



The purpose of this guideline is to establish the types of residential permits that may be issued over the counter. Regardless of the types of projects listed in this guideline, plans may need to be submitted for review. Several factors may influence when a plan needs to be submitted for review. Some of these factors include, but not limited to: complexity of project, quality of plan submittal, organization of plan submittal, time required for review, number of customers waiting for service, and other required disciplines needed to review the project. Projects that require design review, hillside, grading, flood plain, historic, site plan review, or non-permitted construction projects cannot be permitted over the counter unless required approvals are first obtained.

The following permits may be issued over the counter if the permit application and plans are complete, accurate and sufficient for approval and there are no other outstanding issues related to the project site:

EXPRESS PERMITS:

- Gas line repairs, replacement or new installation for exterior gas appliances from a natural gas meter
- Utility clearances due to inactivity in which no other work is being done
- Miscellaneous plumbing, mechanical or electrical permits in which minimal or no plans are required. i.e., rewire, repipe, water heater replacement, installation/replacement of exterior mechanical equipment at the same location not exceeding 5 tons
- Electric service upgrades, replacements, and repairs for services not exceeding 200 amps
- Solar Photovoltaic system permits are to be submitted and have a 2-day target review time
- Fences (Requires plot plan and zoning approval prior to permit)
- Total demolitions (Requires plot plan for approval when more than one building is on the lot)

RESIDENTIAL PLAN REVIEW/PERMITS:

- Attached patio covers or carports in which the construction meets the prescriptive requirements of the International Residential Code (IRC)
- Enclosures of existing patio covers, carports, or garages in which no structural components are being altered and the proposed construction complies with the prescriptive requirements of the IRC.
- Single level interior remodels or additions with 500 square feet of habitable area or less in which minimal or no structural components are being altered or removed and that comply with the prescriptive construction requirements of the IRC
- Single level detached accessory structures with 500 square feet of habitable area or less that comply with prescriptive construction requirements of the IRC
- Single level attached or detached non-habitable construction not exceeding 1,000 square feet as determined by building review staff, depending on project complexity.
- Placement of a manufactured or mobile home in an established manufactured/mobile home park or subdivision (manufactured and mobile homes not in an established park or subdivision require submittal for utility connection plans and Site/DR and Civil approvals)

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

- Temporary subdivision sales or construction offices or trailers after obtaining Site approval
- Interior/partial non-structural demolitions. (Demolition plan required for interior/partial demolitions and must comply with department demolition policy).
- Fire/Water/Storm/Vehicle damage projects for minor repairs to legally existing structures. (See DAMAGE REPAIR policy for determination of projects with significant damage requiring complete plans for submittal and review).
- Miscellaneous plumbing/gas, mechanical or electrical permits in which plans are required for installation of new equipment or fixtures
- Solar Water Heating system permits may be reviewed over the counter
- New gas piping installations or alterations/additions to existing gas systems for either propane or natural gas (All propane installations are to be reviewed by Residential Plan Review staff)

FOOTNOTES FOR ALL RESIDENTIAL PLAN REVIEW/PERMITS:

- (1) Projects including alteration, replacement, or installation of a 400 amp or greater electrical service require submittal for review with a 3-day target review time.
- (2) Projects requiring the installation of electric sub-panels, new mechanical equipment, or addition of plumbing fixtures require submittal for review.
- (3) Projects which exceed the parameters set forth, may possibly be reviewed and permitted over the counter with supervisor's approval.

Note: Projects eligible for over the counter review that have been rejected for permit issuance twice, or with 1 hour or more of documented plan review time may require hourly plan review fees, or require plans to be submitted for review.

ONLINE PERMITTING SERVICES:

- Permits for minor work that do not require plans, may also be obtained online. Visit our web page at the link below for a full list of permits that may be applied for online.
<https://apps-secure.phoenix.gov/PDD>