

CITY OF TEMPE

Building Plan Review Processing in accordance with the Senate Bill 1598/Arizona Revised Statutes 9-835

GENERAL

The Arizona Revised Statutes require that by December 31, 2012, Cities and Towns have in place an **Overall** time frame for either the approval or denial of an application for a Building Permit.

Exception: Construction or development of a residential lot, including swimming pools, hardscape and property walls, subdivisions or master planned communities.

The **Overall** timeframe is comprised of two components. First an **Administrative Completeness Review** and Second a **Substantive Review**. Each of these components also has a specific time frame assigned to them.

Accordingly, each different building type will have a specific assigned time period for its **Administrative Completeness Review** and a specific assigned time period for its **Substantive Review**. These time frames have been established and prioritized relative to their complexity and public health/safety impacts.

ADMINISTRATIVE COMPLETENESS REVIEW

The purpose of the **Administrative Completeness Review** is to verify that the construction documents and plans are complete and that they contain all of the information necessary to accurately perform a technical plan review. Therefore, the **Administrative Completeness Review** must be approved prior to the commencement of the technical plan review which is the **Substantive Review**.

During the **Administrative Completeness Review** time frame the City will review the submitted construction documents and plans for completeness and will issue a written notice if any of the necessary information is missing. (Checklists have been developed for this purpose and it is highly advised that the design professional utilize the checklist to perform their own administrative completeness review of the documents and plans prior to submittal to the City.)

The **Administrative Completeness Review** time frame and the overall timeframe are suspended from the date the written notice is issued until the date that the City receives the missing information from the applicant.

SUBSTANTIVE REVIEW (Technical Plan Review)

The purpose of the **Substantive Review** is to verify that the construction documents and plans are in compliance with all applicable building codes and ordinances adopted by the City of Tempe, all of the requirements mandated by federal, state, and county laws, and all of Tempe's substantive policies. This constitutes the technical plan review. The construction documents and plans must be approved by the **Substantive Review** prior to the issuance of a building permit.

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During the **Substantive Review** time frame, the City will perform an initial comprehensive technical plan review of the construction documents and plans. If corrections are required, the City will issue a written notice detailing the specific corrections that must be made, and/or information that must be provided, prior to approval of the construction documents and plans. **This constitutes the initial (first) plan review.** Under the state law, no further corrections or information may be requested by the City unless the applicant did not resolve all items identified in the original request for corrections.

If the applicant fails to resolve an issue identified in a request for corrections, the City may make supplemental written requests for corrections that are limited to issues previously identified in the original request for corrections. The building plan review fee provides for an initial plan review and no more than two verification plan reviews. **Each supplemental request for correction constitutes a verification plan review. Any fourth or subsequent verification plan review will be completed on an hourly rate as prescribed in Fee Table 2-A.**

In all cases, the **Substantive Review** time frames and the overall timeframes are suspended from the date the written notices are issued until the date the City receives the corrections from the applicant. A Building Permit shall not be issued until all corrections have been made and/or missing information has been received and verified by the City.

If an applicant requests significant changes, alterations, additions or amendments to an application that are consistent with the purposes of the original application and that are not in response to the request for corrections, the City may make one additional written request for corrections and may have no more than an additional fifty (50%) percent of the substantive review time frame as established by the City for that permit to be granted or denied. The City and applicant must mutually agree in writing to allow the City to request additional information or corrections to the construction documents and to mutually agree to extend the **Substantive Review** time frame and the **Overall** time frame by a time not to exceed fifty (50%) percent of the overall time frame.

The **Substantive Review** time frame and the **Overall** time frame may end at this point and the plan review is thereby expired. The application for Building Permit will be denied. The Justification for the denial will be in writing and will contain applicable references to the statutes, ordinances, codes or substantive policy statements on which the denial is based.