SUBMITTAL FORMS INDEX

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Planning & Development Department

APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE
Commercial & Industrial Uses and Their Accessory Structures

Applications for commercial & industrial 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 plans (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, and vegetation and parking. Include number of parking spaces, dimensions and location of site lighting.
   - All applicable stipulations related to a Board of Adjustment or zoning case will have to be completed prior to building permit issuance.
   - 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.

2. Construction plans (three sets) drawn to scale, consisting of no less than the following:

   a) Foundation Plan
   b) Floor Plan
   c) Elevations
   d) Framing Plans
   e) Details
   f) Plumbing Plan
   g) Cross Sections
   h) Signs
   i) Electrical Plan
   j) Mechanical Plan
   k) Landscaping Plan

   - A floor plan is required of all existing rooms adjacent to an addition and/or patio cover.
   - Plans for buildings larger than 3,000 square feet, an occupant load of more than 20 persons, <u>or</u> structural spans in excess of 20' must be prepared and sealed by an Arizona registered architect and/or engineer.
   - Current codes: 2006 IBC, 2006 IRC, 2005 NEC, 2006 IMC, and 2006 IPC (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.

3. Specifications of sufficient clarity to indicate the location, nature and extent of work proposed (two copies).

4. Recorded deed/proof of ownership (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 suitable evidence as approved by The Planning & Development Department. If project is a cell site, a copy of the lease agreement is needed.

5. Structural calculations (two copies).

6. Soil report (if on engineered fill or other than 2006 IBC allowable bearing pressure).

7. 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.

8. If the contractor is known at time of submittal, a completed Supplemental Information form is required.

9. 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.

10. If property is on a shared well, copy of recorded well easement agreement is required prior to approval.

11. A separate permit is required for each type of sign.

    - If signs are not located on the parcel to which they refer, they are considered "off-site" advertising (billboards) and other submittal information may be required.

    a) All Sign Types

    Seven copies of site plan, including:
    1. All information required per commercial site plan exhibit attached
    2. Locations of all existing and proposed signs by type (including free-standing, directional, and temporary signs) Details must be supplied regarding all signs (by type) on the parcel, even if these signs are not directly related to the proposed signs

    b) Wall Signs

    Three copies of building elevations, including:
    1. Supply scaled elevations of all building faces where signs are located or proposed to be located
    2. Provide dimensions of elevation wall area (from grade to roof line)
    3. Indicate location, size and sign copy for each sign on the elevation
    4. Specify if sign is illuminated (internally or externally), audible or animated. Show location, direction, lamp type, wattage, and other characteristics of light source.
    5. In the case of multi-tenant buildings, provide a floor plan
    6. Identify the location of the building space to receive signs
    7. Show customer parking & access to building on site plans

    c) Free-Standing Signs

    1. Indicate exact location of sign on parcel
    2. Provide sign elevations which indicate size, including base, from grade to highest point
    3. Illustrate a copy of sign including text
    4. Specify if sign is illuminated (internally or externally), audible or animated
    5. Indicate the landscaping around base of sign
    6. The Maricopa County Zoning Ordinance requires four square feet of landscaping for each one square foot of sign area
    7. If the sign has more than one face, show a top view of sign with dimensions

MARICOPA COUNTY ENVIRONMENTAL SERVICES REQUIREMENTS

1. a) For new construction, that establishes a primary use, one of the following is required:
   1. Letter from a sewer disposal system provider indicating they have agreed to provide service to property for proposed work.
   2. Receipt or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.
   3. 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.

   b) For additions, remodels, and accessory structures (example: sheds, detached garages, awnings, patio covers, etc.) one of the following is required:
   1. 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.
   2. Receipt or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.
2. Documentation from Environmental Services indicating application for an earth-moving permit (1/10 acres or greater).
3. 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) 506-6676. If earth-moving permit is required, contact Maricopa County Environmental Services Department, Air Quality Division at (602) 506-6700.

