



The purpose of this document is to outline the AFP process related to City Major Events, as declared by either City Council resolution or City code. This is not intended to be an all-encompassing document and should be used as a guide only.

It is strongly encouraged that the major event team contact the AFP section at 602-262-7501 prior to planning any events/activities.

### **AFP Process for City Major Events:**

1. Submit [AFP Application](#)
  - a. Please call 602-262-7501 for information on how to submit the application
  - b. **The application requires a design professional registered in the State of Arizona be designated as the AFP Agent (PBCC)**
  - c. An application fee of \$1,250.00 is required at the time of application. Please contact the AFP Team Leader prior to submitting the application and fee. (PCC)
  - d. AFP staff will notify the applicant when the application is approved or if there is any additional information required
  - e. Once approved, the AFP account is open for one year
  
2. Submit Construction Plans for Review (stages, platforms, ramps, generators, miscellaneous temporary structures, etc.)
  - a. Complete [Plan Review Transmittal Form](#)
  - b. Submit Plan Review Transmittal form and applicable plans in person at 438 West Adams Street or online at: [PDD Online - EPR \(phoenix.gov\)](#)
    - i. Submittal shall also include an Emergency Preparedness Plan including provisions for inclement weather (PBCC)
    - ii. If submitting in person, two copies of all plans are required
  - c. **Per Arizona Revised Statutes (A.R.S.) Title 32, Chapter 1, construction plans are required to be sealed by a registered design professional in the State of Arizona.**
  - d. Provide structural calculations for any proposed temporary structures (PBCC)
  - e. Electrical plans require a one-line diagram, load calculations and fault current calculations (PBCC)
  - f. Provide any applicable special inspections or special observation certificates (see additional resources below)
  
3. Plan Review and Inspections
  - a. AFP is unique in that the plan reviewers are also the inspectors assigned to the project
  - b. Once plans are **reviewed**, the applicant will be notified via email of status
  - c. AFP staff make every effort to approve plans during the first review. It is imperative that the applicant and design professional be responsive to City

- inquiries related to the plans.
- d. Once plans are **approved**, the applicant will be notified via email
  - e. The approved plans and permit will have all the inspector's contact information available. The applicant will contact the inspectors directly to schedule inspections.
  - f. **Per A.R.S. Title 32, Chapter 10, a licensed contractor in the State of Arizona must perform all work associated with the approved plans**
  - g. The applicant is responsible for having the approved plans on-site for the inspector at the time of inspection (PBCC)
  - h. Any required special inspection or structural observation certificates and reports will need to be provided on-site at the time of inspection (see additional resources below)
  - i. It is recommended that the registered design professional be on-site for inspections to make any revisions to the plan based on field conditions and as-built installations

**Definitions:**

*AFP Agent:* A person employed by a qualified AFP facility owner as full-time staff or by contract, who is an architect or engineer registered in the State of Arizona. (PBCC)

**Source of Requirement:**

2018 Phoenix Building Construction Code (PBCC)  
Arizona Revised Statute (A.R.S.)  
Phoenix City Code (PCC)

**Additional Resources:**

[Special Event Permitting Resource Guide](#)  
[AFP Program Information](#)  
[AFP Administrative Provisions](#)  
[Structural Observation Certificate](#)  
[Special Structural Inspection Certificate](#)  
[Special Electrical Inspection Certificate](#)  
[Special Inspection and Observation Manual](#)