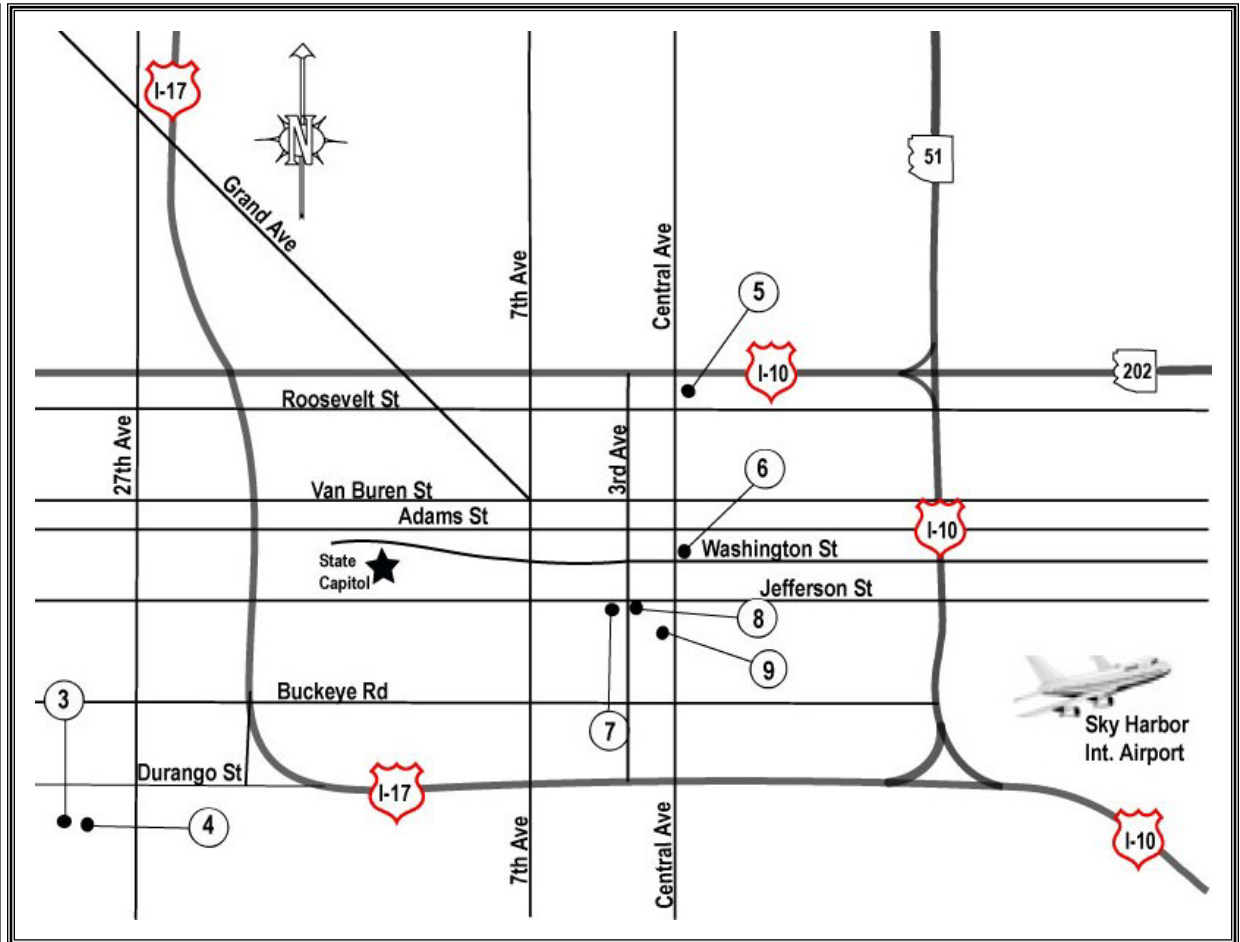
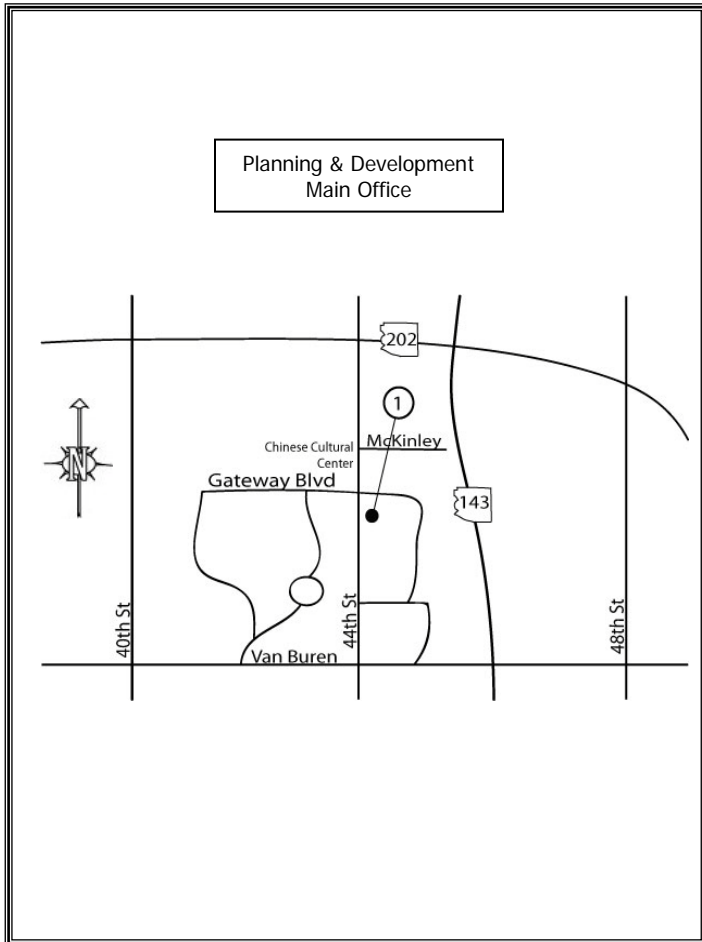
# Permit Submittal Information

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)