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 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, vegetation, type of driveway material (driveway must be paved or in the alternative surface with aggregate based crushed material).
   - 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.

- A floor plan is required of all existing rooms adjacent to an addition and/or patio cover.
- Custom plans cannot show options
- Current codes: 2003 IBC, 2003 IRC, 2002 NEC, 2003 IMC, (All as amended per the Maricopa County Local Additions and Addenda), and 1994 UPC (not amended).
- 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 work proposed (two copies).

4. Structural calculations (two copies).

5. Soil report (if on engineered fill or other than 2003 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.

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 proposed 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 proposed 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 Environmental Services indicating application for an earth-moving permit (1/10 acres or greater). Contact Environmental Services, Air Quality Division at (602) 506-6700

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) 506-7149 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

CURRENT ASSESSOR'S PARCEL NUMBER: →	- -	**CONSTRUCTION SITE ADDRESS:**	Number- Fraction-Direction- Street Name Suffix
GO TO PERMIT NUMBER:	(Department use only)		City State Zip Code
MAJOR CROSS STREETS:			

PROPERTY OWNER INFORMATION	**GENERAL INFORMATION**
Last Name:	Subdivision:
First Name:	Mobile Home Park Name:
Mailing Address:	Lot #: Block #: Space #:
City:	Tract #:
State: Zip Code:	Lot Sq. Ft.:
Country If Other Than U.S.:	Valuation of Project:
Day Phone: ( )	**WORK DESCRIPTION**
Alternative Phone: ( )	
Fax Number: ( )	
Email:	
DIRECTIONS TO JOB SITE	
	Related case # (if applicable):
	UTILITIES TO PROPERTY
	Electric Co. Water Co.
	Gas Co. Sewer Co.
	Fire District.

COMMERCIAL				**MINOR BUILDING PERMIT**		
NEW :	☐	**ADDITION:**	☐	**A/C UNIT:**	☐	
TENANT IMPROVEMENT:			☐	**ELECTRICAL:**	☐	
Business Name:				**AMPS:**		
Signs:	☐	**Type:**	**Sign Area:**	**GAS LINE:**	☐	
RESIDENTIAL				**OTHER:**	☐	
NEW:	☐	**ADDITION:**	☐	**Specify:**		
Standard Plan No:				**GRADING PERMIT:**		
Option No:				**GRADING PERMIT:**	☐	
REMODEL (Interior work only):			☐			
ACCESSORY BUILDING:			☐	**MOBILE HOME/MOVE-ON PERMIT**		
Type:				**MOBILE HOME:**	☐	
POOL:			☐	**MULTI-SECTIONAL:**	☐	
Standard Plan No:		**Option No:**	**Lin Ft:**	**MANUFACTURED HOME:**	☐	
FENCE:	☐	**POOL BARRIER**	☐	**Year of MH:**		
Fence type:		**Height:**	**Lin Ft:**	**MOVE-ON** :	☐	
COMPLIANCE INSPECTION						
Type:			☐			

The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel and appropriate emergency service providers for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand that the filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2704 and is a class 2 misdemeanor.

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 ☐
I certify that the building(s) included on the attached site plan do not have wastewater plumbing, that no part of the building(s) or vehicle access is within 10' of the septic system, and that no part of the proposed construction will negatively impact the septic system.	YES ☐	NO ☐
Is your driveway tying into a Maricopa County right-of-way?	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 ☐
OWNER / AGENT / CONTRACTOR'S SIGNATURE: (Circle One)	**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 ☐	Contractor ☐	Developer ☐	Engineer ☐
COMPANY NAME:				
STREET ADDRESS:				
CITY/STATE/ZIP:				
MAILING ADDRESS: (If different from above)				
CITY/STATE/ZIP:				
CONTACT PERSON 1:		TITLE:		
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )		
CONTACT PERSON 2:		TITLE:		
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )		
FAX NUMBER: ( )		E-MAIL:		

AGENT/CONTACT INFORMATION			
BUSINESS NAME:			
ADDRESS:			
CONTACT PERSON 1:		TITLE:	
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )	
CONTACT PERSON 2:			
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )	
FAX NUMBER: ( )		E-MAIL:	

Planning & Development Department

INSPECTION GUIDELINES

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

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

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

Read the details below to expedite the inspection process:

- 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.

