



This is the guideline for verification of adequate Temporary Fire Access (TFA) and fire hydrant location/coverage in order to issue building permits for new construction of model homes/units only prior to permanent infrastructure being completed.

PLAN REQUIREMENTS

Project Description:

- Square footage of each Model Home/Unit

Owner / Applicant Information

- Owner’s Name and Address
- Contact Person and Phone Number

Contractor Information:

- Name, Address and Phone Number
- Contractor License Number
- State and city privilege tax number

Project Location:

- Address, including building number and suite number, if applicable

Required Plans:

- A copy of the approved final site plan and model home complex plan
- Site plan showing locations of temporary fire access and fire hydrants
- Plans shall be submitted with the TFA checklist filled out by the designer

PLAN REVIEW AND PERMIT

1. Complete a commercial permit application and verify project address and unit/suite number if applicable with the Addressing Services section
2. Plans shall be reviewed over the counter at the Fire Counter and shall include all requirements of the TFA and Hydrant Coverage Checklist
3. An “INSP” permit shall be created by fire review staff and a fire inspection discipline shall be entered for inspections
4. Plan review fee is \$150 per hour (Fee code - FPPDPRADD)
5. Permit fee is \$150 per discipline (Fee code - FPBASENEWC)

ON-SITE MEETING/INSPECTION

1. Customer to schedule inspection with fire inspection staff by calling the inspection line phone number on the bottom of the permit or call fire staff directly at 602-501-1632
2. Have the permit and approved plans on-site.

Note: Model Home building permits cannot be issued until an on-site meeting/inspection has been completed and inspection staff have granted approval to proceed with the TFA permit. Model home permits cannot proceed with vertical construction until the TFA permit has been finalized (Certificate of Completion issued.)

ALL BUILDING PERMITS ISSUED THROUGH THIS PROCESS WILL HAVE A COFO HOLD PLACED ON THE PERMIT UNTIL FINAL APPROVAL OF ALL PERMANENT REQUIRED INFRASTRUCTURE HAS BEEN INSTALLED, INSPECTED AND ACCEPTED