



The following handout outlines the most common issues developers face when building in Phoenix. Due diligence is the first step in determining if your development project is feasible, and assuring the stages of your development occur in the proper sequence. The information contained in this handout includes, but is not limited to city, county, state and federal contacts that may have programs or services to assist you. As each project is different, so are the requirements. While every effort has been made to ensure this information is correct, the City of Phoenix does not guarantee this information is inclusive or current, and assumes no liability for problems that may arise from the use of this information. You are advised to obtain professional assistance if you have questions about developing a project in Phoenix. Phoenix City Hall is located at 200 W. Washington Street, Phoenix, AZ 85003.

Issue	Contact
<p>Zoning Provide all case action including approved zoning, stipulations, variances, use permits, confirm permitted uses and development standards, or legal non-conforming status. Provide zoning verification letters and written interpretations of Phoenix Zoning Ordinance. Decide the use of alternative dust proof options.</p>	<p>Planning and Development Department Zoning Counter Phoenix City Hall, 2nd Floor 602-262-7131 http://www.phoenix.gov/planning/index.html</p>
<p>General Plan Review of General Plan issues regarding proposed land uses and opportunities for change of zoning.</p>	<p>Planning and Development Department Long Range Planning Section Phoenix City Hall, 3rd Floor 602-262-6882 http://phoenix.gov/PLANNING/gpindex.html</p>
<p>Historic Preservation Certain areas of Phoenix are classified as historic overlays, which have unique development requirements. Historic approval is required before submitting plans to the city.</p>	<p>Planning and Development Department Historic Preservation Office Phoenix City Hall, 3rd Floor 602-261-8699 http://phoenix.gov/HISTORIC/index.html</p>
<p>Development Records Provide information on how to view or obtain copies of site plans, subdivision plats, grading and drainage and paving plans, drainage reports, and building plans.</p>	<p>Planning and Development Department Records Counter Phoenix City Hall, 3rd Floor 602-262-7800</p>
<p>Addressing Provide correct street address of property.</p>	<p>Planning and Development Department Civil Permits/Water Services Counter Phoenix City Hall, 2nd Floor 602-534-9940 http://phoenix.gov/development/siteandcivil/site/address.html</p>
<p>Site Development Provide general information regarding site development requirements for site plans, design review, landscaping, parking, right-of-way improvements and dedications. This includes required grading and drainage plan and finished floor elevation.</p>	<p>Planning and Development Department Site Development Counter Phoenix City Hall, 2nd Floor 602-495-0302 http://phoenix.gov/development/siteandcivil/site/index.html</p>

Issue	Contact
<p>Parking Requirements Parking review is required by the Phoenix Zoning Ordinance - Section 702. This is to ensure that individual properties provide off-street parking (parking on private property) that has adequate ingress/egress for the site (i.e. driveways), adequate number of parking spaces, and sufficient on-site maneuvering for each parking space for the particular land use.</p>	<p>Planning and Development Department Site Development Counter Phoenix City Hall, 2nd Floor 602-495-0302 http://phoenix.gov/development/siteandcivil/site/index.html</p>
<p>Single-Family Design Review New house construction, occurring on lots or parcels created after 7/1/1998 and less than 65' in width are required by the Zoning Ordinance, Section 507, to undergo a design review.</p>	<p>Planning and Development Department Design Review Administrator Phoenix City Hall, 2nd Floor 602-534-2578 http://phoenix.gov/development/siteandcivil/site/design.html</p>
<p>Change of Use Using an existing building for other than its original use may require a change of use on the Certificate of Occupancy as well as building modifications.</p>	<p>Planning and Development Department Commercial Building Services Phoenix City Hall, 2nd Floor 602-495-0302</p>
<p>Right-of-Way/Improvements and Dedications Examine the site to determine all necessary off-site improvements (improvements within the public right-of-way). This may include, but is not limited to, replacing or installing new curb, gutter, sidewalks, driveway returns, sidewalk ramps and paving. Examine the site to determine if additional right-of-way or easement dedications are required and provide information on how to complete dedications.</p>	<p>Planning and Development Department Site Development Counter Phoenix City Hall, 2nd Floor 602-495-0302 http://phoenix.gov/development/siteandcivil/site/dedicate.html</p>
<p>Street Lighting Installation of street lights is required as part of required offsite improvements by the Planning and Development Services Department. Developers also should be aware of the Street Light Policy, adopted by the City Council, which sets the broad policy framework and guidance for street lighting in the city.</p>	<p>Street Transportation Department Street Lighting Phoenix City Hall, 5th Floor 602-262-7223 http://phoenix.gov/development/quickreference/devstree.html</p>
<p>Land Division/Combination Obtain information on when a lot split or lot combination can be done in lieu of a plat and the lot split/combo process information and fees.</p>	<p>Planning and Development Department Lot Division Coordinator Site Development Counter Phoenix City Hall, 2nd Floor 602-261-8235 http://phoenix.gov/development/siteandcivil/site/landdiv.html</p>
<p>Abandonment An abandonment is a method whereby the city may dispose of a public street, highway, alley, lane, parkway, avenue, road, sidewalk, utility easement or other public way that is no longer necessary for public use. Abandonments are detailed in the Phoenix City Code, Chapter 31, Article V.</p>	<p>Planning and Development Department Abandonment Coordinator Site Development Counter Phoenix City Hall, 2nd Floor 602-256-3487 http://phoenix.gov/development/siteandcivil/site/abandon.html</p>

