



**Several Remodeling Projects may require a permit including:**

- Adding or relocating air conditioners, evaporation coolers or furnaces
- Adding or relocating electrical circuits
- Installing or repairing gas lines or gas-fired equipment
- Adding or relocating sinks, toilets or showers
- Installing or repairing sewer and water lines
- Removal or relocation of walls
- Installing or replacing water softener
- Changing size or location of exterior door
- Connecting irrigation system to water supply
- Replacing or altering windows
- Installing water heater if not installed by a licensed contractor

**When is a permit not needed?**

- Detached structures without utilities 200 square feet or less. (Minimum zoning setbacks from property line must be maintained and approved plat/site plan must be approved.)
- Uncovered patio slabs or decks less than 30 inches above ground
- Installation of low voltage landscape accent lighting
- Landscape irrigation repairs
- Minor repairs of non-structural items such as glass, doors, hardware, cabinets, carpeting, flooring or trim work
- Repairs or replacement of existing evaporation coolers or air conditioners without changing the unit size, capacity or location
- Repairs or replacement of existing plumbing fixtures without changing location
- Re-shingle or re-tile roof with same material (no more than two layers of asphalt shingles may be placed over an existing asphalt shingle roof)

**Quick Reference Phone Numbers**

Customer Service	602-262-7811
PDD Fee Schedule	<a href="http://phoenix.gov/pdd/devfees">phoenix.gov/pdd/devfees</a>
Automated Inspection Requests	602-495-0800
Civil and Site Inspections	602-262-7811
Records	602-262-7800
Arizona Registrar of Contractors	<a href="http://www.roc.az.gov">www.roc.az.gov</a>
Arizona Board of Technical Registration	<a href="http://www.btr.az.gov">www.btr.az.gov</a>
Development Center Counter Wait Times	<a href="http://phoenix.gov/pdd/waittimes">phoenix.gov/pdd/waittimes</a>
Electronic Plan Review	<a href="http://phoenix.gov/pdd/online-services/electronic-plan-review">phoenix.gov/pdd/online-services/electronic-plan-review</a>

# HOW TO OBTAIN A RESIDENTIAL BUILDING PERMIT

CITY OF PHOENIX PLANNING & DEVELOPMENT DEPARTMENT

**Why are building permits and inspections required?**

- To protect you, your family, friends, neighbors and community from injury or death from work that does not meet minimum construction standards
- To ensure work performed on your property is safe and is in compliance with the city's zoning ordinance, construction codes and other development related laws and ordinances
- To protect your investment and minimize problems during a future sale of your property

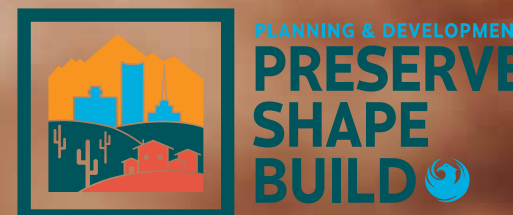
**When is a residential permit needed?**

- New homes and buildings
- Demolitions
- Room additions
- Garage or carport conversions
- Porch enclosures
- Detached structures larger than 200 square feet
- Fences and walls greater than three feet in height
- Retaining walls
- Manufactured homes
- Group care homes
- Roofline extensions, replacing wood or asphalt shingles with a tile roof
- Swimming pools and spas
- New driveways/alterations of existing driveways in the right-of-way
- Alteration of hillside topography and/or hillside vegetation
- Change of drainage conditions on your lot

- @phoenixplananddev
- @PHXPlananddev
- [phoenix.gov/pdd](http://phoenix.gov/pdd)

Planning & Development Department  
Development Center  
200 W. Washington St., 2nd floor  
Phoenix, AZ 85003

Development Center  
Counter Hours: 8 am - 4 pm



# RESIDENTIAL PERMIT PROCESS OVERVIEW

## 1 SITE PLAN APPROVAL

Prior to obtaining a building permit, please ensure the site complies with all zoning ordinance requirements.

### Site plan information is to include:

- All structures on site
- Distance of existing and proposed structures to property line or "building setback"
- Percentage of the site covered by structures or "lot coverage"
- Height of structures
- Driveway and sidewalks
- Landscape areas

Projects within the Historic Preservation area are required to obtain approval from the Historic Preservation office prior to submittal. Please contact 602-261-8699 or [historic@phoenix.gov](mailto:historic@phoenix.gov).

Projects with construction areas greater than 2000 sq ft or sites impacted by off-site flows may be subject to additional development requirements.



## 2 PLAN REVIEW CYCLE

### Project Submittal Requirements:

- Provide two complete sets of plans
  - ▼ Plans must be drawn to scale
  - ▼ If required by the AZ Board of Tech Registration, signed and sealed by a licensed architect or engineer registered in AZ
- Plans should include:
  - ▼ Site Plan
  - ▼ Floor Plan
  - ▼ Plumbing / Mechanical Plan
  - ▼ Electrical and Structural drawings
  - ▼ Additional drawings, specifications, and calculations may be required depending on the scope of the project.

### Application Requirements

- Description of the proposed new build, remodel, repair or improvement project
- Project address and legal description, including lot or parcel number
- Owner's name, mailing address, and contact's email and phone number
- Contractor's name, address, phone number and valid contractor's license number, if applicable
- Applicable plan review fees must be paid.

### Initial Plan Review

- Plans are submitted for review
- If corrections are required
  - ▼ Plans are returned to the applicant with required corrections noted
  - ▼ Applicant corrects and resubmits updated plans
  - ▼ Staff conducts a subsequent plan review
  - ▼ When plan meets code review, staff approves plans
- Plan review approved
- Permit created

## 3 PERMIT ISSUANCE

- Applicable permit fees must be paid
  - Permit issued
  - Licensed contractor information, scope of project and permitted work hours are listed on permit
  - One set of approved plans is returned to applicant, and Planning and Development keeps the other set on file.
- A field set (applicant copy) must be available at the job site
- A permit must be posted at the job site

**Construction can begin!**

## 4 INSPECTION PROCESS

As each stage of permitted construction is completed, the applicant schedules an inspection via:

- Automated Inspection Request 602-495-0800

### Inspection Codes Information:

- [phoenix.gov/pdd/devcode/buildingcode](http://phoenix.gov/pdd/devcode/buildingcode)
- [apps-secure.phoenix.gov/PDD/inspections](http://apps-secure.phoenix.gov/PDD/inspections)
- Planning and Development Department 602-262-7811

**If an inspection fails, the applicant must correct any issues and call for re-inspection before moving on to the next stage of construction.**

**The final inspections are conducted when all work on the project is completed.**

## 5 CERTIFICATE OF OCCUPANCY / CERTIFICATE OF COMPLETION ISSUED

The Certificate of Occupancy or the Certificate of Completion will be issued 24 hours after the final inspection. The certificate is mailed to the owner.

