



SUBMITTAL / PLAN REQUIREMENTS

Project Description:

- Complete description of business operation
- Remodel (verify existing occupancy)
- Tenant Improvement (T.I.)
- Square Feet / Valuation / Occupancy

Contractor Information:

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

Owner / Applicant Information

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

Required Plans:

- Site plan showing accessible route
- Floor plan
- Plumbing / Mechanical plans, if applicable
- Electrical plans, if applicable
- Detail plans, if applicable

Project Location:

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

PROCESSING PLANS AND PERMIT

1. Once the plans have been accepted through Commercial Building Services you will be sent to Payments & Submittals to pay the on-site plan review fee. The inspector will perform the plan review for the following disciplines; Plumbing, Mechanical, Structural and Electrical. The plan review fee will be equal to 80% of the permit fee (see #3 below), with a minimum of \$600.
2. The plans will be routed through Addressing Services to verify the address and suite number.
3. The permit fee you will be charged is based upon the project valuation (contained in Table A of the Fee Schedule). Other fees that will be added to the permit fee may include:
 - a. Water Resource Acquisition, Development and Installation Fees (if your project includes new water meters), and
 - b. Impact Fees (if your project falls within a designated Impact Fee Area).
4. You will be assigned an inspector and contacted to pay for the permit and pick up the plans. You can obtain and pay for your permit at Payment & Submittals.

The Processing Phase takes approximately two (2) business days to complete.

ON-SITE PLAN REVIEW MEETING/INSPECTION MEETING

Once your permit has been obtained please call 602-495-0800 the day before you would like your plan review meeting.

- Have permit number ready
- Use the following codes to schedule the plan review meeting:
 - 109 – Structural
 - 209 – Plumbing / Mechanical
 - 309 – Electrical
- On the morning of your inspection please call the assigned inspector to confirm the inspection time.

Note: No construction work can start until an On-site Plan Review Meeting has been held and the inspection staff has given you approval to proceed.