



These guidelines outline the minimum requirements for plan submittal/review of residential construction projects. For further information, contact the Planning & Development Department (P&D), 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003.

1. Provide a description of the project, i.e. new building, remodel addition, repair, etc. Include the market value of estimated construction cost of all labor and materials. -
2. Provide the street address or property legal description with the subdivision name and lot/block numbers or by metes and bounds description. -
3. Provide owner/contact information such as name, address, phone numbers.
4. Arizona Licensed Contractors shall be used for all work and shall be listed on the application form and permit unless the owner, who will occupy the building, is acting as the general contractor.
5. Provide two sets of complete plans. The suggested minimum size is 24" x 36". No loose sheets shall be attached with the exception of truss calculations, structural calculations and manufacturers cut sheets and literature.
Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.
6. Provide plot plan showing all property line dimensions and bearings along with proposed and existing construction, easements, streets, alleys, and directional arrows. Show proposed setback dimensions from buildings to property lines, sidewalks, and between buildings. Provide maximum allowable coverage pursuant to the zoning ordinance and actual coverage by design. Required zoning setback lines and zoning district must be shown on the plot plan (See plot plan drawing example).
7. All plans shall be legible. A suggested scale of ¼ inches = 1'-0" shall be used for all foundation plans, floor plans, framing plans, and front elevations. Details shall be no smaller than ½" = 1'. Plot plan scale should be no smaller than 1" = 20'.
8. All corrections and revisions shall be made on the original tracings and two new sets of prints returned along with all redline prints.
9. Details, data, and information provided to P&D staff shall not be included by reference or attachment only. The data must be delineated into the drawings by notes or graphics as part of the original tracings or masters.
10. Redlining of final prints will not be acceptable. To avoid delays, ensure all corrections have been made, are complete, and have been coordinated on all-applicable details and notes.
11. Review all code references when making the corrections to assure compliance. Do not copy the code reference as a correction onto the plan unless such reference is requested as a note to be incorporated into the plan.
12. List the square footage separately for the livable area per floor, garage, porch, patio, and bays.
13. For standard home plans, if there are different elevation options, reflect any changes to the foundation plan, floor plan, and framing plan for each, and provide additional details as needed for the clarification of each elevation.
14. All engineers and architects involved in the design of the structure are to seal the related sheets and details. This is in accordance with the Rules of the State Board of Technical Registration.

15. Note editions of codes that have been adopted by the City of Phoenix, as follows:
The Phoenix Building Construction Code (PBCC) includes the following model codes with local amendments:
- International Residential Code (IRC) – 2018
 - International Building Code (IBC) – 2018 *For use as referenced in the IRC*
 - National Electric Code (NEC) - 2017
 - International Plumbing Code (IPC) - 2018
 - Uniform Plumbing Code (UPC) - 2018
 - International Fuel Gas Code (IFGC) - 2018
 - International Mechanical Code (IMC) - 2018
 - International Energy Conservation Code (IECC) - 2018
 - International Fire Code (IFC) - 2012
 - International Swimming Pool and Spa (ISPSC) - 2018
 - International Existing Building Code (IEBC) - 2018
 - International Green Construction Code (IGCC) - 2012 *For Voluntary Use Only*
 - Phoenix Zoning Ordinance – Current

Note: Residential plans must be designed in conformance primarily to the IRC; other adopted codes are only to be used as referenced within the IRC unless otherwise specified by Planning and Development staff.

The following list of requirements is commonly omitted from submittal plans. This is only a partial list and should not be construed as the only items to be shown on the plans.

FOUNDATION PLANS:

1. Note on drawings the class of material and load-bearing pressure per IRC Table R401.4.1. A professional seal on the drawings or supporting data to show how class of material at site was determined is required.
2. It is up to the designer/homebuilder to be aware of the soil conditions of the subdivision, to refer to the soil report, and reflect soil report recommendations on the plans.
3. Partial foundation plans may be required to reflect the structural requirements for each different elevation.
4. Dimension the stem wall thickness, footing width, thickness and depth into undisturbed soil for each footing type and condition.
5. Provide the minimum reinforcing specified in the soil report or structural calculations.
6. Provide foundation details on the foundation plan sheet or on a separate detail sheet. Details shall be cross-referenced to the foundation plans.
7. Locate and detail all footings for the following: fireplace, girder truss bearing locations, turndowns, interior bearing walls, posts, columns, sunken or raised areas, and stair pads.
8. All slabs (i.e. patio slabs and pads outside of doors optional or standard) shall be shown and their thicknesses specified. Indicate the slopes for exterior slabs.
9. Locate and specify all anchor bolt spacing and post anchors on the foundation plan.
10. Shear wall locations shall be identified and hold-downs located and specified where applicable.
11. Show location of underground return air ductwork.

