

# CITY OF TEMPE

## Building Plan Review Processing in accordance with the 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 Building Permit.

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 it.

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.

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 first plan review.**

The **Substantive 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. The Building Permits shall not be issued until all corrections have been made and/or missing information has been received and verified by the City. **This constitutes the second plan review which is the final plan review.** Under the state law no further corrections or information may be requested by the City, therefore a third plan review cannot be performed.

Therefore, if after the second comprehensive plan review the required corrections have not been made and/or missing information has not been provided, then the application for Building Permit must 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.

The **Substantive Review** time frame and the **Overall** time frame will end at this point and the plan review is thereby expired.

Except that, the City and applicant may 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 25% of the overall time frame.