Quick Reference Phone Numbers
Customer Service: 602-262-7811
Fee Questions: 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: 602-495-0901
Records: 602-262-7800
Office of Customer Advocacy: 602-534-7344
Arizona Registrar of Contractors www.roc.az.gov
Arizona Board of Technical Registration www.btr.az.gov
Counter Wait Times phoenix.gov/pdd/waittimes
Electronic Plan Review phoenix.gov/pdd/online services/electronic-plan-review

GO PBI!
- Get a permit within 3 business days
- Work with one inspector for all inspection disciplines.
- 24-hour turn around on inspections requests

City of Phoenix Planning & Development Department
WHAT IS PBI?

The Permit by Inspector Program was created for minor commercial interior remodels and tenant improvements which allow customers to obtain plan review and permit approval at the job site.

QUALIFICATIONS:

- A commercial contractor must be selected to proceed with PBI.
- Construction remodel areas must be less than 10,000 square feet. (Larger projects must be preapproved on a case-by-case basis.)
- No increase is allowed in building footprint
- Interior space only.

THE PROJECT CANNOT:

- Require site or civil approval
- Require Pollution Control reviews
- Be an adult use, restaurant, beauty salon, hazardous use or change of occupancy use, except less restrictive.
- Involve any unauthorized deferred submittals or be part of a larger project.
- Include structural alterations
- Be a project that is registered with the Annual Facilities Program.

PLEASE PROVIDE THE FOLLOWING FOR YOUR PBI PROJECT:

- Complete description of proposed work
- Square footage
- Valuation
- Owner/Applicant Information
- Include name, address and contact person and phone number
- Project location
- Contractor Information
- Include name, address, phone number, license number and transaction privilege tax number (sales tax).
- Accessibility
- Fire permit information

1. SUBMIT 2 SETS OF PLANS FOR CONSTRUCTION BUILDOUT OF T.I.

2. SELECT A CONTRACTOR. A CONTRACTOR IS MANDATORY TO PROCEED WITH PBI.

3. PICK-UP PLANS, PAY FOR PERMIT AND OBTAIN A PERMIT WITHIN 3 BUSINESS DAYS.

4. SCHEDULE AN ON-SITE PBI MEETING.

5. ONCE PLANS ARE APPROVED CONSTRUCTION MAY BEGIN.

6. SCHEDULE ON-GOING INSPECTIONS.

7. SCHEDULE FINAL INSPECTION TO COMPLETE PROJECT.

Work must not begin before the onsite plan review is approved!