

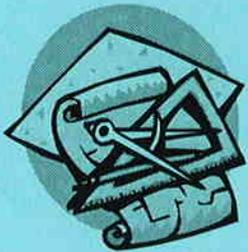
Qualifications

In order to qualify for the Permit By Appointment (PBA) process, **the project must:**

- Involve less than 20,000 square feet of improvements to interior floor space.*
- Obtain required zoning, site, and traffic approvals before submitting building plans for review.

The project can not:

- Be an adult use, hazardous, or institutional occupancy.
- Include a spray booth.
- Involve any unauthorized deferred submittals.
- Be a new structure over 3,000 square feet in area.
- Be part of a larger project.



* Projects other than those described may be considered for the PBA process. Contact 602-534-3165 for more information.



This publication can be made available in alternate formats (Braille, large print, computer diskette, or audio tape) upon request. Contact the Development Services Department.



City of Phoenix

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PERMIT BY APPOINTMENT



**A PERMITTING PROCESS FOR
COMMERCIAL REMODELS AND
TENANT IMPROVEMENTS**



City of Phoenix

Permit By Appointment

The Permit By Appointment program (PBA) is designed for commercial Tenant Improvements and Remodels that do not qualify for the Permit By Inspection (PBI) program. This process allows reviewers to conduct the plan review with input from the designers. An appointment is scheduled after log-in and processing of the submittal. The goal of the program is to approve the project at or before the meeting. This process provides:



- A shorter time to permit
- Reliable time frame for review
- One-on-one consultations with reviewers
- Ability to resolve corrections by fax or phone



Submittal Requirements

All permit applications must include the following information:

Project Description

- Must include a complete description of work being performed
- Indicate if work is a remodel, tenant improvement, miscellaneous, etc.
- Square Footage
- Valuation

Owner/Applicant Information

- Owner's name, address
- Contact person
- Phone number

Project Location

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

Contractor Information (required prior to permit issuance)

- Name, address, phone
- License number
- State and City privilege tax numbers

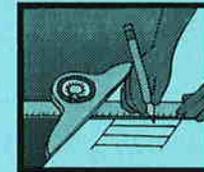
Two complete sets of plans, drawn to scale and sealed by a licensed professional, are to be submitted for a plan review.

The required plans include:

- **Site Plan** (1" = 20' - 0" scale recommended)
- **Floor Plan** (1/4" = 1' - 0" scale)
- **Plumbing/Mechanical Plan** *if applicable* (1/4" = 1' - 0" scale)
- **Electrical Drawings** *if applicable*
- **Structural Drawings** *if applicable* (1/4" = 1' scale recommended)
- **Detail Drawings** *if applicable* (1/2" = 1' - 0" 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. (Phoenix City Code, Appendix A.2).



Process

1. If your project qualifies for a Permit By Appointment, please submit two sets of plans to the commercial counter and request a PBA review.
2. After plans are logged in, staff will evaluate the project to confirm that it qualifies for the program. If the project qualifies for the PBA process, a date and time for an appointment will be scheduled and plans routed to the reviewers.
3. The plans will be reviewed before the meeting date and staff will obtain input from the design professionals by phone or fax.
4. If the input provided is acceptable, a permit will be issued before the meeting date.
5. If additional information is needed, the meeting will be held to discuss issues with a goal to issue a permit.