Project Submittal Application

City of Tempe Development Services Department 31 E. 5th Street, Garden Level, Tempe, AZ 85281 Building Safety - Phone: 480-350-8341 Fax: 480-350-8677 Planning - Phone: 480-350-8331 Fax: 480-350-8872 www.tempe.gov/tdsi



Project Name:			Project I	nformation - Requi	red				
Project Name.									
Project Address:							Suite No.:		
Proposed Use of Building/Suite:							Existing Zoning:		
Legal Description:							Parcel No.:		
Description of Work/Request:							<u> </u>		
				ation (for building p		view only):			
			Applicant	Information - Requ					
Company or Firm Name:					(ephone 1:		Ext:	
Applicant's Name:					Tele	ephone 2:			
					()		Ext:	
Applicant's Street Address :					Fax:				
City:			State:	Zip:	Em	/ ail Address(es):		
Applicant Signature:		Dat	e:						
For City Use Only									
Planning	Fees	Building	ا مانیم م	Engineering			Submitted Materials:		
		□ New Bui □ Comp					Building	Fire	
Dev Plan Review		Prelea	ise	□ Revision Tracking Nos.:			Planning	Signs	
□ Sign Permit						Engineering			
□ Use Permit				DS					
		□ TI □ AFES (0		BP		Spec Book(s) Structural Calcs	Soils Report		
General Plan Amend			//11)			Truss Calcs	 Report Materials 		
□ Zoning Amend				EN		Hydraulic Calcs	Color Board		
Zoning Verification Letter		□ Res Remodel/Add		PL		Parking Analysis	□ Haz Mat Form		
Subdivision/Condo DAD Overlay				x		□ Lighting Cut Sheets	□ Other:		
PAD Overlay		Demo				Total Valuation:			
□ Legal Posting Signs		□ Grading	PC						
Administrative Decision	Phased Constr			PPC			Total Submittal Fees:	<u>_</u>	
Abatement Shared Parking		□ Phased	CA						
 Shared Parking CCR Review 									
		Structural Frame KED Only		FR					
		□ MEP Only □ Mobile Home		RA					
				SGN			Validation:		
□ Other Fire	Grant Bldg Deferred submittal					valuation.			
□ Tanks		□ Revision		MCA Code:			-		
Spray Paint Booth		□ New Sta							
□ Special Extinguishing		□ Permits		File With:					
□ Special Extinguishing □ Fire Alarm		on Stand	lard #				Date Stamp:		
□ File Alarn □ Kitchen Hood System		□ Suiting							
□ Richen Hood System		□ Other		Received By:		-			
	-								
□ Other									

Planning Submittals are Subject to Dissemination to the Public

Please See Reverse for Instructions, Submittal Information and Time Limit of Application

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 <u>www.tempe.gov/tdsi</u> 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.