Issue	Contact
<p>Grading and Drainage (G&D) Determine when a G&D is required, what is required on a G&D plan, and retention requirement.</p>	<p>Planning and Development Department Grading & Drainage Reviewer Site Development Counter, 2nd Floor 602-495-0302 http://phoenix.gov/development/siteandcivil/civil/grading.html</p>
<p>Water/Sewer Existing water and sewer size, type and location, & service fees. Water and Sewer repayment information. Certain areas in Phoenix have unique water and sewer development issues that may affect your development. If you fall within these areas, a building permit may not be allowed.</p>	<p>Planning and Development Department Civil Permits/Water Services Counter Phoenix City Hall, 2nd Floor 602-262-6551 http://phoenix.gov/WATER/wtrdev.html</p>
<p>Backflow Prevention Backflow prevention assemblies are required on potable water lines serving irrigation systems, some domestic systems that are subject to potential cross connection, fire sprinkler systems, fire service standpipes, and private fire hydrants.</p>	<p>Backflow Prevention Program Backflow Prevention 438 West Adams Street, Phoenix, AZ 85003 602-534-2140 phoenix.gov/development/inspectioninfo/geninfo/backflow.html</p>
<p>Industrial Wastewater Discharge Permits Pursuant to the Clean Water Act, businesses within the City of Phoenix sanitary sewer service area and performing specific processes using water and/or generating wastewater may be required to obtain a permit regardless of whether process wastewater is discharged into the sewer.</p>	<p>Water Services Department Environmental Services Division Industrial Pretreatment Section 2474 S. 22nd Avenue Phoenix, Arizona 85009 602-262-1859 http://phoenix.gov/PCD</p>
<p>Manhole Entry & Temporary Wastewater Discharge Permits A permit is required for opening a City of Phoenix sanitary sewer manhole and/or discharging water or wastewater into the City of Phoenix sanitary sewer on a temporary or basis. Examples are swimming pool discharges, discharging purge water from groundwater well sample collection, discharging chiller water for repair purposes, discharging test water from constructed distribution mains, etc.</p>	<p>Water Services Department Environmental Services Division Commercial Inspection Section 2474 S. 22nd Avenue Phoenix, Arizona 85009 602-495-5926 http://phoenix.gov/PCD</p>
<p>Wastewater Pretreatment Systems & Devices Review Review of construction plans for businesses and facilities discharging process wastewater into the sanitary sewer is required. Wastewater pretreatment devices (such as interceptors for grease, oil, & sand) are required for laundries, food service establishments, vehicle repair shops, carwashes, dental offices, facilities performing photographic processing, facilities performing wet x-ray, etc.</p>	<p>Water Services Department Environmental Services Division Commercial Inspection Section - Plans Review Phoenix City Hall, Second floor 602-495-0278 or 602-495-5926 http://phoenix.gov/PCD</p>

