



Approximately 50 years ago, the City of Phoenix created a program assisting large industrial facilities to comply with construction code requirements without experiencing costly delays due to the permit and plan review process. The program at its inception was called the Industrial Plant Program. The program, during its 50-year evolution, is now called the Annual Facilities Program to reflect a broader range of customers now being served.

The Annual Facilities Program is an administrative system intended to simplify the permitting and inspection process for facilities, by allowing inspector review of plans and maintaining inspection staff who are familiar with the construction history of such facilities. Facilities electing to participate in this program are exempt from conventional permits for work regulated by the construction code when such work does not increase the floor area and is performed on existing building structures and utilities associated with the facility. This alternative permit process does not exempt or preempt compliance with other city, county, state, or federal laws or regulations, nor does it exempt work within the facilities to progress without the traditional inspection process prior to concealment. Through a cooperative effort with the participating facilities, Planning and Development Department (PDD) staff provide plan review and inspection services through an assigned team, in a time frame suitable to the facility. The authority to provide this service is detailed in the Phoenix Building Construction Code Administrative Provisions, Section 117.

Prior to start of any work required to be inspected under the program, inspections staff is notified by the facility that plans, drawings, diagrams, or other data are ready for plan review. Upon notifications inspection staff, may provide onsite plan review for smaller projects, at their discretion. The onsite review service not only acts as a time saver for the customer, but also gives the inspector a better idea of the scope and nature of the project. If the plans are required to be prepared by a registered architect or professional engineer or of a nature which is too complex for onsite review, the inspector may require all applicable information be transferred to the facility section work site to perform a more detailed plan review. The inspector may seek the assistance of our registered plan staff through an internal plan review process. The customers contact the inspectors directly to schedule all inspections. All inspections performed as prescribed by traditional building permit services. The result is a project completed within the desired time frame, which complies with recognized health and life safety standards. The cost to customers participating in this program is a \$750 initial registration and annual renewal fee. There is also a \$500 non-refundable application fee. There is an hourly charge of \$190 for plan review and inspection services, which includes travel time with a minimum of one hour charged. Services provided on an overtime basis are currently charged \$190 per hour with a minimum of either two or three hours depending on the time of the day.

To qualify as a participant in the Annual Facilities Program the facility must be a firm, corporation or political entity engaged in manufacturing, processing or service which occupies and controls specialized buildings and building service equipment to the extent that full time personnel are required to manage, operate or maintain such buildings and equipment in compliance with all provisions of the Phoenix Construction Code. A professional engineer or architect registered in the State of Arizona must be responsible for complying with the substantive provisions of the Phoenix Construction Code and is considered the agent for the facility. The agent, as authorized by rules established by the Arizona Board of Technical Registration, must assure work has been performed in accordance with the Phoenix Construction Code.

Examples of a few facilities that have participated in the program include:

American Express	Honeywell	Phoenix Heat Treating
Ameron Pipe	Holsum Bakery	Phoenix Newspaper
A.P.S. – Pinnacle West	Karsten Manufacturing	Samaritan Health Services
Bank One	Mayo Clinic	Scottsdale School District
Bank One Ballpark	Motorola	Sonee Heat Treating
City of Phoenix Aviation	ON Semiconductor	St. Joseph’s Hospital
City of Phoenix Metro-Facilities	Park Central	Thornwood Manufacturing
City of Phoenix Public Works	Penn Athletic	Grand Canyon University
Pepsi Cola	U.S. West	Sanmina
Phoenix Children’s Hospital District	VAW of America	Washington Elementary School

The sizes of the facilities range from a few thousand square feet to several million square feet.

If you are an individual who officially represents a business or facility qualified and interested in participating in the Annual Facilities Program, please fill out the registration forms and provide the required signatures, then forward the forms along with this document and the appropriate registration fee as previously described to:

Planning and Development Department  
Annual Facilities Program  
438 West Adams Street  
Phoenix, AZ 85003

Upon receiving your completed registration packet, our staff will contact you further to discuss the program services and address any additional questions you may have. If you need additional information or assistance before submitting your registration packet, please contact 602-262-7501.

Owner’s Representative and Registrant Professional, please sign below acknowledging that you have read the above information and return it to the Planning and Development Department with your application. Thank you.

\_\_\_\_\_  
Owner’s Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professional Registrant

\_\_\_\_\_  
Date