FLOOR PLANS:

1. Label uses of all rooms, spaces, and their size, and show all door locations and width (See floor plan drawing example).
2. Provide all window sizes, type, and locations of tempered glass. Coordinate with applicable floor plans. Windows in future pool areas must meet glazing requirements (IRC R308).
3. Comply with light and ventilation requirements for all windows (IRC R303).
4. Comply with bedroom and basement window egress requirements (IRC 310).
5. Show maximum sill height of 44 inches in bedroom and basement egress windows, and coordinate with all elevations (IRC R310.1).

6. Detail and specify basement window wells (area ways) showing a minimum width at egress windows of 36 inches, and a permanent egress ladder complying with IRC R310.2.
7. If basement areaways are adjacent to walkways or patio slabs, guard rails not less than 36 inches in height are required, or grates.
8. Provide access to each separate attic and crawl spaces. Designate locations on the drawings. Openings shall not be less than 22 x 30 inches. The location of the attic access shall provide a minimum of 30 inches of head room. (IRC R807). For garage areas, refer to detail for ¾ inches or 5/8 inches plywood with 5/8 inch type “X” gypsum board screwed and glued used for access panels resting on 2X framing.
9. Provide separation between garage areas and the residence with a minimum ½” inch gypsum board on the garage side; garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8 inch Type “X” gypsum board or equivalent per (IRC R302.6) Openings from a garage or a carport into sleeping rooms shall not be permitted, and other openings between the garage or carport and the residence shall be equipped with solid wood doors not less than 1 3/8” thick, or 20-minute fire-rated doors, equipped with a self-closing device per (IRC R302.5.1).
10. Provide ½ inch gypsum board separation within usable enclosed space under stairs (IRC R302.7).
11. Note and specify that the shower area walls shall be finished with a nonabsorbent surface, to a height of 6 feet above the floor (IRC R307.2).
12. Show that each water closet is located in a clear space not less than 30 inches wide and has a clear space of not less than 21 inches in front (IRC Figure R307.1).
13. Detail and specify stair width, rise and run, landing width, handrail heights, guardrail height and intermediate rail spacing (IRC R311.7).
14. Factory built fireplaces (zero-clearance) and factory built chimneys shall be listed by an approved listing agency. Specify make and model number, and provide current evaluation report number (IRC R1004 & R 1005). Note combustion air requirements (IRC R1006).
15. For masonry factory built and zero-clearance fireplaces, indicate fireplace location, hearth size, and materials. Show all proposed hearth elevations (IRC R1001 & R1004). Manual dampers are not permitted in gas fuel-burning fireplaces (IMC 803.5).
16. Locate skylights, specify materials, and provide an approved current evaluation report number.
17. Comply with IRC R311.3 for landing at doors.
18. Locate and identify braced wall panels where applicable, per IRC R602.10. If conventional bracing does not comply with IRC R602.10, provide a lateral analysis. Wind design for single story and two story residences shall use a wind speed of 90 mph. Seismic Design shall use Seismic Design Category B.
19. Locate and identify heights of furred down and vaulted ceilings.
20. Designate the locations of water heaters. Indicate the location of the temperature and pressure relief line from the water heater to the exterior of the building. Note the temperature and pressure relief line to be full size steel pipe or hard drawn copper tubing or CPVC, extending to the exterior of the building and terminating in a downward position not more than 2 feet nor less than 6 inches above grade.
21. Shower area floors shall not be less than 30” in minimum dimension and shall have at least 900 square inches of interior cross-sectional area. (IRC P2708.1).
22. Show electrical, plumbing, and mechanical layout on separate sheet.