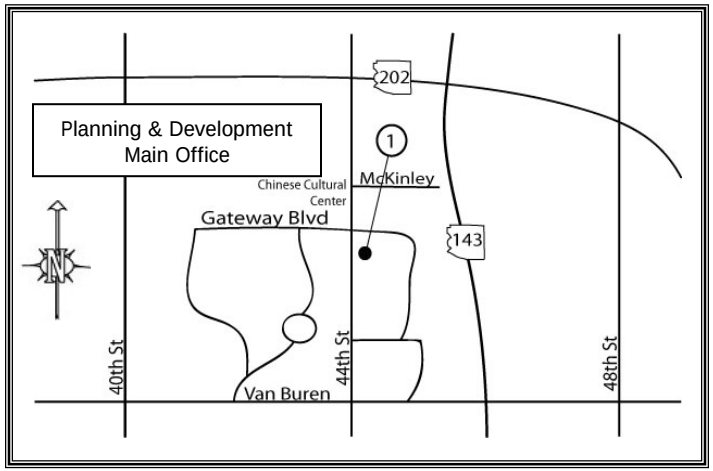
Service Area	CONTACT INFORMATION	Telephone Number
Inspection Services	2:30 p.m. cut off time for the following day's inspection	602-506-3692
Building Safety–Plan Reviewer	Structure	602-506-7147
Zoning	Land Use	602-506-3201
Environmental Services	Septic	602-506-6616

