



R-3/R-4 Battery Energy Storage Systems **Over the Counter (OTC) Permit**

Over the Counter (OTC) permits shall be obtained for the construction of battery energy storage systems with a capacity of more than **3 kWh to 27 kWh**.

The construction of a battery energy storage systems exceeding **27 kWh** require plans to be submitted in order to obtain a construction permit.

A green tag will only be issued once code compliance is verified.

Fee \$390

Operational Permit Applicant Information			
Facility/Business Name			kWh
Facility/Business Address			
Facility/Business Owner*	Name	Phone Number	
Inspection and/or Onsite Contactor Information	Name	ROC#	Email
Secondary Contact if Applicable:	Name	Phone Number	Email

** Person or Business name who the permit is to be issued to. Permits are not transferable.*

Payment is due at the time of application submittal. Inspection will not be scheduled until the payment has been processed.

Application Submission Options:

Email: pfd.applications@phoenix.gov - Staff will reply with link for payment after application review

By Mail: Phoenix Fire Department – Fire Prevention, 150 S 12th Street, Phoenix Arizona 85034

In Person: Weekdays, 8am to 4pm at the address listed above.

For permit questions or to speak to a Fire Inspector call 602-262-6771

For more information see www.phoenix.gov/fire/prevention