ELEVATIONS:

1. Provide complete drawings of all proposed front, rear and both side elevations, include patio covers, decks and fireplaces.
2. Indicate all materials used: stucco, concrete block, glass block, roofing systems, siding, veneers, etc.
3. Provide an approved current evaluation report number and manufacturer of all concrete or clay type tile roofing.

4. Note and specify all roof slopes.
5. Provide an approved current evaluation report number and manufacturer of all concrete or clay type tile roofing.
6. Detail and note all roof drains/scuppers on flat roofed areas. Roof drain/scuppers shall be appropriately sized and located as required in IRC R903.4. Minimum scupper size shall be 6 inches in opening with and 4 inches in opening height.
7. Provide adequate attic ventilation: State on plans the required and the provided net free ventilating area. Detail and note on the plans the location of roof ventilation. If a conditioned attic assembly is proposed, show compliance with IRC R806.5. A detail is required to show the support of insulation against the roof deck.
8. Note and dimension that masonry chimneys must terminate a minimum of two feet above any point of a roof within ten feet measured horizontally but not less than three feet above the highest point where the chimney passes through the roof (IRC R1003.9)

FRAMING PLANS:

1. Provide complete roof and floor framing plans. Show size, spacing and span of all framing members, i.e. trusses, joists, rafters, beams, glu-lams, lintels, headers and blocking (See roof framing plan drawing example).
2. Specify lumber grade, species and sizes of all rafters, joists, beams and headers.
3. Provide a separate framing plan to clarify each elevation option (for standard plans only).
4. Note and detail tie straps, framing anchors and joist hangers by type, size and required attachment to framing members.
5. On the floor framing plan, note and detail double joists parallel to bearing partitions, double trimmers and header joists at framed openings, framing anchors for tail joists and header support, and bridging or blocking at the ends and bearing points of the floor joists.
6. Locate skylights and other roof openings. Provide details of framing around openings in floor or roof systems.
7. Size and schedule wall headers and lintels. State grade, size, required bearing surface and support required.
8. Provide details for all bearing and critical non-bearing conditions.
9. Detail all connections from the foundation to the roof.
10. Indicate and note post sizes or double/triple studs; coordinate with foundation plan.
11. Provide one set of complete truss calculations. Truss designs submitted must include all types and be designed for the loading conditions, span, slope, and spacing designated on the framing plan. Truss calculations must be signed, dated, and sealed using the most recently adopted code by an engineer who is registered in the state of Arizona. For standards, a minimum submittal will include a truss layout plan showing proposed truss locations, type and loading requirements. Shop drawings and truss calculations are considered as deferred submittals, and will be provided to the inspector per PBCC Administrative Provisions 107.3.4.1, Deferred Submittals.
12. Provide a nailing schedule on the drawings; refer to IRC Table R602.3 (1) and list applicable connections on the drawings.

ELECTRICAL PLANS:

1. A separate electrical floor plan shall be provided.
2. Load calculations, panel schedules and one-line diagrams shall be provided and incorporated onto the plan. No loose sheets shall be attached.
3. Note the type and amperage of the panel, note the grounding conductor shall be a minimum of 20 feet of #4 bare copper wire embedded in the concrete footing (Ufer).
4. Note a bonding conductor. A minimum of one #4 copper wire connecting the building's metal water and gas piping system to the service equipment enclosure grounding buss for 200 amp or less SES.