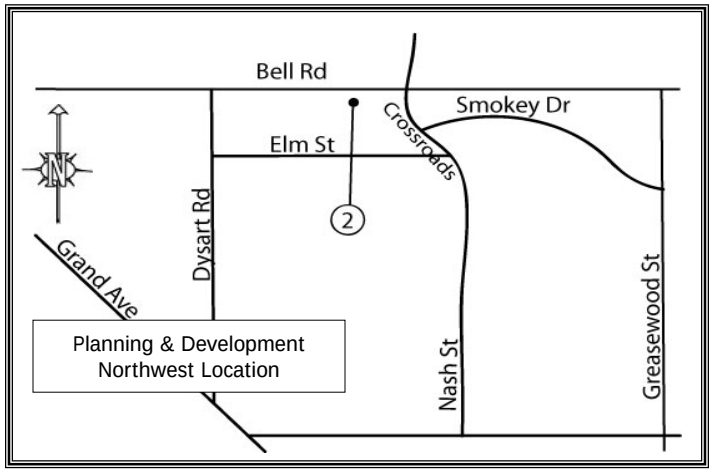
Permit Submittal Information

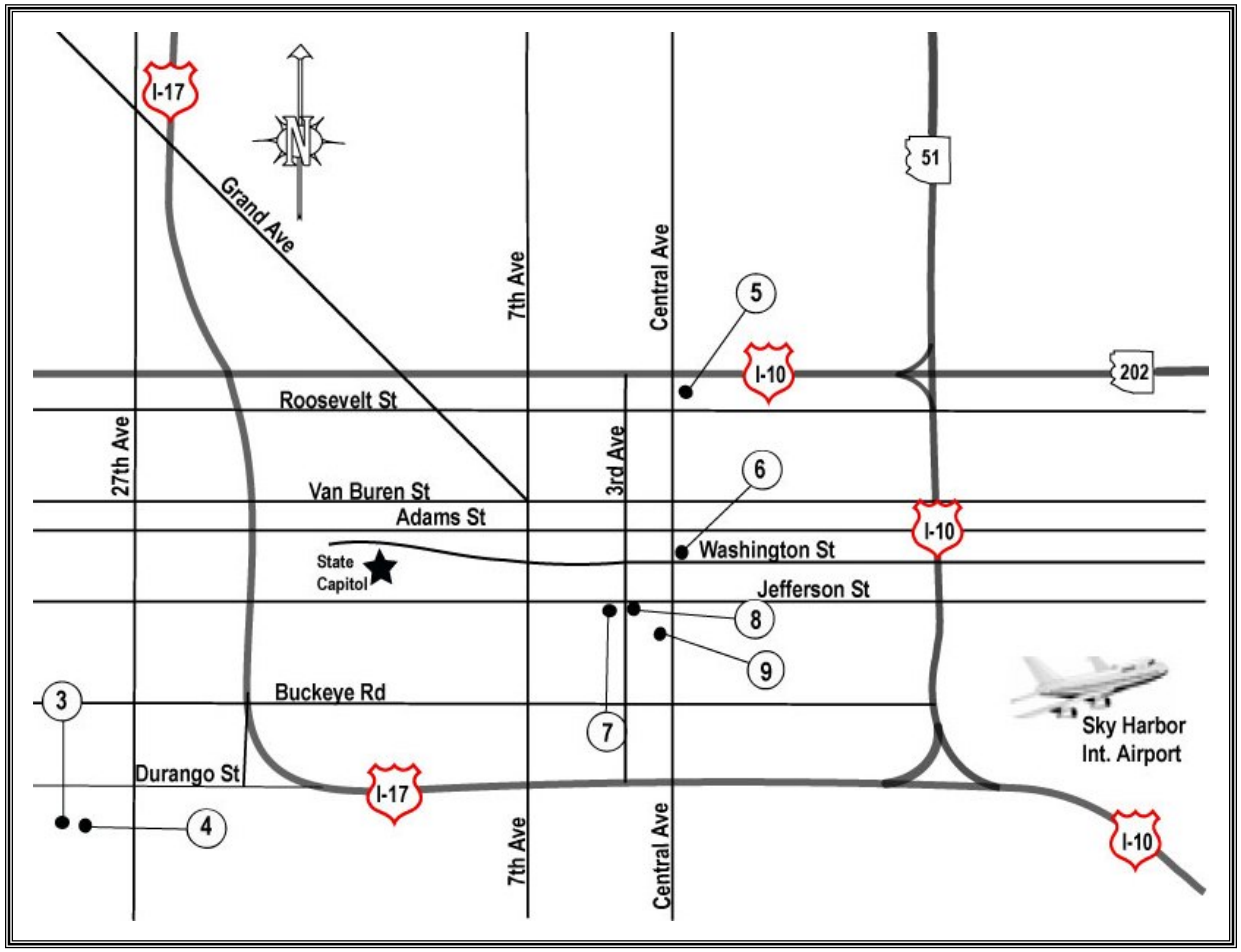
SERVICE CONTACT INFORMATION	PERMIT SUBMITTAL REQUIREMENTS / INFORMATION
Planning & Development Building Information (602) 506-7147 Drainage Information (602) 506-7149 Drainage Inspection Information (602) 506-8400 Building Safety Inspections (602) 506-3695 Zoning (602) 506-3201 **Flood Control District** Flood Plain (602) 506-1501 **Environmental Services** Earth Moving (602) 506-6734 Septic Tank (602) 506-6616 **Transportation** Right-of-Ways, Mailbox Post, Sidewalks, Landscaping (602) 506-8609 **Registrar of Contractors** (602) 542-1502 **Locating Underground Utilities** AZ Blue Stake (602) 263-1100	▪ **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>** **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 Environmental Services indicating an earth moving permit has been issued is required to be submitted with the building permit application for any activity in which 1/10 acre (4,356 sq. ft.) or more of earth is being disturbed. Note: This requirement does not apply to owner-builders.** ▪ **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.**

Planning & Development Department

PERMITS FACILITIES DIRECTORY







1.) Planning & Development 501 N. 44th St, Suite 200	(602) 506-3301 Fax: (602) 506-3601	
2.) Planning & Dev N.W. Office 12975 W. Bell Rd.	(623) 875-1361 Fax: (623) 583-7143	
3.) Department of Transportation 2901 W. Durango St.	(602) 506-8600	
4.) Flood Control District 2801 W. Durango St.	(602) 506-1501	
5.) Environmental Services 1001 N. Central Ave	(602) 506-6666	
6.) B.L.M. 1 N. Central Ave	(602) 417-9200	
7.) Assessor's Office 301 W. Jefferson St.	(602) 506-3406	
8.) Recorder's Office 111 S. 3rd Ave	(602) 506-3535	
9.) Sheriff's Office 201 W. Jefferson St. (Records & ID)	(602) 256-1070	