



The purpose of this document is to outline the process for issuing a Residential Permit by Inspector (RPBI). RPBI permits allow plan review staff the ability to issue a permit at the counter. After reviewing specific items and deferring the rest of the remaining items to the field inspector for review and inspection in the field. The intent of this program is to minimize review times for counter staff and wait times for customers obtaining permits.

The following projects are eligible for RPBI:

- Wood frame or masonry structures that comply with prescriptive requirements of the Phoenix Building Construction Code including beams not over 20' span with uniform loads
- Single story additions and detached accessory structures, and Accessory Dwelling Units (ADU's) of 1,000 sq.ft. or less
- Remodels of existing spaces up to 2,000 sq. ft. and up to two stories with no complex structural changes shall be reviewed, approved, and stamped by plan review staff, otherwise that portion of the project shall be logged in. Alterations to roof framing will require a roof framing plan.
Combinations of additions and remodels provided addition doesn't exceed 1,000 sq. ft. and the total affected area is 2,000 sq. ft. or less. (Example: An addition of 800 sq. ft. and interior remodel of 1,200 sq. ft.)
- Projects that require structural review including beams, lintels, point loads or concentrated loads shown on a roof framing plan that are approvable over the counter as determined by plan review staff. Counter staff shall stamp all reviewed and approved portions of plans. (Remainder of project to be sent out as RPBI)
- Gable and flat roof systems, or hip roof systems as shown on a roof framing plan where there are no point loads and the area under the hip roofed area does not exceed 400 sq.ft. for tile roofs or does not exceed 600 sq.ft. for shingled roofs
- Projects over 500 sq.ft. and having a new HVAC system and ductwork that require system sizing calculations (Manuals J, S & D) will have sizing calculations reviewed at the counter and stamped by residential plan review staff (Remainder of project to be sent out as RPBI)
- Projects adding new water service fixture units (WSFU's) will be reviewed along with existing fixtures over the counter and have appropriate fees for water meter upgrades added to the permit when applicable (Remainder of project to be sent out as RPBI)
Other projects deemed appropriate by field inspection staff Written or verbal authorization from field inspection staff required. Notes stating exactly what has been authorized and documented Shape PHX.

The following projects are not eligible for RPBI:

- Projects that require review by other disciplines or departments (Hillside, Grading and Drainage, Floodplain, Historic Preservation, and Group R-4 occupancies)
- Projects that require an engineered design and exceed eligibility requirements as determined by residential plan review staff or residential field staff.. (example: lateral analysis of additions, detached structures or walls over 10 ft. in height, non-prescriptive basements)
- Projects involving alteration, expansion, installation of electrical services greater than 200 amps, unless a separate plan is submitted reviewed, and approved by electrical plan review staff.
- Projects exceeding the allowable square footages listed above in RPBI eligibility requirements

Minimum Plan Requirements:

- Projects for **new/added square footage** please provide: Plot/site plan, floor plan, roof framing plan, cross section, braced wall plan See eligibility requirements for when a roof framing plan is required
- Projects for **remodel of existing areas** please provide: Plot/site plan (if applicable, such as enclosing carport/garage or converting space to livable),, floor plan (existing and proposed), roof framing plan (if alterations/changes are made to roof framing), wall or cross section if applicable. See eligibility requirements when a roof framing plan is required
- Projects for **detached structures and ADU's** please provide: Plot/site plan, floor plan, roof plan, cross section, braced wall plan See eligibility requirements for when a roof framing plan is required
- Water service fixture unit (WSFU's) calculations are required for additional water fixture units. Customer to provide new and existing WSFU's to plan review staff for review and approval. Plan review staff to stamp approved sheet and add appropriate fees if water meter upgrade is required.
- Mechanical plan/sizing calculations for projects over 500 sq.ft. and/or adding or replacing an entire system. (New HVAC and ductwork)
- One-line electrical diagram, load calculations and panel schedules required if a sub-panel is being proposed

Notes:

- Roof framing plans when required must indicate new proposed beams/trusses as well as typical exterior wall headers over window and door openings
- Plans must specify if new or altered roof framing will be manufactured trusses or conventionally framed on-site
- Plate height of walls should be identified on plans and must meet eligibility requirements for RPBI program
- Plans shall include connection details of all structural and bracing elements, such as footings, wall, braced walls, lateral, roof, column, headers, posts, (trimmer and king studs) and gable end bracing.

Counter Plan Review & Permitting:

- Applicant completes permit application and requests RPBI permit
- Plan review staff will review the plans for:
 - Zoning ordinance compliance at the site/zoning counter. The site/plot plan to include and identify utility locations, P.U.E.'s, visibility triangles, Right of Way, corner, and key lot building setbacks, and meet minimum requirements established by the city.
 - The remainder of the permit process will be completed by the residential plan review staff and shall include:
 - Verification of any site issues, such as whether property is on septic or city sewer, any Non-Permitted work on site, P.U.E.'s.
 - Building code setbacks. (Fire rated construction)
 - Structural as defined for eligible projects.
 - Mechanical sizing calculations for eligible projects.
 - Water fixture calculations.
 - Gas pipe sizing for added appliances requires a gas isometric for plan review staff to review, approve and stamp.
- If the project is eligible for RPBI and the plans are compliant with the list above, residential plan review staff shall issue a permit over the counter
- The permit type will be CTR in Shape PHX and plan review type will be RPBI
- The plans and permit will include the following note:
“This project is being reviewed and permitted under the Residential Permit by Inspector (RPBI) program. Additional plans and specifications may be required by the field inspector as deemed necessary. The owner or owner’s representative must schedule a job site meeting with the inspector and be present at the meeting prior to commencing any work.” The city approved, stamped plans, approved site plan and a copy permit shall be on site for all inspections.

Fees will be assessed per the current fee schedule using the fee codes (additional fees may apply if the water meter requires an upgrade)

- Plan review staff to remind applicant to schedule job site meeting with field inspector prior to commencing any work and provide instruction sheet for calling in the field jobsite meeting
- Applicant is directed to Payments & Submittals counter to pay applicable fees and purchase permit

Inspection:

- Owner or owner’s representative requests inspection for job site meeting
- Inspector meets owner or owner’s representative on site to review the project with the approved permit and plans.

- Inspector reviews the approved plans for remaining building code requirements
 - If additional plans or information is needed, the inspector informs the owner or owner's representative at the job site meeting and summarizes requirements in the Shape PHX inspection comments dialogue box.
 - Inspector notifies and explains what inspections will be required, their sequence, and the requirements of those inspections. At that time, the inspector will upload those inspections to the permit record for the customer to request them, if they haven't been uploaded into the permit record.
- Inspections and reviews are completed at various stages of construction
- Final inspection is completed and Certificate of Occupancy or Certificate of Completion is issued