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5. Designate the location of all required light fixtures, receptacle outlets, power outlets and switches.
 6. At least one wall switch controlled light or outlet must be provided in bathrooms, hallways, stairways, attached garages, outdoor entrances or exits and all habitable rooms (IRC E3903).
 7. Receptacle outlets shall be provided so that no point along the floor lines of an unbroken wall two or more feet in length is more than six feet from an outlet within that wall space (IRC E3901.2.1).
 8. Provide at least one receptacle outlet in hallways ten or more feet in length (IRC E3901.10).
 9. Provide at least one outdoor receptacle outlet accessible at grade level and not more than 6 feet 6 inches above grade at the front and rear of each dwelling unit having direct access to grade (IRC E3901.7).
 10. Receptacle outlets shall be provided at each kitchen counter space wider than 12 inches and shall be installed so that no point along the wall line is more than 24 inches from a receptacle outlet (IRC E3901.4.1).
 11. Island or peninsular counter tops with a long dimension of 24 inches or greater and a short dimension of 12 inches or greater shall have at least one receptacle outlet (IRC E3901.4.2 & E3901.4.3).
 12. At least one wall receptacle outlet shall be installed within 36 inches of each lavatory basin in each bathroom (IRC E3901.6).
 13. All receptacle outlets located in bathrooms, garages or carports serving kitchen counter tops, located outdoors and within six feet of sinks shall have ground fault circuit interrupter protection. Note on the drawings at each outlet requiring such protection (IRC E3902).
 14. Arc fault circuit interruption protection in areas as specified in (IRC E3902.12).
 15. Provide tamper resistant receptacles in areas as specified in (IRC E4002.14).
 16. Note and specify that two or more 20 amp small appliance circuits shall be provided to serve the kitchen, breakfast room, and dining room. Such circuits shall have no other outlets (NEC Article 210-52).
 17. Note and specify that at least one 20-amp branch circuit shall be installed to serve the laundry room and this circuit shall have no other outlets (IRC E3703.2, E3901.3).
 18. Note and specify that outlet boxes in the garage side of the wall between the dwelling and the garage and in the garage ceiling shall be metal or of other materials listed for the use intended (IRC R302.4.2).
 19. Indicate the location of all air conditioning and heating units, air handlers, compressors and disconnects.
 20. Indicate location of convenience outlet and light with switch for attic heating and air conditioning equipment (IRC E3901.12 & E3903.4).
 21. Provide hardwired and interconnected smoke detectors and carbon monoxide detectors as required, show locations and note installation requirement on the drawings. Comply with location requirements in IRC R314 & R315.
 22. Where ceiling fans are shown on the plans, provide a note indicating that outlet boxes approved for supporting ceiling fans shall be used (IRC E3805.8).

PLUMBING:

1. Provide a waste isometric indicating sizes of all waste piping, vents, and locations of floor drains, clean outs and ejectors. These drawings must be incorporated onto the plans. No small-sized sheets attached to the drawings will be allowed.
2. Note and specify all piping materials. ABS or PVC used in DWV system must be Schedule 40; copper tubing used in water piping must be specified Type M minimum weight in the building above the slab and copper tubing used in water piping below the floor slab must be Type L minimum weight, installed without joints. Gas fuel Piping material shall comply with IRC G2414.
3. Provide a gas isometric with the length of line to each appliance, CFH demand of each appliance, size of each branch, total demand, and size of the meter. Gas piping shall not be located under slabs.
4. Note and specify compliance with the low flow plumbing fixture ordinance: Water closets - 1.5 gallons per flush, sinks and showerheads - 2.75 gallons per minute.

5. Drainage piping serving fixtures which have flood level rims located below the elevation of the next upstream manhole cover of the public sewer, shall be protected from backflow of sewage by a backwater valve. Note and specify on the plans the location and type.
6. Indicate the location of sump and sewage ejectors either on the plumbing floor plan or on the waste isometric.
7. At window well details, on the waste isometric, and on the plumbing floor plan indicate the location and connection of drain tiles at window wells to the sump pump.
8. Hose bib locations shall be shown on the plan.
9. Provide elevations of sewer tap, basement floor (if applicable), and top of nearest upstream manhole. For either existing or new water meters state size and fixture units. Provide list of existing plumbing fixtures to verify proper meter, tap, and supply line size.
10. Provide water fixture unit calculations. Specify the size of the water service pipe and the water meter, (IRC P2903.7 & City of Phoenix Technical Guideline for Water Meter Sizing).

