

HOW THE PROCESS WORKS

1. If you think your project qualifies for this program, you must submit two sets of plans to the commercial counter and request a PBA review. Staff will evaluate the project to confirm that it qualifies for the program.
2. After plans are logged in, an appointment will be scheduled, and you will be contacted with the meeting date and time to meet with the plan reviewers. The project's design professionals must attend the meeting.
3. The plans will be reviewed before the meeting date, and at their discretion, staff may obtain minor input from the design professionals by phone or fax.
4. Only one meeting and one review cycle with minor corrections are allowed under the PBA program. Additional corrections will disqualify the project from the PBA program and cause it to default to the standard review and permitting process, which entails additional fees and longer turnaround times.
5. If the plans provided are acceptable, a permit may be issued without a meeting.
6. If minor corrections are required, the meeting will be held to discuss the revised plans, with the goal being to issue a permit at the meeting.



This publication can be made available in alternate formats (Braille, large print, computerized format, or audiotape) upon request. Contact the Development Services Department.



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PERMIT BY APPOINTMENT (PBA)



*A streamlined permitting
process for commercial
remodels and tenant
improvements*



City of Phoenix
DEVELOPMENT SERVICES DEPARTMENT

PERMIT BY APPOINTMENT (PBA) PROGRAM

The PBA program is a premium service that allows plans examiners to conduct an expedited plan review with input from the design professionals. It is intended for commercial tenant improvements and remodels only. When compared to the standard review and permit process, the distinguishing features of the PBA program are that it provides:



- A shorter time to permit
- A reliable timeframe for plan review
- The ability to resolve corrections by fax or phone
- A one-on-one consultation meeting with the reviewers

The goal of the program is to approve the project at or before the meeting that may take place between the plans examiners and design professionals. With the customer's proactive due diligence, the result is a quicker process and faster permit issuance.

SUBMITTAL REQUIREMENTS

Permit applications **must** include the following:

Project Description:

- A complete description of work being performed
- Indicate if work is a remodel, tenant improvement, etc.
- Square footage
- Valuation

Owner/Applicant Information:

- Owner's name & address
- Contact person's name & phone number

Project Location:

- Address (include suite number, if any)
- Legal description

Contractor Information:

- Required at time of initial submittal
- Name, address, & phone number
- Contractor license number
- State and City privilege tax numbers

Plan Submittal:

- Two complete sets of plans, drawn to scale
- Sealed by a licensed professional

The standard minimum submittal requirements apply (If you do not have a packet, obtain one from the counter staff.):

- Site plan (1" = 20' scale recommended)
- Floor plan (1/4" = 1' scale)
- Plumbing/mechanical plan, if applicable (1/4" = 1' scale)
- Electrical drawings, if applicable (1/4" = 1' scale)
- Structural drawings, and calculations if applicable, (1/4" = 1' scale recommended)
- Detail drawings, if applicable (1/2" = 1' recommended)

Building occupancy and construction type must be included on plans. For more detailed requirements, see the Commercial Building Plan Permit Submittal Checklist.

Plan review fees are charged on an hourly basis for each discipline (pursuant to Phoenix City Code, Appendix A.2, Fee Schedule). Examples:

- 1 discipline = 1 hour @ hourly rate
- Average of 3 disciplines per project



QUALIFICATIONS

In order to qualify for the Permit by Appointment (PBA) program, the project:

- Generally is less than 20,000 square feet of improvements to interior floor space. The program was developed primarily for tenant improvements and remodels of retail, office, and warehouse projects.
- Has required zoning, site, traffic, and public infrastructure approvals before submitting building plans for review.



The project should **NOT** be:

- A deferred submittal
- Part of a larger project
- Change of occupancy
- Adult use
- Hazardous
- Institutional occupancy
- Educational
- Manufacturing
- Restaurant/structure with a kitchen
- Dental/medical offices with medical gas