**Note: Log in to Online Services and Submit an Online Application for faster service. No Account? Registration is Easy.**

# Application for Permitting

## Commercial – Multi Family

Excludes Demo, Fire, Pools, & Backflow Preventer

***PROJECT ADDRESS:** _____ **Suite #** _____ **Unit #**_____

*Subdivision: _____ Lot #: _____

*Zoning District(s): _____ *Parcel Number(s): _____

*Quarter Section(s): _____ *Flood Zone(s): _____

*Lot Area: _____ *NAOS Sq. Footage: _____

***PROJECT NAME:** _____

*Associated Plan/Case Numbers _____ _____ _____ (If Applicable)

**The following Construction Document Applications must be in separate packages by Section and each section must be separated by the review discipline. See the individual sections herein for each of the application submittal content requirements:**

***PERMIT/PLAN TYPE:**

*(Check all that apply)* **Revision to Approved Plan?** ☐ Yes ☐ No **Green Building Program?** ☐ Yes ☐ No

**COMMERCIAL:** ☐ New Commercial ☐ New Shell ☐ Tenant Improvement ☐ Addition ☐ Vanilla Shell
☐ Interior Remodel ☐ Exterior Remodel ☐ Interior & Exterior Remodel
☐ New Fence/Wall ☐ New Retaining Wall

**MINIMUM:** ☐ Electrical ☐ Building ☐ Mechanical ☐ Plumbing ☐ Combo

**CIVIL: Number of Sheets** _____
☐ Grading ☐ Drainage ☐ Water ☐ Sewer ☐ Paving ☐ Concrete ☐ Utilities
☐ Landscaping/Misc. ☐ Misc Row Encroachment ☐ WCF Cellular

**MULTI FAMILY: Number of Units** _____ ☐ Apartment ☐ Condominium ☐ Townhouse

***Scope of work:** _____

***PROJECT SQUARE FOOTAGES***

**New:** Occupied A/C_____ Non Occupied A/C + Non A/C area under roof _____

**Remodel**: Occupied A/C_____ Non Occupied A/C + Non A/C area under roof _____

**Addition:** Occupied A/C_____ Non Occupied A/C + Non A/C area under roof _____

***PROJECT DETAIL FOR COMMERCIAL:**

Occupant Type _____ Construction Type _____ Occupant Load _____

***Required**

**Planning and Development Services Department**
7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ◆ Phone: 480-312-2500 ◆ Fax: 480-312-7088

Note: Log in to Online Services and Submit an Online Application for faster service. No Account? Registration is Easy.

# Commercial – Multi Family

# Application for Permitting

**Excludes Demo, Fire, Pools, & Backflow Preventer**

***Property Owner:** _____

*Address: _____

*City_____ *State_____ *Zip_____

*Phone: _____ Fax: _____

*Email: _____

**Contractor:** _____

Address: _____

City_____ State_____ Zip_____

Phone: _____ Fax: _____

Email: _____

ROC# _____ COS Tax License#_____

***Architect:** _____

*Company: _____

*Address: _____

*City _____ *State_____ *Zip _____

*Phone: _____ Fax: _____

*Email:_____

**Civil Engineer:** _____

Company: _____

Address: _____

City_____ State_____ Zip_____

Phone: _____ Fax: _____

Email: _____

**The property owner shall designate an agent as the applicant for the project**

**PLANS & PERMITS WILL ONLY BE RELEASED TO THE PERSON(S) LISTED AS THE APPLICANT CONTACT BELOW. ANY PERSONS NOT LISTED AS CONTACT WILL REQUIRE AUTHORIZATION LETTER FROM THE CONTACT PERSON LISTED.**

***Applicant Contact:** _____Company: _____

***E-mail:** _____Phone: _____ Fax: _____

Address: _____City_____ State_____ Zip_____

***Others authorized to pick up plans & permits:** _____

I (the undersigned) understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the City of Scottsdale, Maricopa County and the State of Arizona. I further agree that the Scottsdale Inspections Division has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents. I acknowledge that this application will expire 180 days after the last plan submittal.

_____ _____ **OR** _____ _____

*Owner Signature Date *Applicant Signature Date

***Required**

**Planning and Development Services Department**

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ◆ Phone: 480-312-2500 ◆ Fax: 480-312-7088

# Application for Permitting Commercial Addendum

***PROJECT SQUARE FOOTAGE:**

New A/C_____ New Non A/C_____ Remodel A/C_____ Remodel Non A/C_____

Addition A/C_____ Addition Non A/C_____ Fence LF _____ Retaining Wall LF_____

Guest House A/C_____ Guest House Non A/C_____

***PROJECT DETAILS:**

Occupant Type_____ Construction Type_____ Occupant Load_____

***PROJECT SQUARE FOOTAGE:**

New A/C_____ New Non A/C_____ Remodel A/C_____ Remodel Non A/C_____

Addition A/C_____ Addition Non A/C_____ Fence LF _____ Retaining Wall LF_____

Guest House A/C_____ Guest House Non A/C_____

***PROJECT DETAILS:**

Occupant Type_____ Construction Type_____ Occupant Load_____

***PROJECT SQUARE FOOTAGE:**

New A/C_____ New Non A/C_____ Remodel A/C_____ Remodel Non A/C_____

Addition A/C_____ Addition Non A/C_____ Fence LF _____ Retaining Wall LF_____

Guest House A/C_____ Guest House Non A/C_____

***PROJECT DETAILS:**

Occupant Type _____Construction Type_____ Occupant Load_____

***Required**

**Planning and Development Services Department**

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ◆ Phone: 480-312-2500 ◆ Fax: 480-312-7088

# Application for Permitting

## Commercial – Multi Family

### Arizona Revised Statutes Notice

**§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.

**Planning and Development Services Department**

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ◆ Phone: 480-312-2500 ◆ Fax: 480-312-7088

# Request for Site Visits and/or Inspections

## Construction Document Application

**This request concerns all property identified in the construction document (plan review) application.**

Project Name: _____

Project Address: _____

**STATEMENT OF AUTHORITY:**

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.

2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the construction document.

**STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS**

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the construction document in order to efficiently process the application.

2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner /Property owner's agent: _____
Print Name

_____
Signature

| **City Use Only:** | |
|---|---|
| Submittal Date: _____ | Plan review number: _____ |

**Planning and Development Services Department**

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088

# Review Methodologies For Application for Permitting and Development Applications

**Review Methodologies**

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. ***Enhanced Application Review Methodology***

   Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

   - the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
   - City staff and the applicant to collaboratively work together regarding an application; and
   - City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

   Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. ***Standard Application Review Methodology:***

   Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

   The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

| | | |
|---|---|---|
| ☐ | **Enhanced Application Review:** | I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology. |
| ☐ | **Standard Application Review:** | I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology. |

_____ _____

Owner Signature Agent/Applicant Signature

Official Use Only: Submittal Date:_____ Development Application No.:_____

**Planning and Development Services Department**

7447 East Indian School Road Suite 100, Scottsdale, Arizona 85251 Phone: 480-312-2500 Fax: 480-312-7088