



Dear Client:

The following documents are needed to register in the Annual Facilities Program (AFP):

1. **Application** – This form must be sealed by the Registered Professional along with an address and phone number. An owner representative and phone number must be listed. Please return the original application, not a copy. Please include the non-refundable application fee of \$500 along with the initial registration fee of \$750.00.
2. **Location Sheet** – Identify all locations you wish to cover under the registration and the square footage of each, complete this sheet even if Registration is covering only one site.
3. **Fiscal Responsibility** – Let us know to whom the billing should be addressed and where statements should be sent to provide prompt payment.
4. **Affidavit of Arizona Residency** – Section 117 of the City of Phoenix Construction Code requires for compliance to this provision of the Code to be met that the agent, an Arizona registered professional, who is an engineer or architect that is representing a participant in the AFP Program, must reside in the state of Arizona.
5. **AFP Description** – This document gives the history as well as an overview of the AFP Program and requires the signatures of both the individual representing the owner and of the agent for the registration.

On the location sheet, space is provided for you to identify each location by number or other designation if there are numerous locations. In the future, these designations may be incorporated to assist in identifying individual fees and inspections. This is optional you are not required to assign identifiers to participate in the program.

Please take time to read all information provided about the program, the codes involved, and the Registrant Affidavit of Residency. When registering with the program you are agreeing to comply with standards set by the City of Phoenix.

Completed original applications, location sheets, fiscal responsibility forms, and the \$750.00 annual registration fee must be returned for processing. Your registration will be valid for 12 months from department approval.

If I can assist in completing these forms or if you have any questions about the AFP Program, please contact 602-262-7501. Thank you for your interest in the AFP Program.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.