



State and City law requires construction projects to be performed by State-licensed contractors. Applicants must provide the following information before the city can issue a permit:

### Building Permits:

1. **State Contractor's License Number** per Arizona Revised Statute (A.R.S.) § 32-1169  
*Out-of-state contractors applying for permit where construction valuation costs exceed \$50,000 will require an Arizona Department of Revenue State Surety Bond or Bond Exemption Certificate per A.R.S. § 42-5007. Out-of-State Contractor Compliance document TRT 00212.*  
[https://www.phoenix.gov/pdds/ Documents/ TRT/ dsd\\_trt\\_pdf\\_00212.pdf](https://www.phoenix.gov/pdds/ Documents/ TRT/ dsd_trt_pdf_00212.pdf)
  - **All construction work on all property, including single-family residential property, performed by someone other than the property owner must be completed by a licensed contractor** whenever a permit is required for the work, or whenever the cost is more than \$1000, including the value of labor, materials, etc. per A.R.S. § 32-1121 (A.4).
  - **Commercial property owners are required to use licensed contractors on all construction projects** unless the construction is for the owner's sole occupancy, excluding any occupancy by the public as employees or business visitors per A.R.S. § 32-1121 (A.5). The only exception to this rule is for installation of finished products or equipment costing less than \$1000 per A.R.S. § 32-1121 (A.4).
  - **Owners / Developers:** who sell or rent the property within one year of construction are required to use **licensed general contractors** for **ALL NEW** construction. Improvements to structures for sale or rent must be performed by a licensed general or specialty contractor per A.R.S. § 32-1121 (A.6).
  - The city may require from the applicant a written statement signed by the Registrar of Contractors to verify any purported exemption to the law per A.R.S. § 32-1169 (A).

### Right-of-Way Permits:

1. **State Contractor's License Number** per A.R.S. § 32-1169
2. **Certificate of Liability Insurance (ACCORD Form)** per City Code Part II, Ch 31, Art III, Sec 31-40. Right-of-Way Insurance Requirements document TRT 00645.  
[https://www.phoenix.gov/pdds/ Documents/ TRT/ dsd\\_trt\\_pdf\\_00645.pdf](https://www.phoenix.gov/pdds/ Documents/ TRT/ dsd_trt_pdf_00645.pdf)
3. **Right-of-Way Construction Assurance (Bond)** per Phoenix City Code, Ch 31 and 32. Right-of-way Assurance document TRT 00032.  
[https://www.phoenix.gov/pdds/ Documents/ TRT/ dsd\\_trt\\_pdf\\_00032.pdf](https://www.phoenix.gov/pdds/ Documents/ TRT/ dsd_trt_pdf_00032.pdf)

### Fire Prevention Permits:

1. **State Contractor's License Number** per A.R.S. § 32-1169
2. **Fire Department Business Certificate** per Phoenix Fire Code Sec 105.9

Licenses and/or certificates may be obtained at:

State of Arizona Registrar of Contractors Office; 1700 W Washington St #105, Phoenix, AZ 85007, (602) 542-1525 or visit [www.roc.az.gov](http://www.roc.az.gov)

Arizona Department of Revenue, Bond and License Office: 1600 W Monroe St, Phoenix, AZ 85007, (602) 716-6056 or visit [www.azdor.gov](http://www.azdor.gov)

City of Phoenix Fire Department, Administration, 150 S 12<sup>th</sup> St, Phoenix, AZ 85034  
602-262-6297 or visit [www.phoenix.gov/fire](http://www.phoenix.gov/fire)