MECHANICAL:

1. Provide a separate mechanical plan. Designate the locations, capacity and fuel type (electric or gas) of the heating and air conditioning equipment. Designate the locations of each supply register, return air grill and all ductwork. Show duct size and material.
2. The dwelling must be provided with heating and cooling capable of maintaining a room temperature between 70 and 90 degrees at a point 3 feet above the floor, and 2 feet from exterior walls (IRC R303.9 as amended).
3. Identify location(s) of programmable thermostat(s) and provide specifications to show compliance with (IRC N1103.1.1, IECC R403.1.1).
4. Show exhaust fan locations for bathrooms, water closet compartments and laundry rooms in lieu of operable windows.
5. Detail and note on plans the method of meeting combustion air requirements for gas appliances.
6. Identify location of the required dryer vent and shown/note compliance with length limitations per (IRC M1502.4.4).
7. If the heating or air conditioning equipment is located in the attic, show location of access, cat walk, working platform, convenience outlet and light. Show provisions for and route of secondary condensate drain.
8. Whole-house mechanical ventilation systems are required for all newly constructed dwelling units, existing dwellings with a rebuilt thermal envelope, or detached habitable structures per IRC M1507.3.
9. All new mechanical system installations shall comply with mechanical system sizing per ACCA (Manual J – for Building Heating/Cooling loads), ACCA (Manual S – for Equipment sizing), & ACCA (Manual D – for Duct sizing) per IRC M1401.3, IRC M1601.1, IRC N1103.6, IECC R403.6, or other approved methods. Provide heating and cooling compliance calculations and methodology on plans.

ENERGY CODE COMPLIANCE:

1. IRC Chapter 11 or IECC Chapter 4 (Prescriptive) compliance for all applicable building components, Or IECC (Simulated Performance Alternative) compliance I.E. an energy code analysis/compliance report as deemed acceptable by the code official per IECC R405.

DETAILS AND GENERAL NOTES:

1. Note and specify a complete roofing system. Specify roofing type and grade, valley flashing material, underlayment required and method of installation, and attachments of roofing materials required by IRC R905 or the requirements of their listing.
2. Masonry and concrete basement walls shall have an engineered design. Note and detail on plans all reinforcement and anchorage required by calculations.
3. For one-coat stucco systems over foam board, note and specify the approved current evaluation report number, system name, and manufacturer. Note and specify the moisture barrier used.

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4. Detail and specify foundation grade redwood or pressure treated wood sill plates.
 5. Note and specify the size, spacing and length of embedment of anchor bolts for sill plates, top plates, and ledgers.
 6. Note and/or detail fire blocking and draft stopping shall install in combustible concealed locations in accordance with IRC Sections R302.11 and R302.12.
 7. Note and detail fire stops in opening around vents, chimneys, and fireplaces at floor and ceiling levels and in concealed spaces between wall studs at stairs in line with the stringers.
 8. Detail and note all masonry wall reinforcement.
 9. Masonry walls shall be anchored to floors and roofs that provide lateral support for the wall. Detail a positive direct connection capable of resisting the horizontal forces. (IRC R606.11)
 10. Detail masonry fireplaces by dimensions and noted sections and fire-box plan. Refer to Section IRC R1001 and R1003. State flue size, dimension hearth width, and reinforcing. Note and detail anchorage tie straps fastened to floor joists with 2-1/2" bolts, embedded into masonry and engaging the outer reinforcing bars with a six-inch hooked extension.
 11. Cross sections shall be cross-referenced to the floor plan and framing plans.
 12. Note glass block horizontal reinforcing and mortar specifications complying with IRC R610.
 13. Header or lintel schedules shall be provided on the plans, and if not on the same sheet as the framing plan, shall be referenced on the framing plan.
 14. Completely detail all connections and cross-reference to the foundation and framing plans:
 - a. Truss to top plate or beam
 - b. Beam to post
 - c. Post to slab (provide clearance to concrete if exposed to water or provide treated wood)
 - d. Sill to slab, washers, anchor bolts sizes and spacing, post to sill plate
 - e. Truss to girder truss
 - f. Ledger bolt size and spacing
 - g. Joist to ledger
 - h. Hanger types
 - i. Straps
 - j. Hold down locations and type
 - k. Nailing
 15. More than one cross-section may be needed to illustrate how the structure is built.
 16. For siding, call out material, type of fasteners, spacing, and type of vapor barrier.
 17. Provide detail of continuation of shear walls to the roof.
 18. Cut details for all bearing and exterior non-bearing locations.
 19. Specify and detail all over-framing. If solid sheathing is used on lower trusses provide openings for access and ventilation. If solid sheathing is not used on lower trusses, provide details for bracing the top chord of lower trusses.
 20. Specify design criteria: values for floor and roof dead- and live-loads.
 21. Provide sealed integrated plans and sealed calculations for each elevation, if applicable.
 22. Materials used in construction must comply with the material standards of the applicable section of the IRC. Provide notes on the drawings establishing material quality as required by the IRC for the following materials: concrete, reinforcing steel, concrete masonry units, brick mortar, grout, lumber (species and grade for joists, rafters, posts, studs and beams), glu-lams, treated lumber, plywood, wood shingles, shakes, and siding.
 23. Note and specify damp-proofing for all basement walls. (IRC R406)

