Why Do I Need a Permit?

- To protect your investment
- To protect you, your family & friends
- To protect the environment
- To protect the public
- To protect future residents AND …

Because it is the law.

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Our focus is to provide safe and timely services for the constituents of unincorporated Maricopa County so they may responsibly develop and enjoy real property.

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For your convenience, Maricopa County partner agencies are now co-located and serving you Monday — Friday, 8:00 a.m. — 4:30 p.m.

301 W. Jefferson Street
Suite 170
Phoenix, AZ 85003
602-506-3301

- PLANNING & DEVELOPMENT
  www.maricopa.gov/planning  602-506-3301

- AIR QUALITY for dust permits
  www.maricopa.gov/aq  602-506-6010

- FLOOD CONTROL for floodplain clearances and elevation certificates
  www.fcd.maricopa.gov  602-506-1501

- ENVIRONMENTAL SERVICES for septic and well permits
  www.maricopa.gov/envsvc  602-506-6616

- For Right of Way concerns, MCDOT is available every Wed. from 8 a.m. — noon
  www.mcdot.maricopa.gov  602-506-8600

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An overview of the permitting process

Maricopa County Planning & Development
When do you need a PERMIT?

Permits are required for all construction and most electrical, plumbing and mechanical work. Permits required include:

- **Additions & Alterations** - (bedrooms, bathrooms, family rooms)
- **Residential Work** - (decks, garages, ALL type of fences, culverts, water heaters, fireplaces, pools & pool barriers, patio enclosure, etc.)
- **Grading**
- **Electrical work**
- **Plumbing**
- **Mechanical (HVAC)**
- **Gas Lines**
- **Propane Tanks**
- **Water Tanks**
- **Demolition**

To be sure, always check with our office at 602-506-3301 or online at www.maricopa.gov/planning

What is the PERMIT process?

The following graphic is designed to provide a general overview of the building permit process.

1. **Prepare**
   - Please review online information or visit our Customer Service Lobby

2. **Submit Application & Plans**
   - 7 site plans, 3 bldg plans

3. **Review / Routing**
   - Building Review
   - Zoning Review
   - Drainage Review
   - MCDOT Review
   - Environmental Services
   - Flood Control District

4. **ALL approvals received**

5. **Permit Issued**
   - Receive notification of approval.
   - Pay fees & pick-up issued permit.
   - Begin work/construction.

6. **Inspection**
   - When ready, call 602-506-3692 by 2:30 pm for an onsite inspection the next business day.

Note: Permit valid 180 days from issuance or last inspection.

Helpful Hints

- Have an Official Recorded Deed.
  - www.recorder.maricopa.gov 602-506-3535
- Verify the property’s parcel number.
  - www.maricopa.gov/assessor 602-506-3406
- Fully describe ALL work being done on the application. Include complete contact info names, addresses, phone, fax, email. Provide clear directions to the property.
- Have septic documentation if applicable.
- Prepare detailed Site Plan. See sample Site Plan outlining requirements on the website www.maricopa.gov/planning
- Depending on your project and location, plans prepared and stamped/sealed by a qualified engineer may be required.

Protect Your Investment

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www.maricopa.gov/planning