SUBMITTAL FORMS INDEX

APPLICANT'S GUIDE	301
APPLICATION WITH: LICENSING TIMEFRAME/FEE/PRE-APPLICATION INFORMATION, FINANCIAL RESPONSIBILITY, DEVELOPMENT DISCLAIMER, AND SUBMITTAL ACCURACY STATEMENTS	304
CONTACT SUPPLEMENTAL	3043
INSPECTION GUIDELINES	310
PERMIT SUBMITTAL INFORMATION	300
PERMITS FACILITIES DIRECTORY	303

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 (7 copies). Include vicinity map. Do not attach site plan to construction plans.

   - 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 location of well on property and septic tank/field (if applicable), and/or shared wells within 200" of property.
   - 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.) and show washes on property.
   - 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. Driveway must be labeled "Driveway" or "DW". Circular driveway must be labeled "In" and "Out". Driveway surface material must be noted (concrete, asphalt, Crushed granite, ABC, etc.)
   - Show all building dimensions. Indicate square footage with summary of all livable, garage/carport, patios, and porches including detached structures. Include existing, new, and total lot coverage and square footage.
   - 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. Seal must be current and signed with expiration date.
   - Storage tanks, propane and water are considered accessory structures and must be depicted on site plans with setbacks, tank size and above or below ground noted. 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 (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
   - Roof and Floor Framing Plans
   - Cross sections 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: 2012 IBC, 2012 IRC, 2011 NEC, 2012 IMC, 2012 IPC and 2012 IFGC and 2011 IEBC. Use of the 2012 International Green Construction and the 2012 International Energy Conservation Codes are optional (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 (3 copies). No options or references to future construction are allowed.

4. Structural calculations (3 copies).

5. Soil report (if on engineered fill or other than 2009 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) Documentation 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) Documentation or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.

3. Documentation from the Air Quality Department indicating application for an earth-moving permit (1/10 acres or greater).

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) 506-6616.

FLOOD CONTROL DISTRICT OF MARICOPA COUNTY REQUIREMENTS

The Flood Control District issues Floodplain Use Permits for development in a floodplain. If you are developing land within a regulated floodplain, you are reqiuired to obtain a Floodplain Use Permit before you build, grade, fill or install any type of wall or fencing, or perform any other man-made change to the property. Please contact the Flood Control District at (602) 506-2419 to determine if you are required to obtain a Floodplain Use Permit.

THE FOLLOWING AGENCIES MAY REQUIRE ADDITIONAL INFORMATION

- The Drainage Review Division may require additional information. Please contact Drainage Review at (602) 506-3301 before applying for a building permit. See State Standard 6-05
- Call Maricopa County Department of Transportation (MCDOT) at (602) 506-8609 *BEFORE* any construction activities within a County right-of-way such as: driveway tie-in to roadway, mailbox post (wood, metal or block), landscape (rocks, trees, shrubs, etc.), utilities and sidewalks (concrete or paved). If road dedication or permanent easement and right of way are required, contact the MCDOT, Development Services Branch at 2901 W. Durango, Phoenix, (602) 506-8609 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) 506-2419
Office of the State Fire Marshal (602) 364-1003	Environmental Services (602) 506-6616	MCDOT (602) 506-8609

Licensing Timeframes – A.R.S. 11-1605

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

Fee Information

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - http://www.maricopa.gov/planning/Resources/Other/FeeSchedule.aspx
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

Pre-Application Meetings

- Commercial projects will require a Pre-Application meeting at a cost of $350.00
    - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of $150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of $50.

Personal Guarantee of Financial Responsibility

I, _____, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Initials: _____

Development Disclaimer Notice

By initialing / signing this application and disclaimer, I state that I am either the owner of record 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 the 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.

Initials: _____

PERSONAL ASSURANCE OF SUBMITTAL ACCURACY

I, _____, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform_ordinance/mczo1.pdf

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department's Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials: _____

Planning & Development Department
BUILDING ACTIVITY APPLICATION

ONE STOP SHOP

PARCEL #		**CROSS STREETS:**	

Is the property on Septic? ☐ **Yes** or ☐ **No** (circle one)
Are there any Code violations on this property? ☐ **Yes** or ☐ **No**
Is there any other construction occuring on the property right now? ☐ **Yes** or ☐ **No**
Is your driveway tying into a Maricopa County right-of-way? ☐ **Yes** or ☐ **No**

CONSTRUCTION SITE ADDRESS:	**City & Zip:**	**AZ**
OTHER INFO:	**SUBDIVISION MOBILE HOME PARK (with Space or Lot #)**	

DIRECTIONS TO JOB SITE:

DETAILED WORK DESCRIPTION:

EST. VALUATION OF PROJECT $

PROPERTY OWNER – Last Name:		**First Name:**
Mailing Address:		
Phone #:	**Alt #:**	**Email:**

CIRCLE THE TYPE OF PERMIT(S)

