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 new, on permit application, and label the intended use. List the parcel number and owner's name.
   - Indicate setbacks from property lines and distances between buildings, label the use of all adjacent parcels. Show distance from shared well to property and septic tank/field (if applicable).
   - 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.
   - Indicate the septic location with setback to nearby buildings (if applicable).
   - Show and label all easements. (i.e., drainage, ingress/egress, public utility easements, etc)
   - Indicate dedicated street access and names. Include existing and new items within road right of way.
   - Label the following: alignment of washes, slope and general elevation changes, vegetation, fences, culverts & driveway and type of driveway material (driveway must be paved or in the alternative surface with aggregate based crushed material).
   - Show all building dimensions.
   - 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: 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.
- 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 new work (two copies).

4. Structural calculations (two copies).

5. Soil report (if on engineered fill or other than 2006 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.

APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE
Residential Uses and Their Accessory Structures

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 new 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 new 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) 506-6010.

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) 506-6666.

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) 506-3301 before applying for a building permit. See State Standard 6-05
- 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.

_____

_____

CONTACT INFORMATION

Registrar of Contractors
(602) 542-1525

Zoning Information
(602) 506-3201

Building and Drainage Inspections
(602) 506-3692

Blue Stake-locates underground utilities
(602) 263-1100

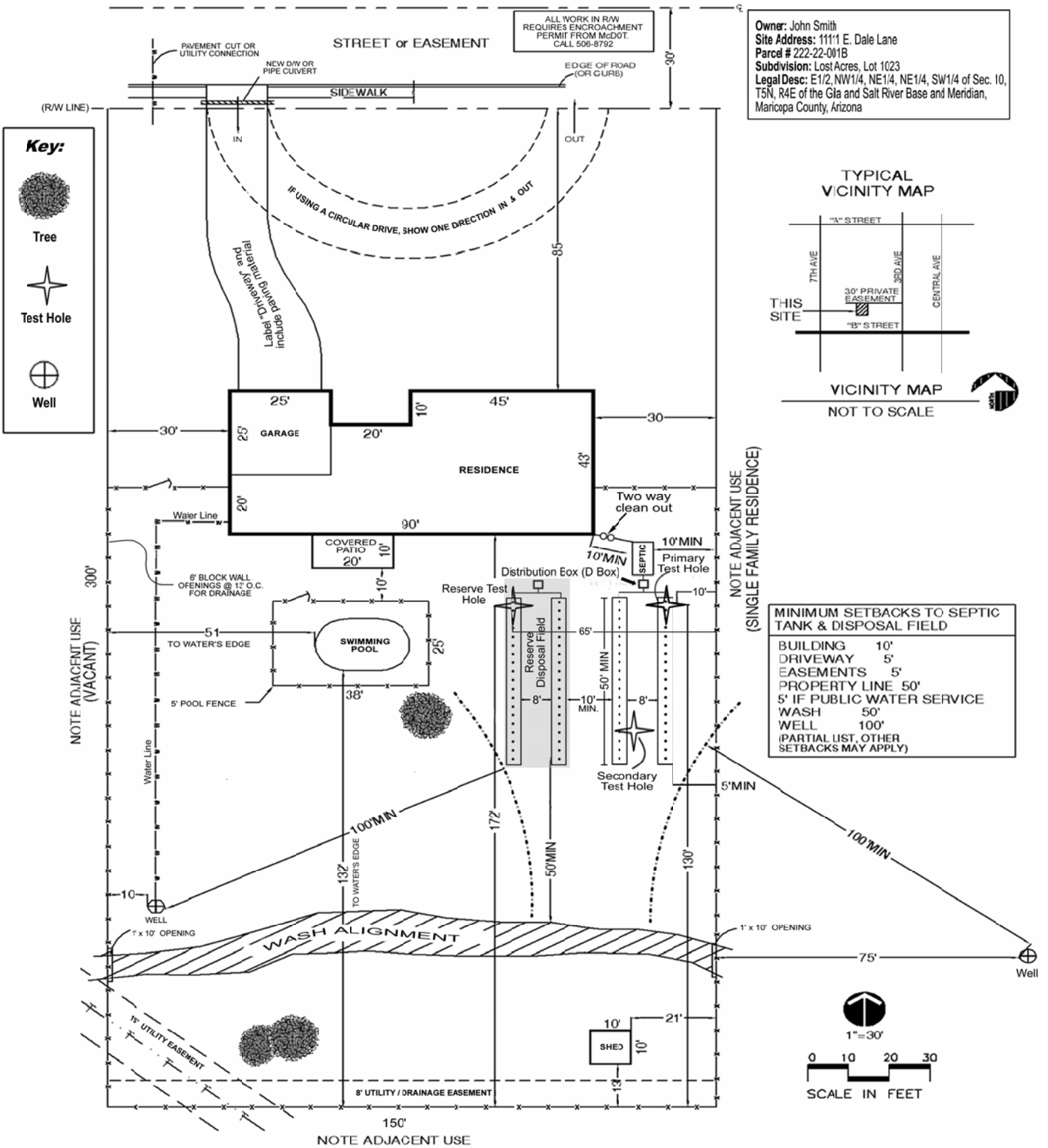
Building Code Information
(602) 506-7147