ARCHITECT'S OR ENGINEER'S SEAL MAY BE REQUIRED FOR:

1. Unusual structural design such as long beams, unconventional construction, beams supporting concentrated loads or innovative materials.
2. Buildings without adequate shear walls.
3. Floor or roof trusses.
4. Unusual soil conditions.
5. Electrical services over 200A and/or over 22,000 available fault current.

PROCESSING TIMES:

Plans and permit applications are processed on a first come, first served basis. Review times are based on the complexity of the project and the current workload volume of the Planning & Development Department. Estimated times are available from P&D staff on a weekly basis. In general, you can expect:

- Repair and remodeling permits for simple building structures approximately 500 square feet in area of conventional construction, with an electric service of 200 amp or less, and is not a second story or basement structure may be issued over the counter. New homes and additions require a plan review. Subsequent submittals are sometimes required to address significant corrections.
- Applications for which there has been no activity within 180 days expire and plans and other data submitted for review may be returned to the applicant or destroyed. In order to renew action on an application after expiration, the applicant must resubmit plans and pay a new plan review fee.

FEES:

User fees for development approval services are established by City ordinance and are intended to pay for 100% of such services without taxpayer subsidy. The fees vary based on the size and nature of each project. The Planning & Development Department Fee Schedule (Phoenix City Code, Appendix A.2) is available at the Planning & Development Department for your use and information.

PLAN REVIEW FEES:

Plan review fees pay for the cost of reviewing your plan and are payable at the time of permit application. Depending on the scope of the project, additional plan review fees may be required at the time building plans are submitted. These fees include but are not limited to: Grading and Drainage, Storm Water management, hillside, preservation, Design Review, and Street Lighting. Submittal fees for these plans may be found in the Planning & Development Department Fee Schedule

- 1. The Building Plan Review Fee is 80% of the building permit fee which is based on the total value of work (labor and materials) being constructed; as determined by Table A of the Planning & Development Department Fee Schedule.
- 2. Grading & Drainage Plan Review Fee (if a G&D permit is required). Information regarding grading and drainage requirements may be obtained from the Development Assistance Center at (602) 262-6109.

PERMIT FEES:

Pursuant to the current Planning & Development Department Fee Schedule. Permit fees pay for inspection services and are payable at the time a permit is issued.

WATER/SEWER FEES:

- 1. Water Meter Fee (*if a new or larger water meter is required*) is available from the Civil Permits/Water Services counter.
- 2. Water/Sewer Tap Fee (*if a new or larger water or sewer tap is needed to serve the lot*) is available from the Civil Permits/Water Services counter.

WATER AND SEWER DEVELOPMENT OCCUPATIONAL FEES (DOF):

Water and sewer development occupational fees are fees assessed to cover infrastructure cost of service mains and treatment plants throughout the city.

The Phoenix City Code, Sec. 19A-1.1 states, “*The purpose of the fee imposed by this chapter is to reimburse the City for costs resulting from connection of residential development to the City sanitary sewer system which increases the amount of water or sewage discharged into said system thereby adding to the burden on existing public facilities, and contributing to the need for future capital expansion or enlargement of the City sanitary sewer system.*” (Ord. No. G-2536, 1.)

- 1. Generally, a DOF fee for Water is assessed to every new residence, new water services for existing residences not previously connected to city water, and work that would increase water fixture units and require a larger water tap size.
- 2. Generally, a DOF fee for Sewer is assessed to every new residence, to new sewer connections for existing residences previously on septic systems and work that would increase water fixture units and require a larger water tap size. There may be other circumstances that will require payment of DOF fees.