RESIDENTIAL:	☐ New	☐ New w/Basemt	SP #	☐ Addition	☐ Accessory	☐ Alteration	
POOL / SPA:	☐ Production	SP #	☐ Custom	**POOL BARRIER:**	☐ New	☐ Existing	
MINOR:	☐ Electrical	☐ Plumbing	☐ Mechanical	☐ Non-Tech	☐ Demo		
COMMERCIAL: Name of Co.:	☐ New	☐ Addition	☐ Accessory	☐ Sign →	☐ Wall or Monument	☐ Tenant Imprvmt	
GRADING:	☐ Paving	☐ Subdiv. Infrastr.	☐ Infrastr	**FENCE:**	CMU ☐	Iron ☐	Chain ☐
	Pipe ☐	HT ☐	LF ☐				
FACTORY BUILT:	Mobile ☐	Multi-Sect ☐	Manuf ☐	Yr.	FBB type:	FBB #:	
COMPLIANCE:	☐ Drainage	☐ Building	☐ Group	☐ Fire	☐ Code		

UTILITIES TO PROPERTY	**Electric Co:**	**Gas / Propane:**
Water Co:	**Sewer / Septic:**	**Fire District:**

I acknowledge that I am the property owner or I have the authority to represent the property owner on this application as an authorized agent for the property. Further, I guarantee access to Maricopa County personnel 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 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 13-2701 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
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

PRINT NAME:	(Check One) →	☐ OWNER	☐ CONTRACTOR	☐ AGENT
SIGNATURE:		**DATE:**		

SAVE PRINT RESET

Planning & Development Department

CONTACT SUPPLEMENTAL

EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS

CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION				
Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.				
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 1:	CONTACT 2:
TITLE:	TITLE:
PHONE NUMBER: ( )	PHONE NUMBER: ( )
ALTERNATE NUMBER: ( )	ALTERNATE NUMBER: ( )
BUSINESS FAX: ( )	BUSINESS FAX: ( )
E-MAIL:	E-MAIL:

OWNER / AGENT / CONTACT INFORMATION	
OWNER NAME:	BUSINESS NAME
ADDRESS:	ADDRESS
	CONTACT 1:
	PHONE NUMBER: ( )
PHONE NUMBER: ( )	CONTACT 2: ( )
ALTERNATE: ( )	PHONE NUMBER: ( )
FAX NUMBER: ( )	FAX NUMBER: ( )
E-MAIL:	E-MAIL:

RESET

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. on any business day to obtain an inspection for the following business 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 602-506-3301, 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.

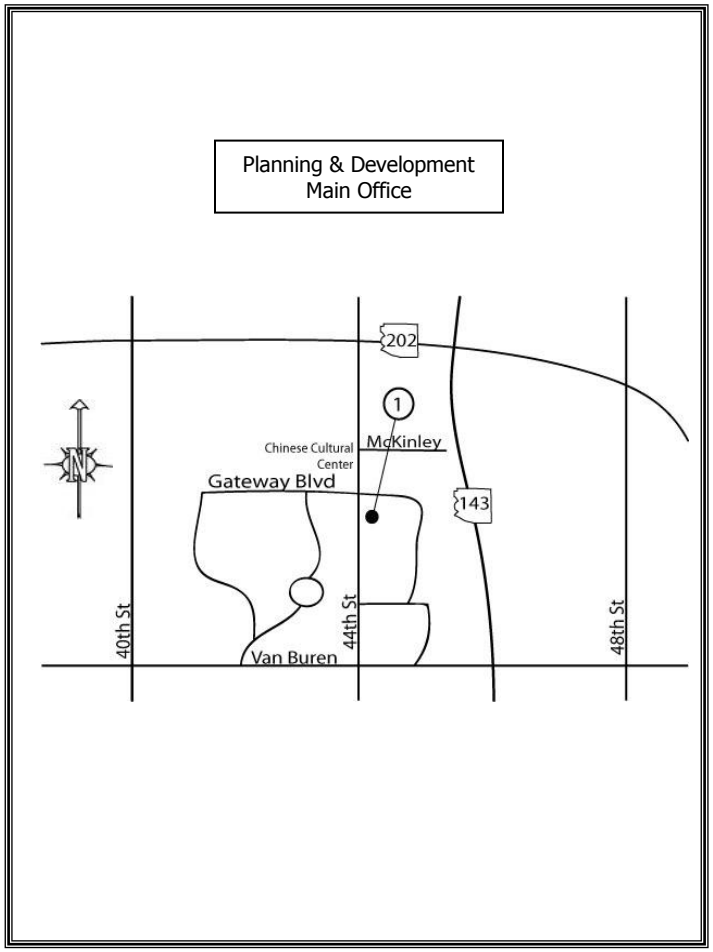
Service Area	CONTACT INFORMATION	Telephone Number
Inspection Services	2:30 p.m. cut off time for the following day's inspection	602-506-3692
Building Safety–Plan Reviewer	Structure	602-506-3301
Drainage	Drainage Inspections	602-506-3301
Environmental Services	Septic	602-506-6616

