

HOW TO OBTAIN A COMMERCIAL BUILDING PERMIT



City of Phoenix
DEVELOPMENT SERVICES DEPARTMENT

This brochure was created to help guide you through the process of obtaining a commercial permit. For more information and requirements pertaining to your specific project, please contact The Development Services Department at 602-534-5932 or visit phoenix.gov/BUSINESS/devpro.html

Why Are Commercial Building Permits and Inspections Required?

- It's the law.
- A permit ensures that structures are designed and constructed in accordance with the building codes, and all other applicable codes and ordinances, to ensure the safety of the building and its inhabitants.
- Inspections are conducted to ensure construction conforms to the approved building plans, city codes, city ordinances and other requirements.

When is a Commercial Building Permit Required?

A commercial building permit is required for most non-residential construction, including new construction, remodels, additions, tenant improvements and change-of-use.





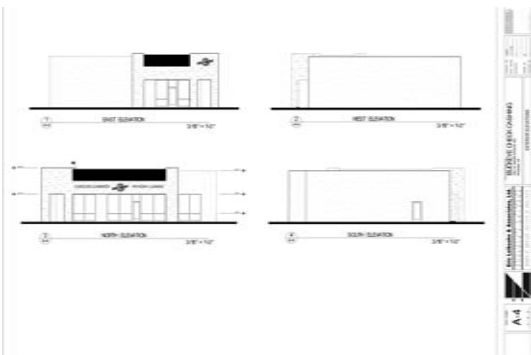
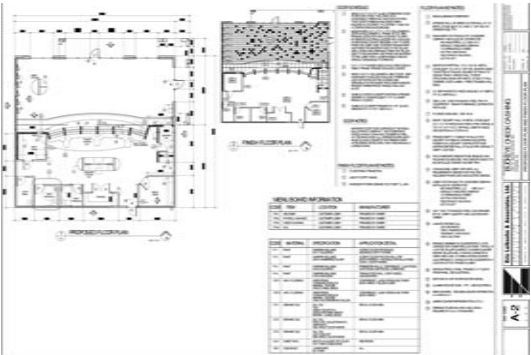
Who Can Apply for a Commercial Building Permit?

Anyone may submit plans. However, the Commercial Building Permit will only be issued in the name of a licensed contractor, registered with the state of Arizona.

What Information is Needed to Obtain a Commercial Building Permit?

BUILDING ISSUES

- Two complete sets of plans, drawn to scale, and if required per the Arizona Board of Technical Registration, signed and sealed by a licensed architect or engineer registered in Arizona. Plans include site plan, floor plan, plumbing and mechanical plan, electrical drawings and structural drawings. Additional drawings, specifications and calculations may be required depending on the scope of the project.
- Description of the proposed project (new build, remodel, etc.) and the business operation.
- Project address and legal description of the property (lot and block number, meets and bounds description). If an address has not been established, the city will assign one.
- Owner's name, mailing address, contact person and phone number.
- Contractor name, address, phone number, contractor license number, state privilege tax number and city privilege tax number.



What Information is Needed to Obtain a Commercial Building Permit? *Continue*

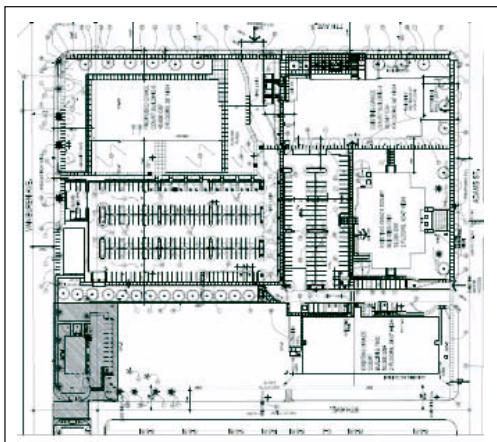
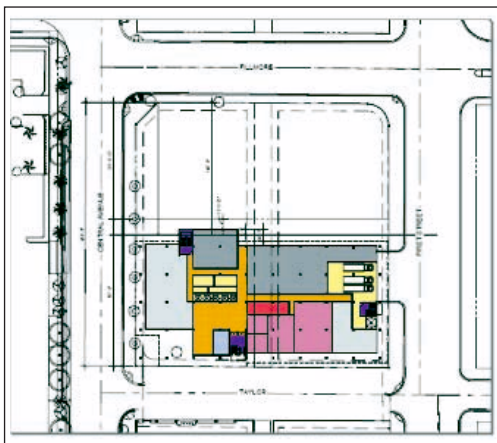
SITE ISSUES

Prior to obtaining a building permit, customers should perform “due diligence” to ensure the site complies with all zoning ordinance requirements.

