



Planning & Development
Department

COMMERCIAL TENANT IMPROVEMENT



SUBMITTAL FORMS INDEX

APPLICANT'S GUIDE	302TI
TYPICAL SITE PLAN	3022
APPLICATION WITH: LICENSING TIMEFRAME/FEE/PRE-APPLICATION INFORMATION, FINANCIAL RESPONSIBILITY, DEVELOPMENT DISCLAIMER, AND SUBMITTAL ACCURACY STATEMENTS	304
CONTACT SUPPLEMENTAL	3043
INSPECTION GUIDELINES	310
PERMITS FACILITIES DIRECTORY	303



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 (7 copies). Include vicinity map. Do not attach site plans to construction plans*.
 - ✓ Label and provide all property line dimensions, show all structures, existing and proposed on permit application, label intended use. Indicate use of adjacent parcels (commercial, residential, vacant, etc.).
 - ✓ 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.
 - ✓ For Commercial Tenant Improvement applications an aerial photograph that is to scale and shows the entire site, with no changes to the site or building exterior, may be submitted, that shows or highlights the dimensions and location of the T.I.

2. Construction plans (3 sets*) drawn to scale, consisting of no less than the following:

a) Floor Plan	d) Electrical Plan
b) Details	e) Mechanical Plan
c) Plumbing Plan	

***Cell tower cites require 7 sets of combined construction and site plans and 3 sets of calculations.**

 - ✓ Plans for buildings larger than 3,000 square feet, an occupant load of more than 20 persons, or structural spans in excess of 20' must be prepared and sealed by an Arizona registered architect and/or engineer.
 - ✓ 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.

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

4. 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.

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

6. 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

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



Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



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:



Planning & Development Department
BUILDING ACTIVITY APPLICATION PACKET
 (Continued – Page 2)



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



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 occurring 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 \$ <input style="width: 150px;" type="text"/>											
PROPERTY OWNER – Last Name: <input style="width: 250px;" type="text"/>						First Name: <input style="width: 250px;" type="text"/>					
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:		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:				
<p>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.</p>											
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:			



**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 <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>
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:



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:

