



The purpose of this document is to outline the process for issuing a Residential Permit by Inspector (RPBI). RPBI permits allow plan review staff the ability to issue a permit at the counter after reviewing specific items and deferring the review of remaining items to the inspector for review and inspection in the field.

**The following projects are eligible for RPBI:**

- Wood frame or masonry structures that comply with prescriptive requirements of the Phoenix Building Construction Code including beams not over 20' span with uniform loads
- Single story additions and detached accessory structures of 1,000 s.f. or less
- Remodels of existing spaces up to 2000 s.f. (or combinations of additions and remodels) provided the additions do not exceed 1000 s.f. and the total affected area is 2,000 s.f. or less. (Example: An addition of 800 s.f. and interior remodel of 1,200 s.f.)
- Projects that require structural review including beams, lintels, or miscellaneous items shown on a roof framing plan that are approvable over the counter as determined by plan review staff (Remainder of project to be sent out as RPBI)
- Gable and flat roof systems, or hip roof systems as shown on a roof plan where there are no point loads and the area under the hip roofed area does not exceed 400 s.f. for tile roofs, or does not exceed 600 s.f. for shingled roofs
- Projects over 500 s.f. and having a new HVAC system that require system sizing calculations will have sizing calculations reviewed over the counter by residential plan review staff (Remainder of project to be sent out as RPBI)
- Projects including new water fixtures will be reviewed over the counter and have appropriate fees for water meter upgrades added to the permit when applicable (Remainder of project to be sent out as RPBI)
- Other projects deemed appropriate by field inspection staff (written authorization from inspector required)

**The following projects are not eligible for RPBI:**

- Projects that require review by other disciplines or departments (Hillside, Grading and Drainage, Floodplain, Historic Preservation, and Group R-4 occupancies)
- Projects that require an engineered design and exceed eligibility requirements as determined by residential plan review staff. Example: (lateral analysis of additions/detached structures or walls over 10 ft. in height, non-prescriptive basements)
- Projects involving alteration, expansion, or installation of electrical services greater than 200 amps
- Projects exceeding the allowable square footages listed above in RPBI eligibility requirements

### Minimum Plan Requirements:

- Projects for **new/added square footage** please provide: Plot plan, floor plan, roof plan, cross section, braced wall plan (if building length or width exceeds 35 ft). See eligibility requirements for when a roof framing plan is required
- Projects for **remodel of existing areas** please provide: Plot plan, floor plan (existing and proposed), wall or cross section if applicable. See eligibility requirements for when a roof framing plan is required
- Projects for **detached structures** please provide: Plot plan, floor plan, roof plan, cross section, braced wall plan (if building length or width exceeds 35 ft). See eligibility requirements for when a roof framing plan is required
- Water fixture unit calculations are required for additional water fixtures
- Mechanical plan/sizing calculations for projects over 500 s.f. and have a new HVAC system. (New HVAC units and new ductwork)
- One line electrical diagram, load calculations and panel schedules required if a sub-panel is proposed

#### Notes:

- Roof framing plans when required must indicate new proposed beams as well as typical exterior wall headers over window and door openings
- Plans must specify if new roof framing will be manufactured trusses or if it will be conventionally framed on-site
- Plate height of new walls should be identified on plans and must meet eligibility requirements for RPBI program

### Counter Plan Review & Permitting:

- Applicant completes permit application and requests RPBI
- Plan review staff will review the plans for:
  - Zoning ordinance compliance at the site/zoning counter (remainder of permit process will be completed by residential plan review staff)
  - Verification of any site issues
  - Building code setbacks
  - Structural as defined for eligible projects
  - Mechanical sizing calculations for eligible projects
  - Water fixture calculations
- If the project is eligible for RPBI and the plans are compliant with the list above, plan review staff issue a permit over the counter
- The permit type and scope will be RPBI
- The plans and permit will include the following note:  
**“This project is being reviewed and permitted under the Residential Permit by Inspector (RPBI) program. Additional plans and specifications may be required by the field inspector as deemed necessary. The owner or owner’s representative must schedule a job site meeting with the inspector and be present at the meeting prior to commencing any work.”**

- Fees will be assessed per the current fee schedule using the RESADDPMT, RESPBIPR, and RESPBIFR fee codes (additional fees may apply if the water meter requires upgrade)
- Plan review staff remind applicant to schedule job site meeting with field inspector prior to commencing any work and provide instruction sheet for calling in the field meeting
- Applicant is directed to Payments & Submittals counter to pay applicable fees and purchase permit

**Inspection:**

- Owner or owner's representative requests inspection for job site meeting
- Inspector meets owner or owner's representative on site to review the project
- Inspector reviews the plans for remaining building code requirements
- If additional plans or information is needed, the inspector informs the owner or owner's representative at the job site meeting and summarizes requirements in the KIVA Inspection Summary
- Inspector notifies the owner or owner's representative of the required inspections for the project
- Inspections and review are completed at various stages of construction
- Final inspection is completed and Certificate of Occupancy or Certificate of Completeness is issued