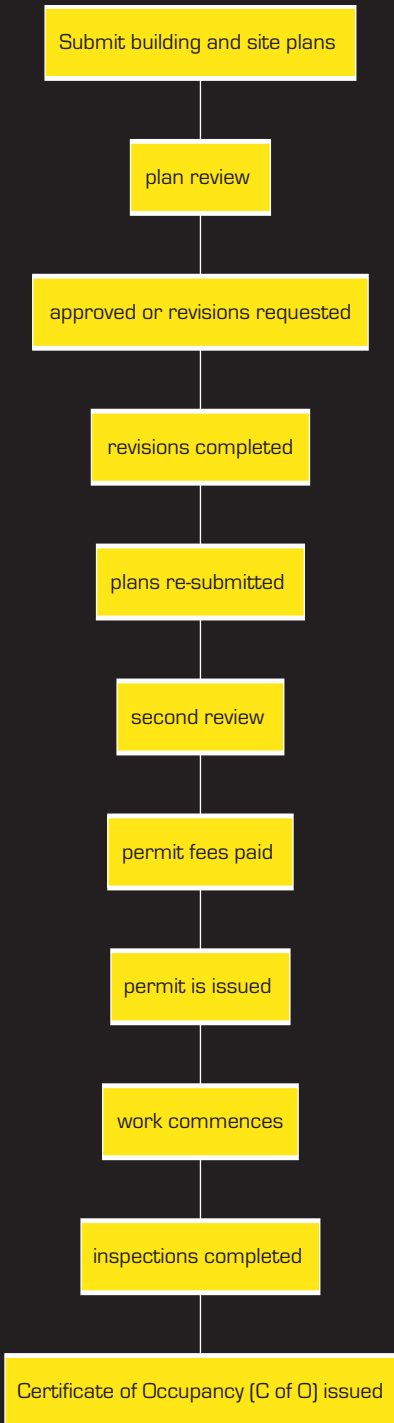
Key ordinance requirements include:

- Distance of the structures to the property line or “building setback”
- Percentage of the site covered by structures or “lot coverage”
- Height of structures
- All uses on-site (i.e. restaurant space, office area, etc.)
- All parking and driveway aisles
- Landscaping

Note: Providing a copy of the site plan along with building plans will expedite the site plan review process.



FLOW CHART



INSPECTIONS RELATED TO COMMERCIAL BUILDING PERMITS:

- As each element of permitted construction is completed, the customer schedules an inspection via the Automated Inspection Request System (AIRS) at 602-495-0800.
- If an inspection fails, the customer must correct any issues and call for a re-inspection before moving on to the next stage of construction.
- The final inspection is conducted when all work on the project is completed. Certificate of Occupancy is issued only after all work is inspected and approved.



QUICK REFERENCE PHONE NUMBERS

Development Services Department

Customer Service.....	602-262-7811
Fee Questions	602-262-7811
Commercial Permitting	602-534-5932
Plan Review Status	602-262-7855
Automated Inspection Request System	602-495-0800
Sign Section	602-495-0284
Annual Facilities Permit Program.....	602-262-7501
Fire Plans Review	602-262-6768
Records	602-262-7800

Arizona Registrar of Contractors.....www.rc.state.az.us

Arizona Board of Technical
Registration.....www.btr.state.az.us

Office of Customer Advocacy.....602-262-7811

Business Customer Service Center.....602-534-2000

Online Development Process Guide
phoenix.gov/BUSINESS/devpro.html

For additional information, see the
Commercial Building Permit Submittal Checklist
at
phoenix.gov/BUSINESS/devpro.html

This publication can be made available in alternate formats
(Braille, large print, computer diskette, or audiotape) upon request.

This publication is also available in Spanish.
Contact the Development Services Department.

Published February 2007



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