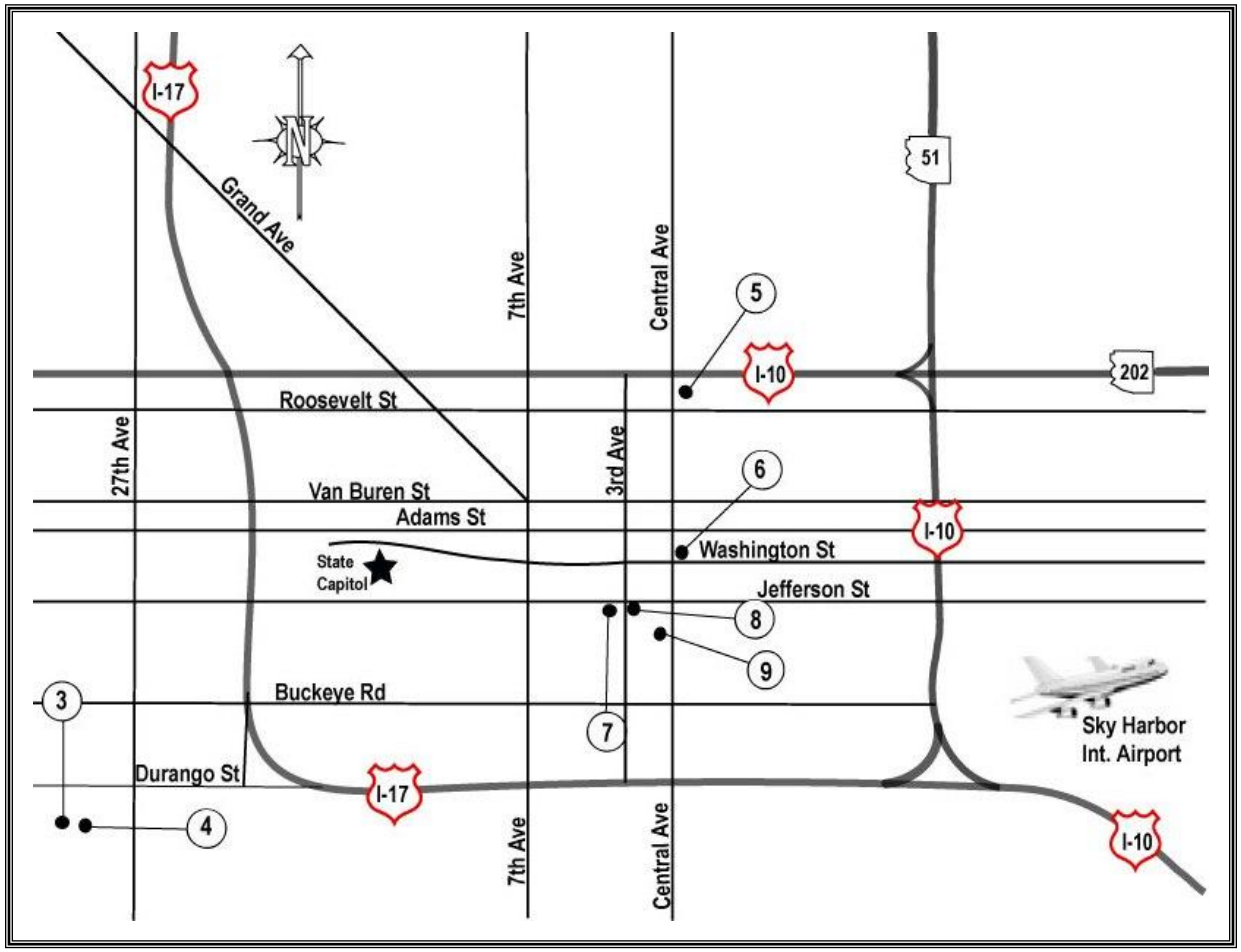
Permit Submittal Information

SERVICE CONTACT INFORMATION	PERMIT SUBMITTAL REQUIREMENTS / INFORMATION
Planning & Development Main Switchboard (602) 506-3301 Inspection Scheduling (602) 506-3692 **Flood Control District** Flood Plain (602) 506-2419 **Environmental Services** Onsite Wastewater (602) 506-6616 **Transportation** Right-of-Ways, Mailbox Post, Sidewalks, Landscaping (602) 506-8609 **Locating Underground Utilities** AZ Blue Stake (602) 263-1100 **Air Quality** Dust and Earth Moving 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

3.) Department of Transportation (602) 506-8609
2901 W. Durango St.

4.) Flood Control District (602) 506-2419
2801 W. Durango St.

5.) Environmental Services (602) 506-6616
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)