WATER RESOURCE ACQUISITION (WRA) FEES:

Water Resource Acquisition (WRA) Fees are development impact fees required to pay for additional water supplies needed to support new development within the City of Phoenix. The fees, effective since April 1, 2001, cover the capital cost of purchasing and transporting new water supplies to city water treatment plants. The fees are assessed based upon meter size and property location.

IMPACT FEES:

Impact Fees may be assessed in certain outlying areas to cover City costs for extending infrastructure to these undeveloped areas of the City. P&D staff can identify if your property is subject to impact fees or not, and if so, what those fees will be.

SPECIAL CONDITIONS:

Some properties are subject to special conditions which can affect development requirements and/or the type of information required to be submitted for building permit approval.

LEGAL BUILDING LOT:

Building permits can only be issued for legal building lots which have been created by a city-approved subdivision or lot division process, and which comply with zoning ordinance requirements for lot size and frontage.

If you are unsure of the legal constraints that may impact your ability to build on your lot, contact the P&D Site Planning Counter, 2nd Floor, Phoenix City Hall, (602) 495-0302.

WATER/SEWER SERVICE:

All building sites must have water and sewer service. If you are unsure of what is available, or you need one or more of the following, contact Planning & Development, 2nd Floor, Civil Permits/Water Services counter, Phoenix City Hall, (602) 262-6551.

- 1. Water Services are sold separately, after the building permit is issued.
- 2. A Sewer Tap Permit is required for new sewer service.
- 3. Pavement cut surcharges or repayments may be required for new water and/or sewer services.
- 4. Sewer and Water main extensions may be required if there is inadequate or no service to your property. Property owners are expected to pay for these extensions, including engineering costs.
- 5. A Septic System may be an option if there is no sewer near your property. Approval from the Water Services Department and a septic system permit must be obtained from Maricopa County Department of Environmental Services, (602) 506-6666, before a building permit can be issued.

SPECIAL DESIGNATIONS:

Additional reviews may be required if your property is designated as:

Hillside property (<i>slope over 1:10</i>)	Planning & Development Department	256-4103
Historic building or Historic District	Historic Preservation Office	261-8699
Governmental Mall (<i>7th Avenue to 19th Avenue; Harrison Street to lots abutting North Side of Van Buren Street</i>)	Neighborhood Services Department	262-4838
Transportation Corridor	Street Transportation Department	262-6284

GRADING & DRAINAGE REVIEW:

A Grading and Drainage review and permit may be required. To determine Grading and Drainage review requirements, please see the Residential Single-Family / Single Lot Grading and Drainage Requirement Guidelines. This guideline is available on the second floor of City hall. For additional information, please call 602-262-7811.

STREET ACCESS:

All building sites must have access to a public street. Properties adjacent to major street or freeway corridors may have special requirements related to access or right of way. For information, contact the P&D Site Planning counter, 2nd Floor, Phoenix City Hall, (602) 495-0302.

WHY ARE BUILDING PERMITS AND INSPECTIONS REQUIRED?

1. To protect you, your family, friends, neighbors, and neighborhood.
2. To ensure that work performed on your property is safe, meets environmental standards, and complies with city zoning and construction codes.
3. To protect your investment and minimize liability or problems during a future sale of your property.

ARCHAEOLOGICALLY SENSITIVE AREA

In accordance with State Burial Law (ARS 41-865) and City's Historic Preservation Ordinance, the developer shall immediately cease all ground-disturbing activities if archaeological materials are encountered during construction. Notify the City Archaeologist by email at archaeology@phoenix.gov, and allow time for the Archaeology Office to properly assess the materials prior to continuing construction.

INSPECTIONS:

All construction work shall be inspected at designated intervals. It is the customer's responsibility to call for all inspections. No portion of the construction work may be covered, concealed, or put into use until approved by the inspector. A final inspection of the completed project is required.

Call (602) 495-0800 to schedule inspections. Calls received before 8 p.m. Monday through Friday will be scheduled for inspection the next work day. Inspections are conducted between 7:00 a.m. and 3:00 p.m., Monday through Friday.