Qualifications

In order to qualify for the Permit By Inspector process, **the project must:**

- Involve no more than 5,000 square feet of improvements and not involve an increase of square footage.
- Involve interior space only.

The project can not:

- Require any site or civil approvals.
- Require reviews from Pollution Control.
- Be an adult use, restaurant, hazardous occupancy, health care facility, or change of use.
- Include a spray booth.
- Involve any unauthorized deferred submittals or be a part of a larger project
- Involve major structural alterations.
- Involve any work that requires special inspection or observation.

First time tenants must have prior site plan approval.

Projects other than those described may be considered for the PBI process. Contact Development Services at 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
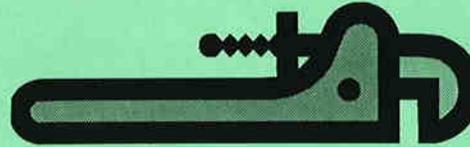

PERMIT BY INSPECTOR

A PERMITTING PROCESS FOR MINOR COMMERCIAL INTERIOR REMODELS AND TENANT IMPROVEMENTS

City of Phoenix

Permit By Inspector

The Permit By Inspector program is designed for minor interior remodels and tenant improvements projects. This program allows you to obtain permit approval at the job site. If your project meets the criteria, pre-approval is granted upon submission of plans and payment of fees. Inspection staff will visit your site, review your plans on site, and determine if you may begin construction.

Submittal Requirements

Please see commercial submittal checklist for more detailed information.

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 and phone number

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

Contractor Information (*Required by Arizona State Law*)
- Name, address, phone
- License number
- State and City privilege tax number

Three complete sets of plans, drawn to scale, are to be submitted for a plan review.

The required plans will 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*
- **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. Additional information may be necessary depending upon the scope of the project.

Plan review and permit fees are based on the *City of Phoenix Fee Schedule* (Phoenix City Code, Appendix A.2). Plan Review Fees are paid at the time of log-in.

Process

1. If your project qualifies for a Permit By Inspector, please submit three sets of plans to Development Services, 200 W. Washington, 2nd floor, and request the PBI program.

2. If the project qualifies for the PBI process, a conditional PBI permit will be issued, permit fees paid, and a meeting is scheduled with inspection staff on site. **This is not a permit to begin construction.**

3. Inspection staff will meet on the site at a specified time and date to evaluate the project. When every inspector required for the project completes the field review, the PBI permit will be validated and construction may begin.

4. As construction progresses, inspections will be required of all permitted work.

5. When every inspector has given final approval of permitted work, a Certificate of Occupancy will be issued or a Certificate of Completion granted.