

INSTRUCTIONS FOR PROJECT APPLICATION

Project Information – Required on all submittals.

| | |
|-----------------------------|--|
| Name: | Project Name, Subdivision Name, Plan of Development, etc. (Ex: Orchid House, Smith Residence, Arts Center Addition) |
| Address: | Site address, suite number, and assessor's parcel number (Note: If a vacant lot or new building without a specific address assigned, please contact the City of Tempe Engineering Division at 480-350-8288 in order to obtain a site address. Applications can not be processed without a specific address.) |
| Proposed Use: | Specify if single-family residence, office, medical office, retail, school, restaurant, carport, office/warehouse, manufacturing, 68 unit apartment, 72 unit hotel, etc. |
| Existing Zoning: | Zoning at the time of application. |
| Legal Description: | Provide a complete legal description of the property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description. |
| Description of Work: | A brief description of the work being done, with examples as follows: |

Fire – Installation of fuel tanks, spray paint booths, hazardous material review, dust collection systems, etc.

Engineering - On-site storm water retention, refuse enclosures, curb cuts, water & sewer work in the right-of-way, etc.

Planning - Site Plan Review, Use Permit, Variance, Zoning/Amendment, PADs, General Plan Amendment, Development Plan Review, Signage, Subdivision/Condo, etc.

Building Safety - Interior Remodel, Addition to Existing Residence, Prefabricated Carport, Construction due to Fire Damage, Conversion of an Existing Office to Sales, Conversion of Garage or Carport to Living Space, etc. Building Safety Classes of Work include:

| | |
|--------------|--|
| NEW | All new non-residential buildings (mixed use, office, industrial, assembly, retail, other commercial, etc.). All new construction must be further identified as "complete", "prelease", or "basic" type buildings. Upon final inspection approval "complete" buildings will receive a Certificate of Occupancy. "Prelease" and "Basic" buildings are shell buildings resulting in the issuance of a "letter of Compliance" with Certificate of Occupancies issued at the time of tenant build-out. |
| A/A | Addition or alteration to an existing building that increases floor area or requires structural review. |
| TI | Tenant improvement work – no increase in floor area and no structural work. |
| WB | Tenant improvement without certificate of occupancy. |
| AFES | Automatic fire extinguishing systems. |
| MF | Multi-family residential such as condos or apartments that do not include mixed use. |
| NRES | New one- or two-family dwellings. |
| RES | Remodels or additions to one- or two-family dwellings. |
| POOL | Swimming pools. |
| DEMO | This type of permit covers the demolition of an entire building and is not issued for demolitions associated with interior work. Interior demolition work is covered under a tenant improvement (TI) building permit. |
| OTHER | That work which does not fit into any of the above categories, i.e. mobile homes, factory built buildings, retaining walls, prefabricated metal parking structures, relocated buildings, etc. |
| MEP | Mechanical, electrical, or plumbing work only. |

Applicant Information – Required on all submittals.

- The name, address, email, telephone, and fax information of the individual to be contacted for questions, corrections, and notification of project status.
- All applications must be accompanied by the required number of plans, submittal materials, and correct fee (dependent upon type of submittal).

Please see our website at www.tempe.gov/tdsj for applications, submittal information, fees and checklists. If you do not have internet access, please contact us at (480) 350-8341, Option 2.

Time Limitation of Application – Tempe Administrative Code

104.15 Time limitation of application. An application for a permit for any proposed work shall be valid for a period of one year from the date of filing. It is the duty of the person that files the application to monitor the expiration date. The building official is not authorized to grant any extension of time.

Exception: Prior to the date of application expiration those applications with a "PRINTED" status may request in writing, with justifiable cause demonstrated, a 45 day extension of time to allow permit issuance provided the applicant submits a new project submittal application and pays a renewal fee which is 25% of the current plan review fee.

Planning Submittals are Subject to Dissemination to the Public