Flood Control District
(602) 506-1501

Office of the State Fire Marshal
(602) 364-1003

Planning & Development Department

TYPICAL RESIDENTIAL SITE PLAN



THIS SITE PLAN IS FOR ILLUSTRATION PURPOSES & IS NOT DRAWN TO SCALE. ACTUAL SITE PLANS MUST BE DRAWN TO SCALE. ADDITIONAL DETAILED PLANS MAY BE REQUIRED

501 North 44th St., Suite 200 ▪ Phoenix AZ 85008 ▪ (602) 506-3301 ▪ (602) 506-3601 fax

➢Internet: www.maricopa.gov/planning⋖

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:	

NOTICE

By signing this disclaimer, I state that I am either the owner of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit (_____) for this property (APN_____) by Maricopa County does not guarantee the availability of potable water at this site.

I also am aware and understand that issuance of this Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

_____
(PRINT NAME)

_____
(SIGNATURE)

_____
(DATE)

REQUIREMENTS OF THE HEIGHT, YARD AND INTENSITY OF USE REGULATIONS FOR RURAL AND RESIDENTIAL ZONING DISTRICTS IN THE ZONING ORDINANCE

ZONING DISTRICTS	MAXIMUM BUILDING HEIGHT REGULATIONS		MINIMUM YARD REGULATIONS (FT)				INTENSITY OF USE REGULATIONS				
	Stories	Feet	Front	Rear	Interior Side	Street Side	Min. Lot Area (Sq.Ft.)	Min. Lot Width (Ft.)	Min. Lot Area Per Dwelling Unit (Sq. Ft)	Max. Lot Coverage (% of Lot)	Min. Dist. Between Bldgs. (Ft.)
Rural - 190	2	30	60	60	30	30	190,000	300	190,000	5	15
Rural - 70	2	30	60	60	30	30	70,000	250	70,000	10	15
Rural - 43	2	30	40	40	30	20	43,560	145	43,560	15	15
R1-35	2	30	40	40	20	20	35,000	145	35,000	20	15
R1-18	2	30	30	30	10	15	18,000	120	18.000	25	15
R1-10	2	30	20	25	7	10	10,000	80	10,000	30	15
R1-8	2	30	20	25	7	10	8,000	80	8,000	35	15
R1-7	2	30	20	25	5	10	7,000	70	7,000	35	15
R1-6	2	30	20	25	5	10	6,000	60	6,000	40	10
R-2	2	30	20	25	5	10	6,000	60	4,000	50	10
R-3	3	40	20	25	5	10	6,000	60	3,000	50	10
R-4	3	40	20	25	5	10	6,000	60	2,000	50	10
R-5	3	40	20	25	5	10	6,000	60	1,000	50	10

This appendix is established as a reference guide to this zoning ordinance but is not an integral part thereof. When there is any difference in meaning or implication between this appendix and the text of this zoning ordinance, the text of the zoning ordinance shall prevail.