Issue	Contact
<p>Stormwater Management Plans Management of stormwater on any property and the elimination of pollutants is required. Industrial and commercial facilities, including agricultural operations, are required to submit a Stormwater Management Plan (SWMP).</p>	<p>Water Services Department Environmental Services Division Stormwater Management Group 2474 S. 22nd Avenue Phoenix, Arizona 85009 602-256-3190 http://phoenix.gov/PCD</p>
<p>Floodplain Certain areas within Phoenix may fall within a floodplain where special restrictions and requirements apply. The City's Street Transportation Department provides assistance with determining floodplain locations.</p>	<p>Street Transportation Department Floodplain Phoenix City Hall, 5th Floor 602-262-4960 http://phoenix.gov/DEVPRO/floodpl.html</p>
<p>Solid Waste Minimum design standards for garbage and recycling.</p>	<p>Public Works Department Design Review Team 602-534-9766 pwd_pdf_garbage_standards.pdf</p>
<p>Impact Fees Development Impact Fees are charged at the time permits are issued to all development in certain high-growth areas of the city. The fees are determined by calculating the infrastructure costs associated with new development. Developers should contact the city for estimates regarding specific projects.</p>	<p>Planning and Development Department General Impact Fee Inquiries 602-534-9624 or 602-495-7026</p> <p>Planning and Development Department Specific Project and Fee Calculations 602-534-7397 or 602-495-5455 http://phoenix.gov/PLANNING/difindex.html</p>
<p>Fire Plan Review Fire code information, plan review and consultation.</p>	<p>Planning and Development Department Fire Counter Phoenix City Hall, 2nd Floor 602-495-0481</p>
<p>Hazardous Materials Permits For buildings or equipment that store or use hazardous materials.</p>	<p>Fire Department Fire Counter Phoenix City Hall, 2nd Floor 602-256-3434 http://phoenix.gov/fire/prevention/specialhazards/index.html</p>
<p>City Archaeologist Assess development projects for potential impact to archaeological sites. Coordinate the development of treatment plans if impacts are identified.</p>	<p>Parks Department – City Archaeologist Pueblo Grande Museum 4619 E. Washington Street, Phoenix, AZ 85034 602-495-0901 http://phoenix.gov/recreation/arts/museums/pueblo/archaeology/index.html</p>

Federal, State, County

Any approvals or permits by the city shall not constitute authorization, approval or acceptance that the developer has complied with all federal, state or county rules, regulations and requirements. The developer is responsible for obtaining and shall comply with all federal, state and county approvals, authorizations and permits, including but not limited to the following:

Issue	Contact
<p>Clean Water Act (Section 404) Permits are required under this law for activities that disturb the ground within a desert wash, river bed, floodplain, drainage way, or other waterway (Waters of the U.S.).</p>	<p>Corps of Engineers Clean Water Act LA District, Phoenix Office, Regulatory Branch 3636 N. Central Avenue, #900 Phoenix, AZ 85012 602-640-5385, x223</p>

Issue	Contact
<p>Air Quality Permits: Dust, Industrial, and Small Operations An air quality permit may be necessary for any operation that generates dust, or emits chemical pollutants. The Maricopa County Air Quality Department (MCAQD) provides information on the air quality permitting process on their homepage. The department's Business Resource Center provides technical and compliance support to new and existing businesses with fewer than 100 employees. The staff can also help large businesses find the correct contacts within the department.</p>	<p>Maricopa County Air Quality Department 1001 N. Central Avenue Phoenix, AZ 85005 602-506-5102 http://www.maricopa.gov/aq</p>
<p>Asbestos Information Buildings which may have been constructed with asbestos material often found in floor tiles and insulation need to verify requirements for special removal and permit processes.</p>	<p>Maricopa County, Air Quality Department 501 N. 44th Street, Suite #200 Phoenix, AZ 85008 602-506-6010 www.maricopa.gov/qa/divisions/compliance/air/asbestos_neshap</p>
<p>Underground Tanks Property and buildings where underground storage tanks exist or did exist need to be investigated for potential environmental contamination. Tanks were used for many purposes over the years, most commonly for gas and oil storage.</p>	<p>AZ Department of Environmental Quality 1110 W. Washington Street Phoenix, AZ 85007 602-771-4255 http://www.azdeq.gov/environ/waste/ust/index.html</p>
<p>Environmental Compliance Permits A compliance permit may be necessary for air, water, hazardous and non-hazardous wastes. The Arizona Dept. of Environmental Quality (ADEQ) maintains a Web site with charts, organized by industry, to see the ADEQ permits that are or may be required for your facility. If a specific industry is not represented, please contact the ADEQ Ombudsman for assistance.</p>	<p>ADEQ Ombudsman 1110 W. Washington Street 602-771-4881 http://azdeq.gov/function/permits/doineed.html</p>