



The Permit By Inspection (PBI) process is designed to expedite the plan review process by sending plans to the field inspectors for review after a preliminary office review. The inspectors perform the plan review and compare the plans with existing conditions. After the review is complete, the inspectors issue the permit and give approval for construction to begin. Customers follow the standard inspection request and approval process as construction progresses through completion of the project.

QUALIFICATIONS

Not all construction projects will qualify for the PBI option, **for more information, call 602-495-0150**. The program is currently accepting projects that meet the following criteria:

General Requirements

- Remodel, Repair, or Tenant Improvement is no larger than 5,000 square feet in area
- The new work is associated with interior space only
- The new work does not involve increasing the size of the use or occupancy
- There is no change of use or occupancy
- The project does not require site or civil plan or inspection approvals
- The project does not involve any unauthorized deferred submittals; nor can it be part of a larger project
- The new work does not involve special inspection or observation
- A licensed contractor has been determined at time of application

Acceptable Occupancy Classifications

- PBI is generally designed for B or M occupancies. Projects involving the following uses are **not** eligible for the PBI option:
- Group H – hazardous
- Group I – institutional
- Adult Uses
- Restaurants
- Spray Booths
- Uses that require approval from Pollution Control

Option: Remodels and Tenant Improvement plans which were reviewed through the standard plan review process, and which have minimal corrections may be eligible for conversion to a PBI. This allows corrections to be reviewed for permit by the field inspectors.

HOW THE PROCESS WORKS

- Customer visits the Commercial Pre-log counter with two (2) sets of plans and requests the PBI process.
- Staff reviews submittals to confirm that the existing use is authorized by the zoning ordinance and plans are stamped “OK to Log In” if acceptable.
- Plans are screened for completeness using Commercial Plans Permit Submittal Checklist
- Staff reviews the submittal to determine if the project meets criteria requirements.



PERMIT BY INSPECTION PROCEDURE

- If the application qualifies, and there are two (2) sets of plans, staff will write on the application “project qualifies for PBI”. Plans are then submitted to Central Log-In for processing and customer pays plan review fees.
- Plans are routed to the appropriate Engineering Technician for processing.
- An office plan screening is conducted to determine any special fees such as impact or water meter fees.
- Applications that have “customer requests PBI” written after the initial screening, are to be routed to the Minor Commercial Team for a second opinion, and will either be accepted for PBI and processed by the Engineering Technician, or will be logged in for review.
- After the application has been processed, the customer will be contacted to pay any additional reviewing fees, impact fees, if any, and permit fees. The customer will then be given one set of plans. These are to be delivered to the site for a meeting between the inspectors and the contractor on-site.
- The meeting date and time will be given to the customer at time of fee payment.
- Final plan reviews and project evaluations will be conducted on site by the inspector. Construction may not begin until the inspectors have completed and approved their plan review. The permit form will then be signed by each inspection discipline.
- The customer may then begin construction and request the appropriate inspections through the standard inspection request process.
- If the plans do not accurately represent the actual work intended, the inspectors have the option to either accept the plan changes in the field or require the customer to make another PBI submittal. If the nature of the changes exceed the set parameters of the PBI process, the customer must resubmit and the plans will be reviewed through the standard plan review process.