Planning & Development Department

ACCESSORY BUILDING SETBACK VERIFICATION

MARICOPA COUNTY ZONING ORDINANCE
ARTICLE XXIII GENERAL PROVISIONS

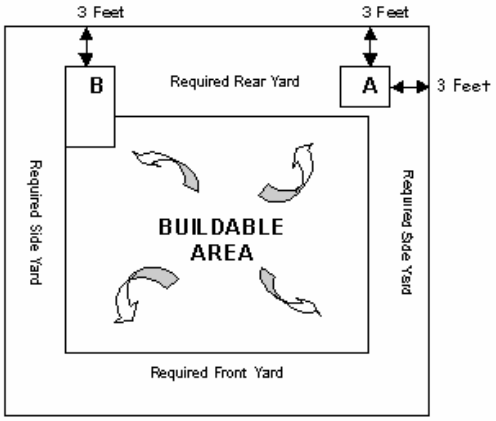
Section 2303 Accessory Buildings and Uses

1) Accessory buildings or uses shall not be constructed or established on a lot until construction of the principal building has been actually commenced or the primary use established. Accessory buildings shall not be used for dwelling purposes, except if approved for occupancy by servants and caretakers employed on the premises or if occupied pursuant to a Temporary Use Permit.

2) Detached accessory buildings may be built in the required rear yard but such accessory buildings shall not occupy more than thirty (30%) percent of the required rear yard and shall not be nearer than three (3) feet to any side or rear lot line or setback line. Should the accessory building be located partially within the required yard and partially within the buildable area, that portion within the buildable area shall meet all side yard regulations of the applicable zoning district. In the case of corner lots, accessory buildings shall not be nearer to the street than a distance equal to not less than one-half (1/2) the depth of the required front yard of the corner lot; and when a garage is entered from an alley, it shall not be located nearer than ten (10) feet to the alley line.

3) Accessory buildings on through lots shall not be nearer to either street than a distance equal to the required front yard of such lot.

EXAMPLE



A. Accessory buildings completed in the required rear yard may be set as close as 3 feet to the rear and side property lines.*

B. Accessory buildings partially in a buildable area must maintain the minimum side yard setback, but may go 3 feet in the rear.*

* SUBJECT to drainage and utility easements

Planning & Development Department

PROPERTY LINE SETBACK VERIFICATION

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

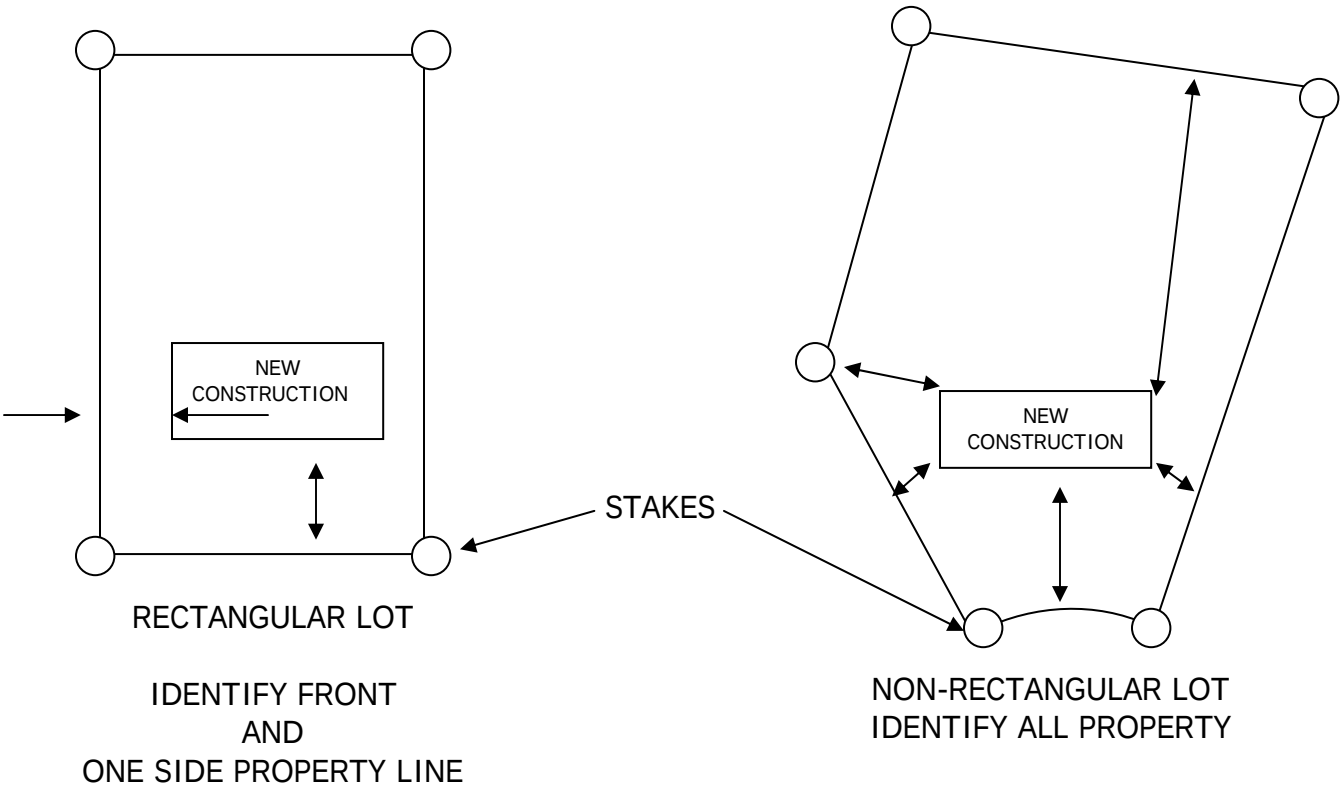
Requirements for verification of construction project setbacks:

