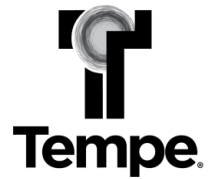


# Building Permit Application

Part 1 of 2

City of Tempe Community Development Department  
 31 East 5<sup>th</sup> Street, Garden Level, Tempe, Arizona 85281  
 (480) 350-4311 Fax (480) 350-8560

<http://www.tempe.gov/government/community-development/building-safety/fees>



All applications must be accompanied by the required plans, submittal materials, and correct fee(s)

Engineering plans must be submitted as a separate package under the EN number

## PROJECT INFORMATION

PROJECT NAME					EXISTING ZONING			<input type="checkbox"/>
PROJECT ADDRESS					SUITE(S)			<input type="checkbox"/>
PROJECT DESCRIPTION accurately describe & explain scope of project					PARCEL No(s)			<input type="checkbox"/>
Sec. 8-109.3 Building permit valuation. The applicant for a permit shall provide an estimated construction valuation at the time of initial application. Construction valuations shall include total value of the proposed work...					PROJECT VALUATION	\$		
Occupancy Group			Occupancy Area			Occupancy Load		
Number of Units / Average Size		Residential SQ FT		Number of Stories		Height		
		Commerical SQ FT		Number of Stories		Height		

## APPLICANT INFORMATION

COMPANY / FIRM NAME				ADDRESS				
CONTACT NAME				CITY		STATE		ZIP
EMAIL				PHONE 1		PHONE 2		

I hereby attest that this application is accurate and the submitted documents are complete. I acknowledge that if the application is deemed to be incomplete it will be returned to me without review, to be resubmitted with any missing information.

APPLICANT SIGNATURE	X	DATE	
---------------------	---	------	--

## PROPERTY OWNER INFORMATION

BUSINESS NAME				ADDRESS				
CONTACT NAME				CITY		STATE		ZIP
EMAIL				PHONE 1		PHONE 2		

I hereby authorize the applicant below to process this application with the City of Tempe.

PROPERTY OWNER SIGNATURE or attach written statement authorizing the applicant to file the application(s)	X	DATE	
--	---	------	--

## FOR CITY USE ONLY

DS TRACKING #	Total Valuation:	Date Stamp:	Validation:
BP TRACKING #	Total Application Fees:		
DEF TRACKING #	MCA Code:		
RA TRACKING #	File With:		
ZP TRACKING #	Received by:		

**FOR CITY USE ONLY**

**APPLICATIONS (Check all that apply)**

**SUBMITTAL MATERIALS**

<input type="checkbox"/>	ADDITION / ALTERATION - COMMERCIAL	<input type="checkbox"/>	AHIS
<input type="checkbox"/>	BUILDING ADDRESSING, TENANT SUITING OR UNIT # ASSIGNMENT	<input type="checkbox"/>	BUILDING
<input type="checkbox"/>	BDPR	<input type="checkbox"/>	PLANNING
<input type="checkbox"/>	DEFERRED SUBMITTAL	<input type="checkbox"/>	COLOR BOARDS
<input type="checkbox"/>	DEMOLITION - POOL - COMPLETE - INTERIOR	<input type="checkbox"/>	HAZ MAT FORM
<input type="checkbox"/>	GRADING ONLY	<input type="checkbox"/>	LIGHTING CUT SHEETS
<input type="checkbox"/>	M. E. P. ONLY	<input type="checkbox"/>	NESHAP
<input type="checkbox"/>	PRE MANUFACTURED HOME - FACTORY BUILT BUILDING	<input type="checkbox"/>	OTHER MATERIALS
<input type="checkbox"/>	NEW COMMERCIAL BUILDING	<input type="checkbox"/>	OTHER REPORT(S)
<input type="checkbox"/>	NEW MIXED-USE MULTI-FAMILY BUILDING	<input type="checkbox"/>	OTHER
<input type="checkbox"/>	NEW MULTI-FAMILY BUILDING	<input type="checkbox"/>	PARKING ANALYSIS
<input type="checkbox"/>	NEW RESIDENTIAL	<input type="checkbox"/>	SIC
<input type="checkbox"/>	NEW STANDARD - POOL - STRUCTURE - BUILDING	<input type="checkbox"/>	SOILS REPORT (GEOTECH)
<input type="checkbox"/>	OTHER	<input type="checkbox"/>	SPECIFICATION BOOK(S)
<input type="checkbox"/>	PERMIT BASED ON STANDARD PLAN #	<input type="checkbox"/>	STRUCTURAL CALCULATIONS
<input type="checkbox"/>	PHASED – FOUNDATION W/WO UG MEP	<input type="checkbox"/>	TRUSS CALCULATIONS
<input type="checkbox"/>	PHASED – STRUCTURAL FRAME		
<input type="checkbox"/>	POOL		
<input type="checkbox"/>	RESIDENTIAL REMODEL/ADDITION		
<input type="checkbox"/>	REVISION		
<input type="checkbox"/>	TENANT IMPROVEMENT - COMMERCIAL		
<input type="checkbox"/>			

**Know Your Rights Arizona Revised Statutes (ARS) and Your Request**

**All applications must be accompanied by the required plans, submittal materials, and correct fee(s)**

For additional information on Municipal Regulations see AZ Revised Statutes- Title 9, Chapter 7, Article 4 <https://www.azleg.gov/arstitle/>

**9-834. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. For additional information see ARS 9-831-9-840.

**9-836. License application process**

A municipality that issues licenses shall provide the following information to an applicant at the time the applicant obtains an application for a license

1. A list of all the steps the applicant is required to take in order to obtain the license.
2. The applicable licensing time frames.
3. The name and telephone number of a municipal contact person who can answer questions or provide assistance throughout the application process.
4. The website address and any other information, if applicable, to allow the regulated person to use electronic communication with the municipality.
5. Notice that an applicant may receive a clarification from the municipality of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement as provided in section 9-839.

Tempe City Code Chapter 8 Article 1 Tempe Administrative Code link: [https://library.municode.com/az/tempe/codes/city\\_code?nodeId=CH8BUBURE\\_ARTITEADCO](https://library.municode.com/az/tempe/codes/city_code?nodeId=CH8BUBURE_ARTITEADCO)

**Sec. 8-109.3 Building permit valuation.** The applicant for a permit shall provide an estimated construction valuation at the time of initial application. Construction valuations shall include total value of the proposed work, including materials and labor, for which the permit is being issued, such as finish work, painting, roofing, electrical, gas, mechanical, plumbing, equipment, heating, air-conditioning, elevators, fire extinguishing systems, other permanent systems/equipment, grading, landscaping, and other site related improvements. The final building permit valuation shall be the greater of the applicant's declared valuation or the valuation calculated by using the Department's building valuation data, except that the building official or designee may set the final building permit valuation when deemed necessary. Building Permits issued for mechanical, electrical, and/or plumbing work are based on the construction valuation for the materials and labor, except that the building official or designee may set the final building permit valuation when deemed necessary.

