



Maricopa County

Planning & Development Department
Department Directive

Department Directive:
DD-2018-07

Supersedes: DD-2011-10

Effective: November 1, 2018

Initiator: Tom Ewers - TE

Director: Jen Pokorski - JP

Purpose: To clarify requirements for permitting structures built without permits

References: Maricopa County Directive DD-2012-10
Maricopa County Zoning Ordinance
Maricopa County Building Code
Maricopa County Local Additions and Addenda

Applicability: For various reasons, an applicant may make application for a building permit for a structure built without benefit of a valid permit. In such cases the following policies shall apply.

Policies/Procedures:

1. The applicant shall submit the proper permit application forms, which are available on the website <https://www.maricopa.gov/797/Planning-Development>.
2. The applicant shall submit plans and special inspection reports according to the schedule below, which will be determined by Maricopa County, based on each specific case:

Investigation

- Code Compliance report with photographs.
By Maricopa County through a Compliance Inspection Permit.
- Code Compliance report with photographs.
By an Arizona Registrant.

Type of structure

- Uninhabited Accessory
- Habitable Residential
- Occupied Commercial

Site Plans Required

- Aerial Photographs showing relevant structures and site.
- Hand drawn site plan, to scale, meeting requirements of DD-2012-10.
- Civil Engineered Grading and Drainage Plans sealed by an Arizona Registrant.

Building Plans Required

- Photographs of as-built structure.
- Floor plan showing existing conditions, doors, windows, mechanical, electrical and plumbing fixtures.
- Full building plans that meet all requirements of the current building code. Building plans for commercial structures must be prepared and sealed by an Arizona Registered Architect or Structural Engineer.

Special Inspection Reports

- Inspection by Maricopa County Inspectors.
- Special Inspection letter (see Special Inspection Letter Draft within).

___ Owner's waiver document.

3. The applicant shall submit seven copies of site plans and three building plans for a paper submittal, or one copy of each for an online application.
4. Depending on how finished the unpermitted structure may be, the applicant will be advised at time of application that they may need to remove or destroy parts of the structure and interior finishes in order to allow proper inspections and/or supply third party registered professional engineer reports for any structural, electrical, gas, mechanical or plumbing systems not visible to inspection.
5. All permit fees required by code will be charged for a permit. The double permit fee allowed by code will only be charged when there is a relevant open code violation case on the property. Additional drainage fees will be charged for work done without a permit.

Relevant Code Sections:

International Building Code

Section 110: Inspections 110.1 General.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Maricopa County Local Additions and Addenda Section 301 - 109.4

Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees. Said fee to be the building permit fee doubled.

Special Inspection Letter Draft:

Date: _____

Maricopa County Planning and Development
Attn: Building Official
501 N. 44th St., Suite 200
Phoenix, AZ 85008

Re: Permit No. _____

Dear Sir:

I (insert registrant's name here) certify that, by education and experience, I am qualified to act as a 3rd party / special inspector for residential construction projects in Maricopa County.

For all construction related to Maricopa County building permits (insert permit tracking number(s) here), I have verified by appropriate inspection and/or testing that the construction as it exists matches the approved plans and adopted building codes for Maricopa County.

Attached is a list of the special inspections required for this project.

Maricopa County has reviewed the permit(s) mentioned above. Maricopa County is approving the use of special inspections for this project at the request of the applicant. Maricopa County shall have no liability for any loss or additional costs of any nature whatsoever due to errors, delays or anything related to these special inspections. The applicant does agree to waive any and all claims of any nature or cause whatsoever that it may otherwise have against Maricopa County its agents, employees, servants, contractors or assigns due to the choice of the applicant to utilize this special inspection process.

Sincerely,

Registrant

AZ REGISTRANT SEAL

Owner