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:



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.

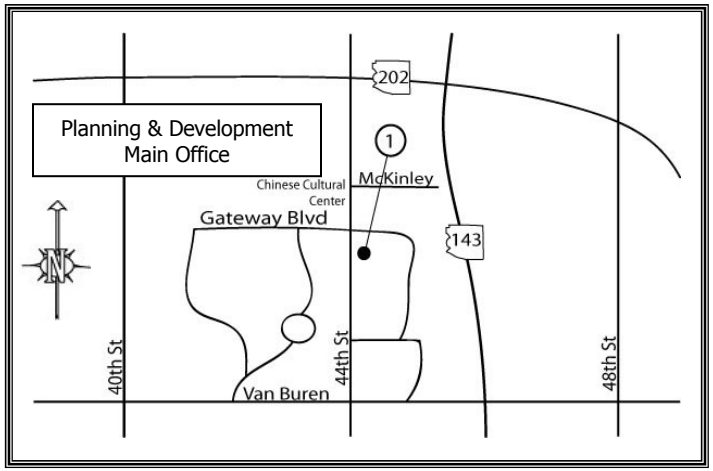
Service Area	CONTACT INFORMATION	Telephone Number
Inspection Services	2:30 p.m. cut off time for the following day's inspection	602-506-3692
Building Safety–Plan Reviewer	Structure	602-506-7147
Zoning	Land Use	602-506-3201
Environmental Services	Septic	602-506-6616