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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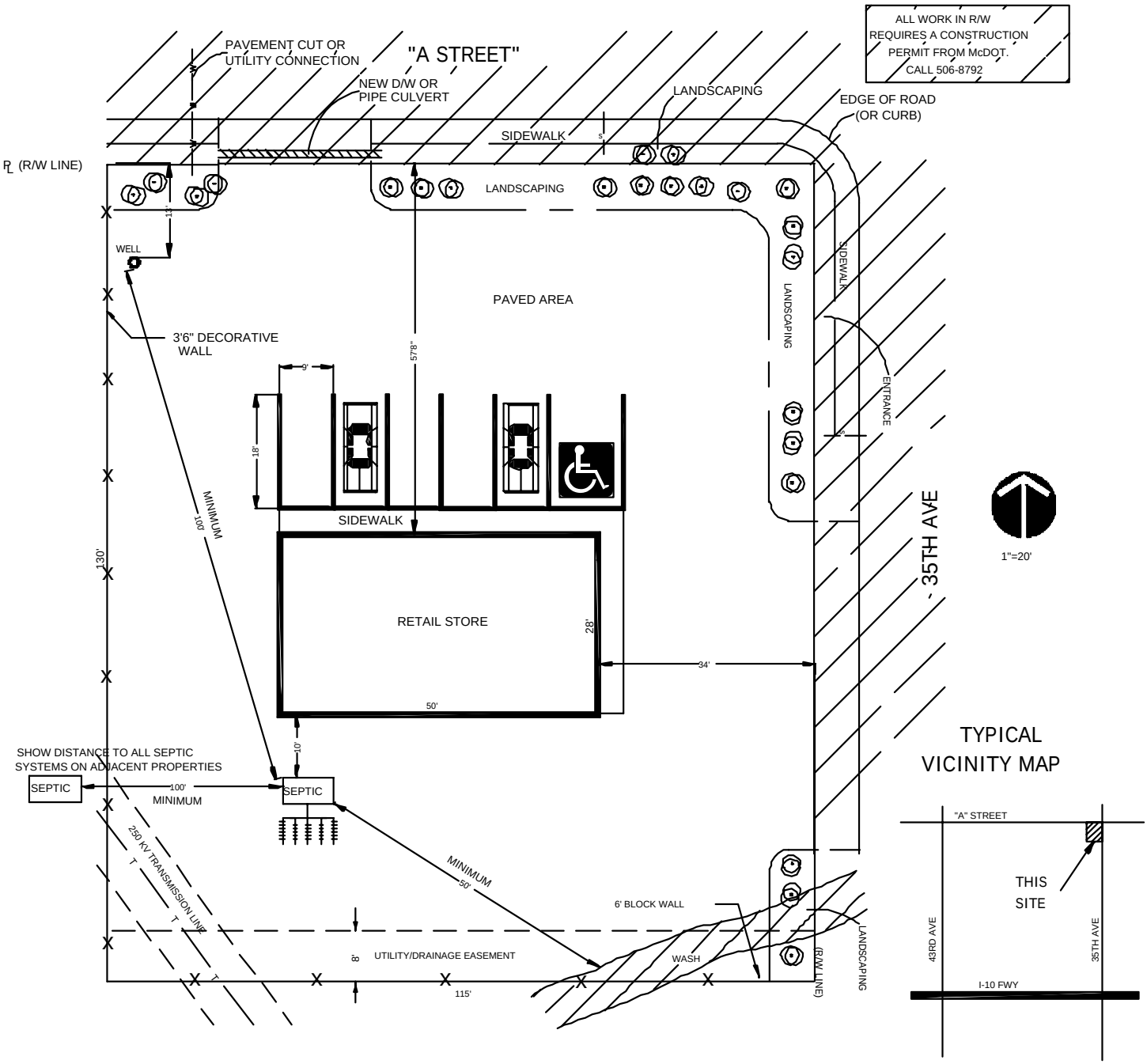
CONTACT INFORMATION

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

TYPICAL COMMERCIAL SITE PLAN



PLEASE VERIFY ALL REQUIREMENTS FROM THE FOLLOWING MARICOPA COUNTY AGENCIES PRIOR TO DRAWING SITE PLAN: PLANNING AND DEVELOPMENT, ENVIRONMENTAL SERVICES, DRAINAGE REVIEW AND DEPARTMENT OF TRANSPORTATION.

SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)
ADDITIONAL DETAILED PLANS MAY BE REQUIRED

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:**	

ADDENDUM: APPLICANT'S ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

By signing and submitting this building activity application, I acknowledge my responsibility to reimburse Maricopa County for any and all reasonable costs incurred in processing this application, even if the building permit is never issued. Should I decide to cancel this application at any time after submitting it, I will immediately notify Maricopa County in writing of my intent to cancel. Such notification will not relieve me of my responsibility to reimburse Maricopa County for application processing costs incurred up to and including the date that my written cancellation notice was received by Maricopa County.

Print Name

Signature

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

PROPERTY LINE SETBACK VERIFICATION

NOTE: INSPECTION WILL FAIL IF LOT LINES ARE NOT MARKED.

