



**Sustainable Home Design Permit Process
Standard Plan RPRS 1904201
phoenix.gov/sustainability/home**

Step 1 – Research site conditions and requirements

We strongly encourage customers to consult with staff at the **residential counter** on the 2nd floor of City Hall to determine specific site conditions which may affect the permitting process, prior to purchasing a lot.

Single-family design review is required for lots that are 65' or less in width or within a zoning overlay district where it is required. Please consult with staff at the **site planning counter** on the 2nd floor of City Hall regarding design review requirements.

Step 2 - Determine the type of grading and drainage plan required and submit for review and permit

A civil engineer licensed in the State of Arizona shall prepare a Grading and Drainage plans or plot plan for review and approval. The submittal application and completed plans may be submitted to the **Site Development counter** on the 2nd Floor of City Hall.

Resident Single Lot Grading and Drainage Guideline:

https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00281.pdf

Site/Civil Submittal Application

https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00101.pdf

Step 3 - Submit application, plot plan and special inspection certificates for review and building permit.

The permit application, plot plan and special inspection certificates should be emailed to plotplan.submittals@phoenix.gov.

The approved standard plan requires special geotechnical inspection for soils, and special structural inspection for steel construction, concrete construction, and post-installed anchors. These certificates must be completed and sealed by a registered design professional in the state of Arizona. **A photovoltaic system is not included within the standard plan. A separate plan review and permit is required to install solar panels.**

Special Geotechnical Inspection Certificate

https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00275.pdf

Special Structural Inspection Certificate

https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00211.pdf

Single-Family Plot Plan Example:

https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00285.pdf

Residential Construction Permit/ Plan Review Application:

https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00030.pdf