



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2018-09

Effective: Immediately

Initiator: Ralph Shepard

Director: Jen Pokorski,
AICP - JP

PURPOSE: To define procedures concerning residential and commercial Permit by Inspector (PBI) programs which allow customers to obtain plan review services and permit approval at the construction site.

POLICY/PROCEDURE: PBI permits allow staff the ability to issue a permit at the counter after reviewing specific items and deferring the review of remaining items to the inspector for review and inspection in the field.

PBI permits will be assessed standard permit fees plus an additional fee of \$150 for Residential and \$250 for Commercial projects, for the benefit of this option.

If the scope of work involves as-built construction the project does not qualify for the PBI program. Additional inspection fees will be assessed for as-built construction projects.

Construction shall not begin prior to approval of plans and permit release. A project will be removed from the PBI program and returned to standard review process when construction has begun prior to approval.

Modifications to a PBI project will be taken in as a standard routed project with additional fees to be applied as necessary.

The PBI permit will include the following note:

“This project is being reviewed and permitted under the Permit by Inspector (PBI) program. Additional plans and specifications may be required by the field inspector as deemed necessary. The owner or owners’ representative must schedule a job site meeting with the inspector and be present at the meeting prior to commencing any work.”

The permit will be emailed to the applicant upon approval of the PBI plan review inspection.

1. Interior Remodels, Carport Enclosures, and Fire Alterations (Residential)

PBI Qualifications:

- Conventionally framed wood or masonry structures using structural elements that comply with prescriptive requirements of the International Residential Code
- Single-story structures
- Remodels of existing spaces up to 2,000 square feet in which existing structural components are not being removed or altered
- No work on any structural members spanning more than 20 feet

Non-Eligible Projects:

- Projects that require review by other disciplines or departments (such as hillside, grading and drainage or floodplain)

- Structures that require an engineered design (lateral and/or vertical analysis)
- Structures with bearing walls over 10 feet in height
- Projects involving installation or alteration of an electric service greater than 400 amps
- Projects on septic that involve an increase in plumbing fixture count
- Projects that involve an increase in square footage to any existing structure beyond building footprint
- Projects that involve a change of occupancy, such as a group home, or to allow a home-based business
- As-built construction

2. Tenant Improvements (Commercial)

PBI Qualifications:

- Projects shall be less than 3,000 square feet
- Interior space only (Single Level)
- Licensed Contractor shall be preselected
- Must be on sewer system if any change to plumbing fixture count is proposed
- Occupant load shall be less than 49 occupants
- No work on any structural members spanning more than 20 feet
- Signs require a separate permit

Non-Eligible Projects:

- Require any site or civil approval
- Projects that involve an increase in square footage to any existing structure beyond building footprint
- Projects that involve combining or splitting of suites
- Be an adult use, restaurant, medical or dental office, beauty/nail salon, hazardous use, dog grooming facility or veterinary office, or change of use/occupancy
- Require approval from the Health Department
- Include a paint and/or spray booth
- Involve any deferred submittals other than fire alarms and/or fire sprinklers
- Be part of a larger project
- Be an AFP (Annual Facilities Program) facility
- As-built construction

3. Inspections:

- Owner or owners' representative requests inspection meeting at construction site (PBI Plan Review Inspection)
- Inspector meets owner or owners' representative on site to review the project
- Inspector reviews the plans for building code requirements
- If additional plans or information is needed, the inspector informs the owner or owner's representative at the job site meeting and summarizes requirements in the PBI Inspection Summary
- Inspector notifies inspection coordinator to release permit
- Inspector notifies the owner or owners' representative of the required inspections for the project
- Inspections and review are completed at various stages of construction

- Final inspection is completed and Certificate of Occupancy or Certificate of Completeness is issued

Application Submittal Requirements:

- I. Application packet
- II. Aerial/Plot plan (3 sets)
- III. 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 as applicable
 - Roof Framing Plans
 - Roof framing plans when required must indicate new proposed beams as well as typical exterior wall headers over window and door openings
 - Plans must specify if new roof framing will be manufactured trusses or it will be conventionally framed on-site
 - Plate height of new walls should be identified on plans and must meet eligibility requirements for PBI program
 - Connection details as applicable
 - Floor plan showing electrical, plumbing and mechanical fixture and appliance locations