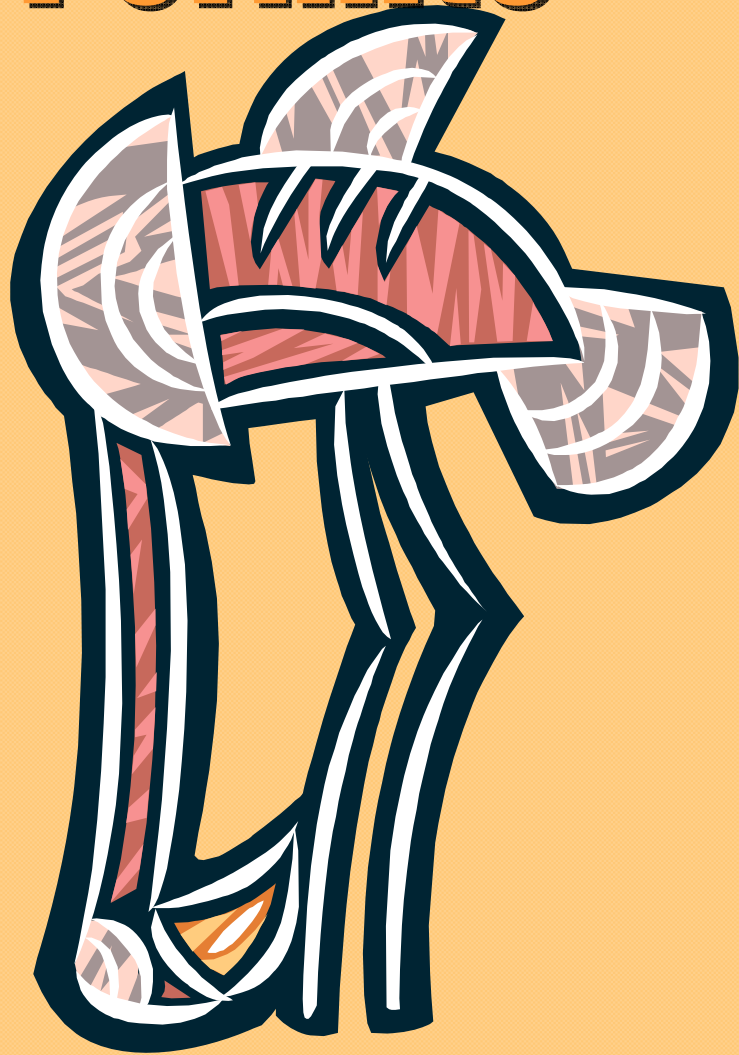


Licensing & Permits





Licensing/Permits

Building and Construction

Building Permits

If you are building a new structure, remodeling or changing the use of an existing structure, you will need a plan review and permit services through the Development Services Department. DSD operates the development approval process to ensure safe buildings and related site improvements that make Phoenix better. A permit may be required for, but is not limited to, the following:

- New buildings & homes
- Carports
- Room additions
- Repairs or remodeling involving electrical, mechanical, plumbing or structural changes
- Garage or carport conversions
- Porch enclosures
- Patio covers
- Detached garages, sheds, gazebos, or structures that are larger than 120-square feet in roof area
- Fences and/or retaining walls
- Manufactured homes
- Group care homes
- Roof replacements or roofline extensions, including replacing wood or asphalt shingles with a tile roof
- Swimming pools and spas
- Installations of new or alterations of existing driveways
- Alteration of potential hillside topography and/or mature vegetation
- Change of drainage conditions on your lot by importing fill, cutting holes in perimeter walls, obstructing water courses or changing the directions of roof drains

For more information on permit requirements, call 602-262-7811 or visit: phoenix.gov.ms.business.bpertidx.html

Development Services Department

200 W. Washington St., 2nd and 3rd Floors 85003-1611
Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday

Automated Inspection Request System (AIRS)

AIRS is a computer-based interactive voice response system. With this system, construction permit holders can request an inspection using a touch-tone telephone. For information on using AIRS, call 602-262-7811.

Development Assistance Center

Development Services provides customer assistance on the southeast side of the first floor of City Hall for new and returning customers. This center provides an excellent service, particularly to single-family home owners not familiar with the process.

Businesses and Services

City Manager's Office

Business Customer Service Center

The Business Customer Service Center (BCSC) serves as a one-stop service center for businesses and customers seeking development information and/or are interested in developing property or starting a business in Phoenix. The BCSC provides the following:

- Serves as a customer consultant in navigating and understanding the city development process
- Assists in resolving problems with start-up and expanding businesses by providing information and referrals on development process, fees, review times, and steps necessary for city approval and permits

For more information, call 602-534-2000, or visit our web site at: phoenix.gov/BUSINESS/buscsc.html, or write us at:

Business Customer Service Center

200 W. Washington St., First Floor
Phoenix, AZ 85003

City Clerk Department

Licenses/Permits for Regulated Businesses and Services

Certain business activities or services are regulated and require a license or permit in order to operate within city limits. The City Clerk Department administers nearly 30 license/permit types such as liquor, bingo, adult business, massage, secondhand sales, escort bureau and street/sidewalk vending.

For specific Phoenix City Code licensing regulations, call 602-262-4638, go to: phoenix.gov/LICNSVCS/index.html or write:

City Clerk Department

License Services Section
200 W. Washington St., 10th Floor
Phoenix, AZ 85003-1611

Liquor License Petition Process

The city's role in the liquor license application process is advisory only. The City Council votes to "make a recommendation to the Arizona State Liquor Department, for approval or disapproval."

State law requires that the city post a public notice of a pending liquor license application for a period of 20 days in a conspicuous place on the front of the building where the business is to be located.

State law also allows for any person who resides, owns or leases property within a one-mile radius of the premises to be licensed for liquor sales, and who is in favor of or opposed to the issuance of the license, to file a letter or petition with the City Clerk containing reasons for their position within 20 days of the date of posting.

Please mail your letter/petition to:

City Clerk Department

Licensing Services Section
200 W. Washington St. 10th Floor
Phoenix, AZ 85003

Additionally, for all liquor applications, with the exception of special events, the City Clerk Department will mail a notice to all registered neighborhood organizations within a one-mile radius of the proposed business location.

City staff is available to speak to your neighborhood organization about the liquor license petition process or organize and facilitate meetings between the applicant and concerned residents. For information, call 602-262-7003 or go to:
phoenix.gov/LICNSVCS/index.html

Official Records Search Page

The Official Records` Search Page provides a simplified way for users to access records of the City Council and other City Council related documents in the convenience of your own home or office. To access the page, follow these directions:

1. Navigate to phoenix.gov in your Web browser
2. Under the Featured Links menu
 - Click on Public Meetings
3. Under the Related Links menu
 - Official Records Search
 - Read Usage Agreement
 - Click on Disclaimer Agreement
 - Click on Advanced Search Options
 - Enters Keywords (subject you are looking for)
 - Modify Date Range
 - Select Document Type
 - Click Search
 - Results