Tempe

P. O. Box 5002 31 East Fifth Street Tempe, AZ 85280 www.tempe.gov

IMPORTANT NOTICE

Regarding the pedestrian permitting process for:

- **Building demolition and/or**
- **Construction of a covered walkway for pedestrian protection**

There are multiple city department approvals required during the permitting and inspection process for building demolition and/or construction of a covered walkway for pedestrian protection in or near the City of Tempe's (COT) right-of way (ROW). Please use the following steps to obtain the required approvals.

☐ **Step 1 (Community Development Department (CDD) – Building Safety)** – Meet with the Community Development, Building Safety Division regarding the requirements needed to issue a permit. Information regarding submittal requirements may be found on the Building Plan Review Checklist. (http://www.tempe.gov/modules/showdocument.aspx?documentid=5313) Based on submittal information provided, a Building Safety counter Plan Reviewer will determine the type of Pedestrian Protection required for the demolition/construction project. Once direction has been given, please take this form and proceed to the Public Works, Engineering Division front counter for additional information.

☐ **Step 2 (Special Use/Haul Permit)** – Meet with a Public Works Engineering front counter representative who will provide information on the requirements needed to obtain a Special Use/Haul Permit and provide a Special Use/Haul Permit number, which the Public Works Traffic Engineering representative will require.

☐ **Step 3 (TCP/TCB/Haul Routes/Pedestrian Routing**) – Meet with a Public Works Traffic Engineering representative for approval of the Haul Route (required for building demolition or excavation only) and discuss any Pedestrian Routing Requirements. When Pedestrian Protection is required and installed near or in the city's ROW or pedestrians are routed into a street, Traffic Control/Barricading Plans (TCP/TCB) are required to be submitted for review and approval. Once these items are finalized, return to the Engineering Division front counter where the representative will approve the Special Use/Haul Permit and sign off the plans indicating all requirements of Public Works have been met. Return this form to the Community Development front counter.

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☐ **Step 4 (CDD – Building Safety)** – When the proposed work meets the criteria for an over-the-counter plan review, return with this form and plans to CDD, Building Safety for permit issuance.
Please note: covered walkways for pedestrian protection are not eligible for over-the-counter plan review. Submit the required plans and this form for the normal plan review process. A Building Safety Plan Reviewer will confirm that all Public Works requirements have been addressed prior to issuing a Demolition and/or Pedestrian Protection Covered Walkway Permit.

☐ **Step 5** – Contact each inspection section for specific inspection requirements for each permit type.

Building (480) 350-8341, Option #1 (Inspections of the Covered Walkway Construction)

Traffic Engineering (480) 350-8219 (Location and Signage for Covered Walkway/ Pedestrian Route)

The City of Tempe **Building Safety Division** is located at 31 E. Fifth Street, **East** Side Garden Level.
The City of Tempe **Traffic Engineering Division** is located at 200 E. Fifth Street, Second Floor and
The City of Tempe **Engineering Division** is located at 31 E. Fifth Street, **West** Side Garden Level.

For Internal Use Only:

Building Permit Number:_____

Pedestrian Protection Required in Right-of-way: Yes: ☐ No: ☐

Special Use Permit No:_____

Haul Route Finalized: Yes: ☐ No: ☐

Traffic Control Plan Submitted: Yes: ☐ No: ☐

Public Works Requirements Addressed: Yes: ☐ No: ☐