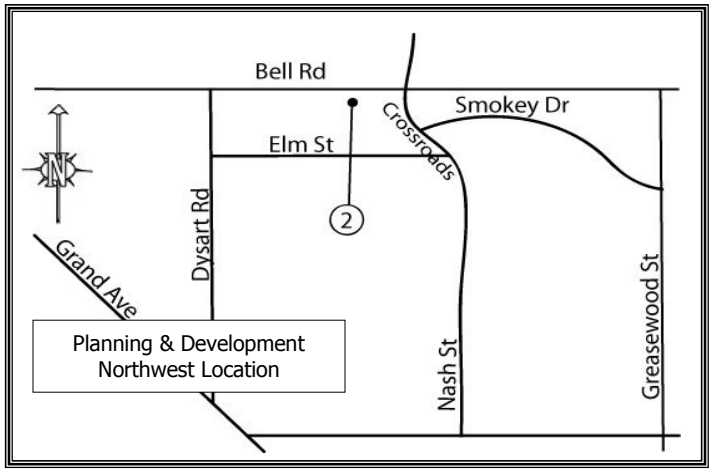
Permit Submittal Information

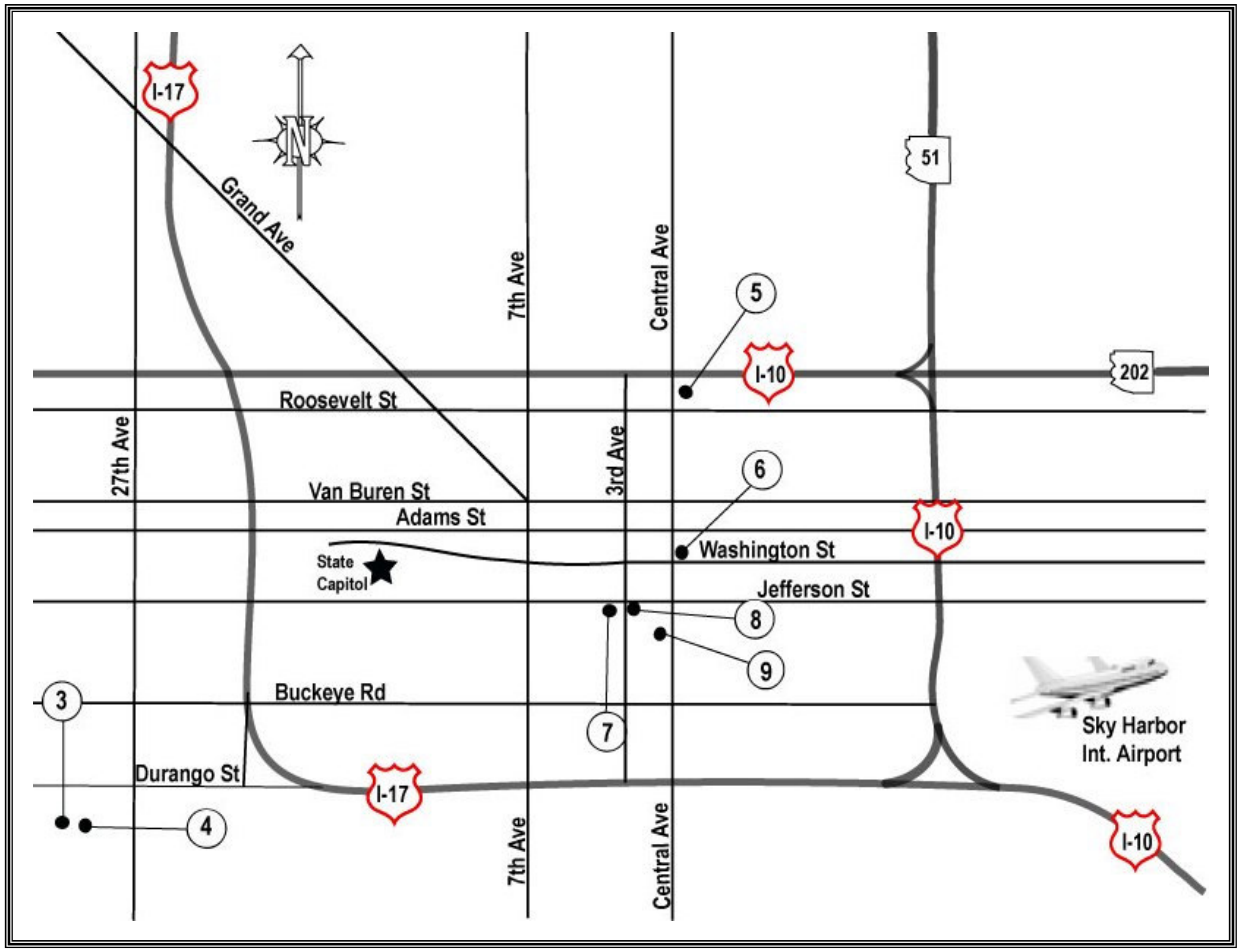
SERVICE CONTACT INFORMATION	PERMIT SUBMITTAL REQUIREMENTS / INFORMATION
Planning & Development Main Switchboard (602) 506-3301 Inspection Information (602) 506-3695 **Flood Control District** Flood Plain (602) 506-1501 **Environmental Services** Earth Moving (602) 506-6734 Septic Tank (602) 506-6666 **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 (602) 506-3301
501 N. 44th St, Suite 200 Fax: (602) 506-3601

2.) Planning & Dev N.W. Office (623) 875-1361
12975 W. Bell Rd. Fax: (623) 583-7143

3.) Department of Transportation (602) 506-8600
2901 W. Durango St.

4.) Flood Control District (602) 506-1501
2801 W. Durango St.

5.) Environmental Services (602) 506-6666
1001 N. Central Ave

6.) B.L.M. (602) 417-9200
1 N. Central Ave

7.) Assessor's Office (602) 506-3406
301 W. Jefferson St.

8.) Recorder's Office (602) 506-3535
111 S. 3rd Ave

9.) Sheriff's Office (602) 876-1070
201 W. Jefferson St.
(Records & ID)