



A.R.S. § 9-836 requires that an applicant for a license (permit) be provided with applicable licensing time frames and a list of all the steps the applicant is required to take in order to obtain the license. This guide outlines the items that must be completed and approved prior to building permit issuance and the total time in which staff will complete their review and make a determination if a permit application will be issued or denied.

Date: _____ Team Leader: _____ Team Leader Phone #: _____

KIVA Number: _____ Permit Number #: _____

Applicant Name: _____ Applicant Phone #: _____

All items in this guide are listed in a sequential order. All items marked under Preliminary Site Approval are also required before Civil Permit Issuance. For minor pre applications and site plan reviews, preliminary approval is not applicable. However these items are required prior to submittal of improvement and/or building plans. All items under Preliminary Site Approval and Civil Permit issuance are also required before Building Permit Issuance, etc. Additional information regarding definition and timeline for each item can be found in *Project Sequence Guide Definitions Document*.

Items Required Prior to PRELIMINARY SITE Approval for "major" site reviews and prior to improvement and/or building construction plan submittal for "minor" site reviews.	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Annexation				240	
Fact Finding				N/A	Exempted pursuant to A.R.S. 9-835(K). 30 days
PCD Master Plans				N/A	Exempted pursuant to A.R.S. 9-835(K). 60 days
Follow-up Development Pre-Application				N/A	Exempted pursuant to A.R.S. 9-835(K). (42 days)
Street Name				N/A	Exempted pursuant to A.R.S. 9-835(K). 30 days
Address Assignment				N/A	Exempted pursuant to A.R.S. 9-835(K). 30 days
Zoning Entitlement					
Rezoning				120	
PHO Stipulation Modification				65	
ZA (Variances & Use Permits)				52	
Historic Preservation Review					
Demolition Approval-Historic				N/A	Exempted pursuant to A.R.S. 9-835(K). Historic Preservation timeline. Storm water management and inventory/salvage are prerequisites.
Certificate of No Effect (CNE)				N/A	Exempted pursuant to A.R.S. 9-835(K). 20 days
Certificate of Appropriateness				160	
Site Review					

Design Review Appeal				N/A	
Fire Marshall Appeal				30	Fire Department- Fire Marshall
Archaeological Sign Off				21	Parks Department
Parks Department Trails				21	Parks Department
Slope/Density Analysis				60	Prerequisite to Hillside grading and drainage
Hillside Density Waiver Appeal				60	
Traffic Review					
Traffic Study or Statement				42	
Tenant List				14	
Alley Access Approval				60	
Access Gates				N/A	
Civil Review					
Wastewater Infrastructure Coordination				60	Submitted to and reviewed by Water Services Department, no fees required.
Water Infrastructure Coordination				60	Submitted to and reviewed by Water Services Department, no fees required.
Floodplain Review				60	Reviewed by Street Transportation Department
Preliminary Drainage Report				N/A	Exempted pursuant to A.R.S. 9-835(K). Reviewed with Preliminary site plan submittal
Preliminary Grading & Drainage Plan				N/A	Exempted pursuant to A.R.S. 9-835(K). Reviewed with Preliminary site plan submittal
Preliminary Site Plan				60	
Preliminary Site Approval (Majors)					

Items Required Prior to CIVIL PERMIT Issuance	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Site Review					
Alternative Dust Proof Surface				40	
Cross Access Agreement				N/A	
Dedication(s)				N/A	Dedication of public Rights of Way or Public easements by Plat, MOD, or by Application.
Abandonment				90	*Entire process can average 131 days, no council time included in overall timeframe for applicant.
Landscape Review					
Landscape Inventory				60	Pre requisite to landscape salvage plan and landscape plan submittal.
Landscape Salvage				60	Prerequisite to landscape plan submittal.
Inventory/Salvage Combo				60	Prerequisite to landscape plan submittal. Permit finalized prior to grading and drainage permit issuance.
Existing Landscape in Right of Way				60	Review by Parks Department
Landscape Plan				60	
Preservation Plan				60	Prerequisite to landscape plan submittal