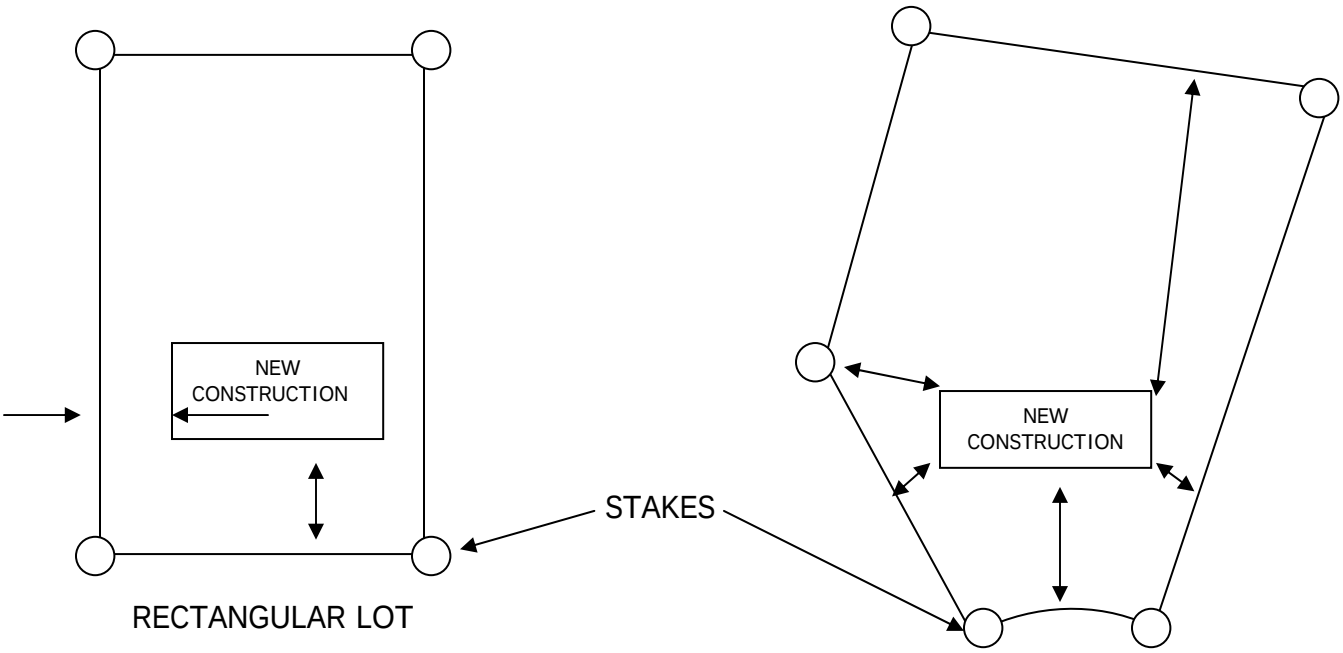
Requirements for verification of construction project setbacks:

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:



RECTANGULAR LOT

IDENTIFY FRONT
AND
ONE SIDE PROPERTY LINE

NON-RECTANGULAR LOT
IDENTIFY ALL PROPERTY

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.

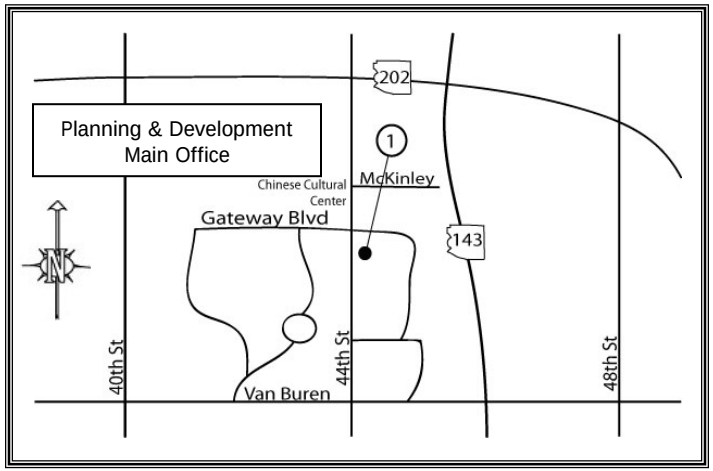
Service Area	CONTACT INFORMATION	Telephone Number
Inspection Services	2:30 p.m. cut off time for the following day's inspection	602-506-3692
Building Safety–Plan Reviewer	Structure	602-506-7147
Zoning	Land Use	602-506-3201
Environmental Services	Septic	602-506-6616

