



Residential Permit by Inspector (RPBI) Program

*ON-SITE PLAN REVIEW AND
INSPECTION SERVICE FOR MINOR
RESIDENTIAL PROJECTS*



City of Phoenix

PLANNING AND DEVELOPMENT DEPARTMENT

Eligible Projects

- Conventionally framed wood or masonry structures using structural elements as specified in the International Residential Code.
- Single-story structures
- Gable or flat roof systems
- Additions to existing structures of 1,000 square feet, or less
- Remodels to existing spaces that do not exceed 2,000 square feet and in which structural components are not removed or altered
- Detached accessory structures of 1,000 square feet, or less

Non-Eligible Projects

- Projects that require review by other disciplines or departments (such as hillside, grading and drainage or floodplain)
- Structures that require an engineered design (lateral and/or vertical analysis)
- Structures with walls greater than 10 feet in height
- Multi-story additions and multi-story accessory structures

- Projects including the installation or alteration of a 400 amp or greater electric service

Submittal

Requirements

Please see the Residential Plan Submittal Checklist for more detailed information.

- Completed Residential Permit Application
- Two sets of construction plans

Plans Required

- Plot plan
- Floor plan
- Water fixture calculations (if water fixture units are added)
- Roof plan (additions and detached accessory structures)
- Braced-wall plan (additions and detached accessory structures, if building length or width exceeds 35 feet)
- One-line electrical diagram, load calculations and panel schedules (if sub-panel is installed)
- Additional plans may be required by the field inspector as deemed necessary



Plot Plan

Minimum Requirements

- Address of property
- Location and dimension of all property lines
- Right-of-way dimensions
- Location and dimension of all easements
- Location of existing and proposed structures
- Actual and required setbacks
- Existing, proposed and total square feet, under roof
- Lot area
- Zoning district
- Allowable and proposed lot coverage
- North arrow
- Scale of drawing
(example: one inch = 20 feet)
- See Residential Single-Family Plot Plan Requirements document for additional information

Floor Plan

Minimum Requirements

- Location of existing and proposed walls
- Overall structure and room dimensions
- Location, size and type of all windows and doors
- Location of required smoke alarms
- Location of plumbing fixtures (if applicable)
- Label use of all rooms and spaces
- Scale of drawing (example: ¼ inch = one

foot)

- Additional information may be required as necessary

The Process

- Submit two sets of plans to the Planning and Development Department and request the RPBI program
- If the project qualifies and plans are compliant, a permit will be issued over the counter
- Schedule a job-site meeting with the field inspector prior to beginning construction
- To schedule a job site meeting, call 602-495-0800 and follow the prompts for inspection scheduling, or visit phoenix.gov/development and go to “Online Services and Information”. You will need your permit and the web key numbers, found on your receipt. You may also call 602-262-7811 for a live operator. The inspection code for this meeting is 602.
- Once the field inspector gives permission to proceed, begin construction and have work inspected as directed by the field inspector
- After the field inspector has given final approval, a Certificate of Completion or Certificate of Occupancy will be issued

This publication can be made available in alternative formats upon request. Contact the Planning and Development Department.



City of Phoenix

PLANNING AND DEVELOPMENT DEPARTMENT

200 W. Washington St.

Phoenix, AZ 85003

Phoenix.gov/development

602-262-7811 (voice)

602-534-5500 city TTY relay.

TRT/DOC/00690