Re Vegetation Plan				60	
Civil Review					
Subdivision Plat				60	Site plan and bonding are prerequisites; add 14-90 days for City Council approval and recording. Building permits can be issued conditionally after staff approval upon plat being scheduled for City Council approval.
Dedication by Application				90	Add 14-90 days for City Council approval & recording
Map of Dedication				60	Add 14-90 days for City Council approval and recording
Lot Division				60	
Lot Combination				N/A	Exempted pursuant to A.R.S. 9-835(K).
SRP/USA Fee Title				N/A	Salt River Project (SRP)
Soils Report – Grading				N/A	Exempted pursuant to A.R.S. 9-835(K). Part of Grading and Drainage review.
Final Drainage Report				60	Prior to or concurrent with Grading and Drainage permit.
Storm Water Mgmt. Plan				60	Prerequisite to grading and drainage
Notice of Intent (NOI)				N/A	Arizona Department of Environmental Quality (ADEQ)
Grading & Drainage Plan				60	Pre requisite to water, wastewater and paving permits. Permit to be issued prior to building permit issuance.
Hillside & Grading Combo				60	
Cross Drainage Agreement				N/A	Exempted pursuant to A.R.S. 9-835(K).
404 Permit				N/A	Review by Army Corp of Engineers
Haul Plan				60	Review by Streets Transportation Department
Sewer Tap into Manhole				60	S-511, S-512, S-512D
Sewer Plan				60	
Sewer Agreement				N/A	Executed by Water Department, completed after sewer plan approval.
Public Fire Hydrant/Hydrant Relocation				60	
Water Plan				60	
Water Agreement				N/A	Executed by Water Department, completed after water plan approval.
Paving Plan				60	Grading and Drainage and Wastewater permits are prerequisites
Striping & Traffic Signal Plans				60	Review by Streets Transportation Department
Street Lighting Plan				60	Review by Streets Transportation Department
Bonds				N/A	Developer is responsible for posting bonds for all work in public right of way and public easements; prerequisite to civil permit issuance and plat recordation.
Technical Appeal				60	
Civil Permit Issuance					

Items Required Prior to BUILDING PERMIT Issuance	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Site Review					
Site – Landscape Combo				60	
Final Site Plan				60	
Building Plan Review					
Fire Flow Test				40	Fire Department reviews at preliminary meeting.
Building Plan > \$5 million valuation				90	
Building Plan > \$350 K to 5 million valuation				70	
Building Plan < \$350 K valuation				50	
Building Revisions				50	
Demolition Approval- Non Historic				N/A	Exempted pursuant to A.R.S. 9-835(K).
Life Safety Report				60	Prerequisite to building plan submittal
Special Inspection Certificate				N/A	Exempted pursuant to A.R.S. 9-835(K). Part of building plan review
Soils Report – Building				N/A	Exempted pursuant to A.R.S. 9-835(K). Part of building plan review
Structural Calculations				N/A	Exempted pursuant to A.R.S. 9-835(K). Required with building plan submittal
Pollution Control				N/A	Water Services Department Approval-part of building plan review
Phased Building Plan				*	*Time frame based on valuation, scope and square footage of phase
Factory Built Building (FBB)				N/A	State approval required, prerequisite site plan, utility plan, and grading drainage plan are prerequisites.
Bldg. Code Modification				60	Required for building plan approval and is a prerequisite for the submittal of corrected plans
Non-Build Easement				60	
FAA / Aviation Height Sign Off				N/A	Federal Aviation Administration
Aviation Disclosure Notice				N/A	Federal Aviation Administration
Real Estate Disclosures				N/A	Developer responsibility
Impact Fee Area				N/A	No time associated to fees
DOF/WRA Fees				N/A	No time associated to fees
Building Permit Issued					

Items Required Prior to FIRE RELATED PERMITS	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Fire Line On Site				60	
Automatic Fire Sprinkler Plan				60	
Fire Alarm System				60	
Gates – Fire Access				60	Includes traffic review.

Fire Permit Issued

Items Required Prior to CERTIFICATE OF OCCUPANCY	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Fire Line Offsite				60	
Change of Occupancy				60	
Water Meter Fees				N/A	No time associated to fees
Landscape				60	

Certificate of Occupancy Approved

Sign Items	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Sign Variance				82	Plan Review and Variance Process are consecutive
Sign- Billboard				80	
Sign Use Permit				82	Plan Review and Use Permit Process are consecutive
Sign CSP Major Amendment				82	Plan Review and Amendment Process are consecutive
Sign CSP Minor Amendment				56	
Sign Design Review				40	
Sign Engineering Review				60	
Ground Sign Plan Review				60	Cannot log in until use approval is verified.
Wall/Window Sign Plan Review				30	Cannot be log in until use approval is verified.
Comprehensive Sign Plan				82	

Miscellaneous Items	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Construction Trailer				30	
Sales Office/Trailer				30	
Offsite Utility Trenching				40	

* TBD items will be based on plan review of final design drawings. See plan review notes for further instructions.

** The Guaranteed Maximum Staff Time is measured in calendar days and reflects Planning & Development staff time only and does not encompass the entire process as it relates to each item.

The Guaranteed Maximum Staff Time for each approval or permit is based on the information provided by the applicant as of the date shown on the first page of this guide. Any addition, deletion or modification of the information provided by the applicant on a later date may delay the Guaranteed Maximum Staff Time and trigger additional requirements.