

You may be eligible for an Over the Counter Permit if you meet the following criteria and pay the appropriate fees. The permit may be processed while you wait, depending on the complexity of the project. Plan check and permit fees vary depending upon the type of work being proposed and the valuation.

**Please Note: We recommend calling (623)333-4000 in advance to verify availability of services. Due to the volume of plan review workload wait times may occur. For sealed plans, it is recommended the registrant bring the plans in for review. Minor revisions can be redlined at the counter and signed by the Architect. The following reviews may be processed when all required application paperwork is provided:**

1. Minor residential additions, patio covers, interior remodels, detached accessory structures, carport to garage conversions, or covered patio to livable.
2. Residential Fire Damage Repairs, less than 50% damage, if the Fire Damage Report is available. (Note: If roof trusses are damaged, the applicant must provide two copies of truss calcs or truss repair calcs sealed by an Arizona registrant, and no modification to layout.)
3. Pools and plot plans for single family subdivisions.
4. Counter plan review may be provided for Tenant Improvements (TIs) given the following situations:
  - a. Under 3,000 sq. ft. for Business Offices (no medical offices);
  - b. Under 1,500 sq. ft. for Mercantile/Retail space;
  - c. Under 15,000 sq. ft. for storage of Low Hazard Storage less than 12' in height, with a **completed Fire Safety Questionnaire in which there are no "yes" answers. If "yes" answers are present, then the project will need to be submitted for review.**
  - d. Fire Damage "Restore to Original" with no structural requirements.
5. Re-instatement of expired permits can be completed after verification of inspections, the remaining fees have been established, and **original** stamped "Approved" plans are available for re-stamping.
6. Fence and walls requiring a building permit. (>7')
7. Interior demolition of non-bearing partitions, ceilings, etc, for pending/future TIs with appropriate identification.

**Please Note: Additional Over the Counter Reviews Provided Monday-Thursday 7am-5pm for the following:**

1. Temporary and permanent signs
2. Manufactured homes, Mobile homes (pre 1979 manufactured homes)
3. Minor mechanical, electrical, and/or plumbing work. Minor is defined as three or less circuits, service upgrades, change out of like equipment, replacing existing sewer line, gas line, gas line extensions, water line, and water heaters.
4. Demolition permits for the complete demolition of a structure, with proof of ownership or verification of owner's agent have been established.

## **Over the Counter Plan Reviews Not Provided**

1. When any of the following conditions exist:
  - a. A Notice to Comply has been issued for Construction Without Permits.
  - b. A Change of Occupancy or revision of required exiting will occur upon completion of construction.
  - c. A CUP, Variance, and Administrative Relief is required from Planning Division.
  - d. Changes to the exterior of the building which will require Planning approval, including roof top changes that add equipment extending above the parapet, exterior lighting changes, window and door changes, paint scheme changes, etc.
  - e. Residential expansion greater than 25% on retention lots requiring Engineering Department Approval.
  - f. Projects where structural calculations are required for new single family;
2. All other Occupancies-Multi-Family Residential, Medical Office, Assembly, Educational, Factory or Manufacturing, Hazardous, and Institutional Occupancies will require submittal. (Minor changes may be reviewed at the discretion of the Plan Reviewer).

**Please note: At least two (2) sets of clear, legible plans drawn to scale will be required for all of the above submittals. Please contact our office at (623) 333-4000 with any questions.**