



This guideline establishes a streamlining process for permitting additions and remodels of single family residential projects within the city of Phoenix.

### **Plan Review**

The plan reviewers evaluate the project. If the project has multiple corrections with no zoning, civil or structural issues, then the plan reviewer sets up the permit stating the following in the scope of work: "The field inspector will inspect per the approved redline drawings but has the option to require certain issues to be resubmitted for plan review." The CPS will provide a flag on the permit with the same language as above in order for the field inspector to have knowledge of the redline permit.

The CPS makes a copy of the field redline set for the city record set to be scanned in the Sire system and charge applicable copying fees in addition to the permit fees. Copying fees are \$.19 per sheet for 11" x 17" sheets or smaller with the fee code of **COPIES** and \$5 per sheet for larger sheets with the fee code of **COPIES PLN.**

Then the CPS sets up a permit and notifies the applicable Engineering Technician that the permit is ready.

### **Customer**

The customer is required to meet with the inspector during the first inspection to address the necessary changes.

### **Inspections**

The field inspector has the option to refer the second review back to plan reviewer with clear notes in the inspection results and a written inspector's notice for plan review.