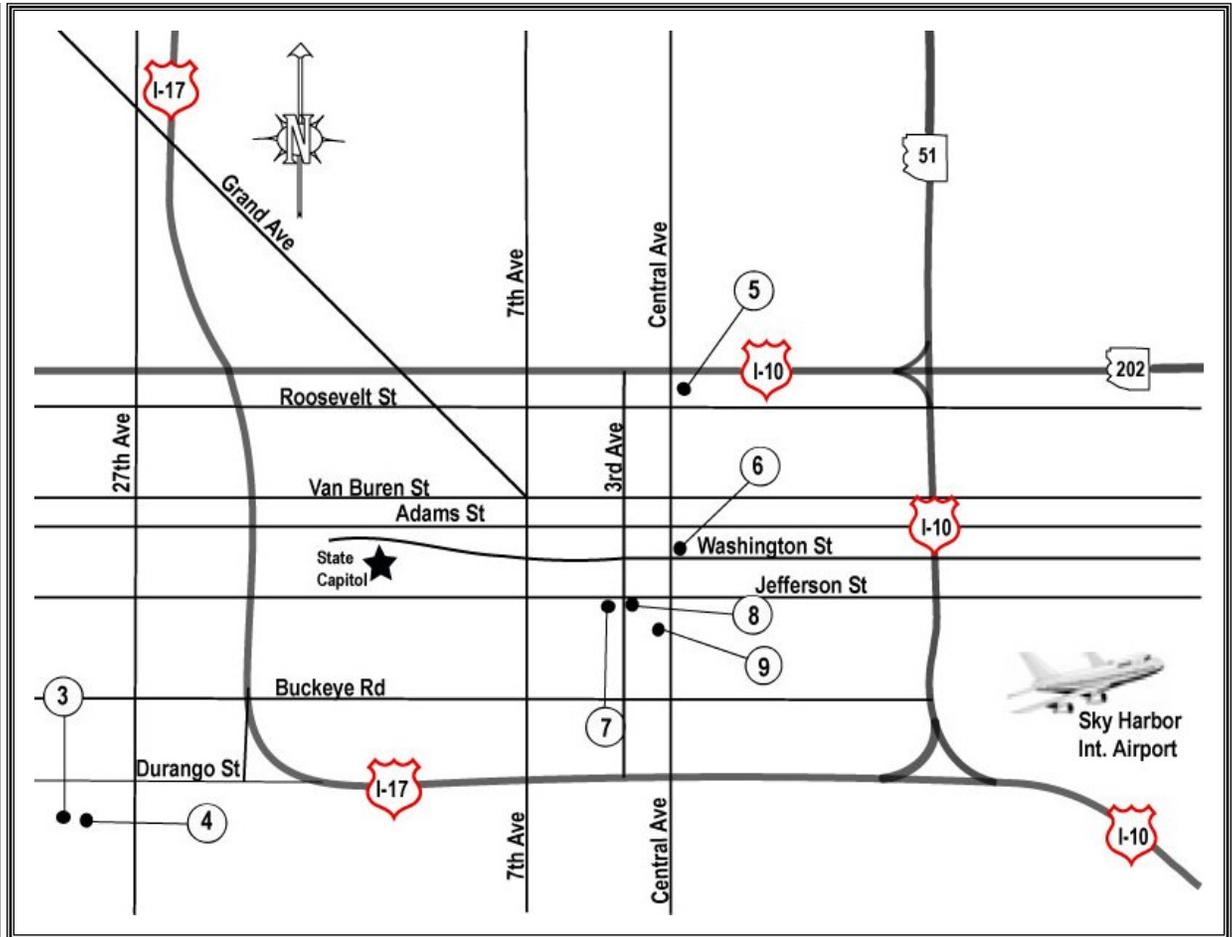
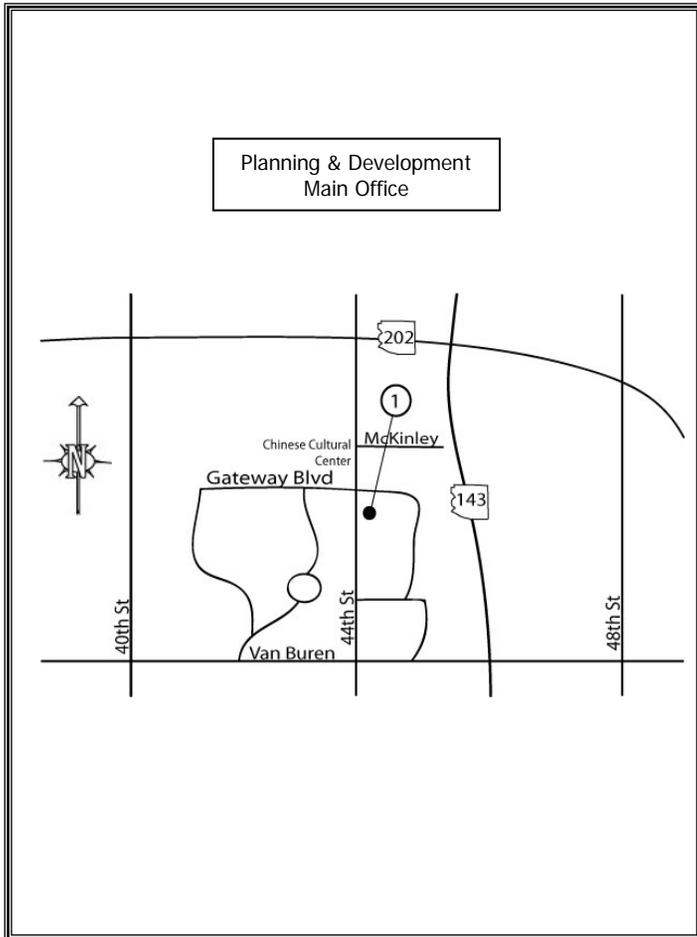
- o Post address on site, visible from the street, to assist the inspector in locating your construction site.
- o Post permit so it is visible from the street for the reasons below:
 - Notifies neighbors that the construction being done by you or a licensed contractor is being checked for local code 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.
- o 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.
- o Lock/chain-up loose animals. Inspectors will not enter an area where animals are loose.
- o 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.
- o 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.
- o 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.

CONTACT INFORMATION		
Service Area		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



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)