



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. Additional information regarding definition and timeline for each item can be found in *Project Sequence Guide Definitions Document*.

Items Required Prior to <b>BUILDING PERMIT Issuance</b>	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
<b>Site Development Review</b> Separate reviews may be required for the following:					
Fire Flow Test				60	Fire Department reviews at preliminary meeting.
Demolition Approval- Historic				N/A	Exempted pursuant to A.R.S. 9-835(K).
Historic Preservation Approval				N/A	
Civil Plans				60	
Traffic Review				60	
Landscape Plans				60	
Site Plan				60	Site plan and bonding are prerequisites; add 14-90 days for City Council approval and recording required prior to bldg. permit issuance.
Zoning/Zoning Adjustments				N/A	Developer responsibility
Lot Split Combo/Dedication				N/A	
<b>Building Plan Review</b>					
Building Plan > \$5 million valuation				90	

Items Required Prior to <b>BUILDING PERMIT Issuance</b>	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Building Plan > \$350 K valuation				70	
Building Revisions				50	
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 and Real Estate Disclosure Notice				N/A	Federal Aviation Administration
Impact Fee Area				N/A	No time associated to fees
DOF/WRA Fees				N/A	No time associated to fees
<b>Building Permit Issued</b>					

\* 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.