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PLANNING & DEVELOPMENT  
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### Quick Reference Phone Numbers

Customer Service: 602-262-7811

PDD Fee Schedule: [phoenix.gov/pdd/devfees](http://phoenix.gov/pdd/devfees)

Commercial Permitting: 602-534-5932

Plan Review Status: 602-262-7855

Automated Inspection Requests: 602-495-0800

New Construction Elevator: 602-262-7853

New Construction Fire Inspection  
*Refer to name & number  
listed on the permit*

Civil and Site Inspections: 602-262-7811

Annual Facilities Permit Program: 602-262-7501

Fire Plans Review: 602-262-7811

Sign Section: 602 495-0301

Records: 602-262-7800

Office of Customer Advocacy: 602-534-7344

Arizona Registrar of Contractors [www.roc.az.gov](http://www.roc.az.gov)

Arizona Board of  
Technical Registration [www.btr.az.gov](http://www.btr.az.gov)

Development Center Counter Wait Times  
[phoenix.gov/pdd/waittimes](http://phoenix.gov/pdd/waittimes)

Electronic Plan Review [phoenix.gov/pdd/online-services/electronic-plan-review](http://phoenix.gov/pdd/online-services/electronic-plan-review)



@phoenixplananddev



@PHXPlananddev



[phoenix.gov/pdd](http://phoenix.gov/pdd)

Planning & Development Department  
Development Center  
200 W. Washington St., 2nd floor  
Phoenix, AZ 85003

Development Center  
Counter Hours: 8 am - 4 pm

Rev. 2/20

## HOW TO OBTAIN A COMMERCIAL BUILDING PERMIT

CITY OF PHOENIX PLANNING & DEVELOPMENT DEPARTMENT

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PLANNING & DEVELOPMENT  
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# COMMERCIAL PERMIT PROCESS OVERVIEW

## 1 SITE PLAN APPROVAL

Prior to obtaining a building permit, please ensure the site complies with all zoning ordinance requirements.

### Site plan information is to include:

- All structures on site
- Distance of existing and proposed structures to property line or "building setback"
- Percentage of the site covered by structures or "lot coverage"
- Height of structures
- Existing parking layout and driveway aisles
- Landscape areas

Projects within the Historic Preservation area are required to obtain approval from the Historic Preservation office prior to submittal. Please contact 602-261-8699 or [historic@phoenix.gov](mailto:historic@phoenix.gov).

Projects with construction areas greater than 2000 sq ft or sites impacted by off-site flows may be subject to additional development requirements.

## 2 PLAN REVIEW CYCLE

### Project Submittal Requirements:

- Provide two complete sets of plans
  - ▼ Plans must be drawn to scale
  - ▼ If required by the AZ Board of Tech Registration, signed and sealed by a licensed architect or engineer registered in AZ
- Plans should include:
  - ▼ Site Plan
  - ▼ Floor Plan
  - ▼ Plumbing / Mechanical Plan
  - ▼ Electrical and Structural drawings
  - ▼ Additional drawings, specifications, and calculations may be required depending on the scope of the project.

### Application Requirements

- Description of the proposed new build, remodel, repair or improvement project
- Project address and legal description, including lot or parcel number
- Owner's name, mailing address, and contact's email and phone number
- Contractor's name, address, phone number and valid contractor's license number, if applicable
- Applicable plan review fees must be paid.

### Initial Plan Review

- Plans are submitted for review
- If corrections are required
  - ▼ Plans are returned to the applicant with required corrections noted
  - ▼ Applicant corrects and resubmits updated plans
  - ▼ Staff conducts a subsequent plan review
  - ▼ When plan meets code review, staff approves plans
- Plan review approved
- Permit created

## 3 PERMIT ISSUANCE

- Applicable permit fees must be paid
- Permit issued
- Licensed contractor information, scope of project and permitted work hours are listed on permit
- One set of approved plans is returned to applicant, and Planning and Development keeps the other set on file.
- A field set (applicant copy) must be available at the job site
- A permit must be posted at the job site

**Construction can begin!**

## 4 INSPECTION PROCESS

As each stage of permitted construction is completed, the applicant schedules an inspection via:

- Automated Inspection Request 602-495-0800

### Inspection Codes Information:

- [phoenix.gov/pdd/devcode/buildingcode](http://phoenix.gov/pdd/devcode/buildingcode)
- [apps-secure.phoenix.gov/PDD/inspections](http://apps-secure.phoenix.gov/PDD/inspections)
- Planning and Development Department 602-262-7811

**If an inspection fails, the applicant must correct any issues and call for re-inspection before moving on to the next stage of construction.**

**The final inspections are conducted when all work on the project is completed.**

### Why Are Building Permits and Inspections Required?

- It is the law
- A permit ensures that structures are designed and constructed in accordance with the building codes, and all other applicable codes and ordinances, to ensure the safety of the building and its inhabitants.
- Inspections are conducted to ensure construction conforms to the approved building plans, city codes, city ordinances and other requirements.

### When is a Building Permit Required?

A building permit is required for commercial construction including new construction, remodels, additions, tenant improvements and change of use or occupancy.

## 5 CERTIFICATE OF OCCUPANCY / CERTIFICATE OF COMPLETION ISSUED

The Certificate of Occupancy or the Certificate of Completion will be issued 24 hours after the final inspection. The certificate is mailed to the owner.