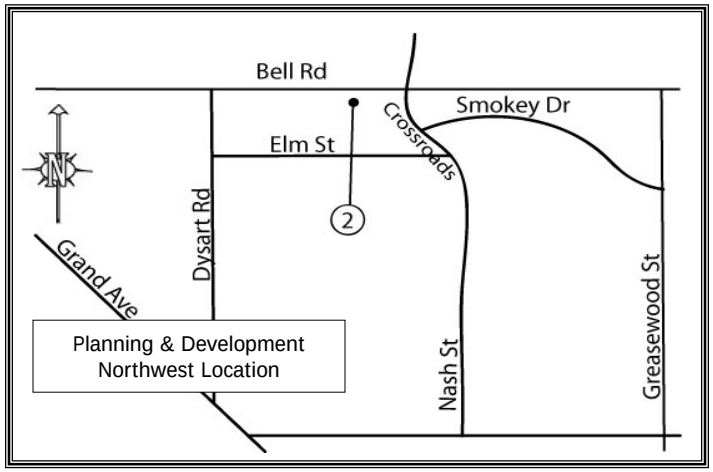
Permit Submittal Information

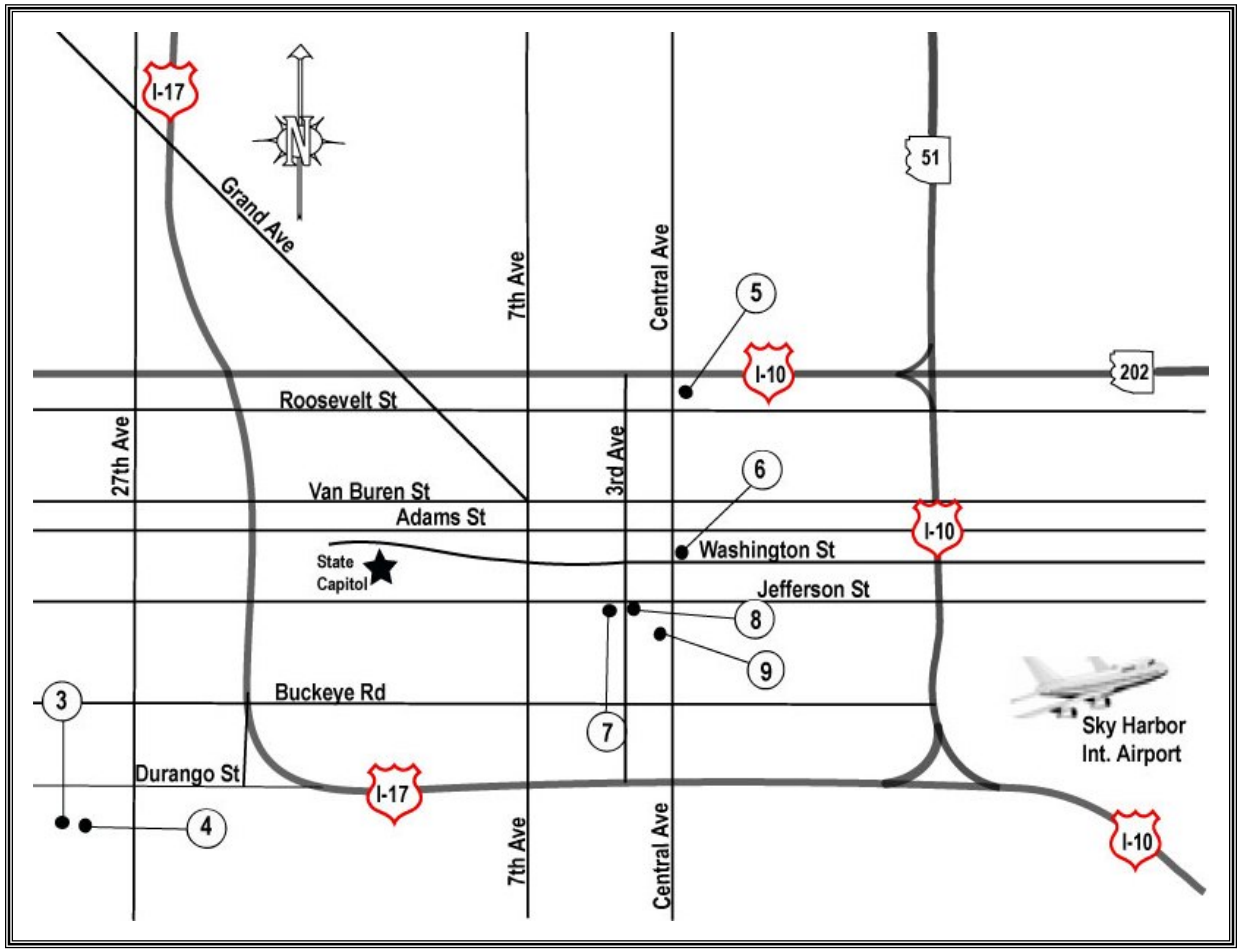
SERVICE CONTACT INFORMATION	PERMIT SUBMITTAL REQUIREMENTS / INFORMATION
Planning & Development Main Switchboard (602) 506-3301 Inspection Information (602) 506-3695 **Flood Control District** Flood Plain (602) 506-1501 **Environmental Services** Earth Moving (602) 506-6734 Septic Tank (602) 506-6666 **Transportation** Right-of-Ways, Mailbox Post, Sidewalks, Landscaping (602) 506-8600 **Locating Underground Utilities** AZ Blue Stake (602) 263-1100 **Air Quality (Dust Permits)** (602) 506-6010 **Registrar of Contractors** (602) 542-1525	▪ **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 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.** ▪ **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	