

Project Submittal Application

City of Tempe
 Community Development Department
 31 E. 5th Street, Garden Level, Tempe, AZ 85281
 (480) 350-4311 Fax: (480) 350-8677
 Planning Fax: (480) 350-8872
www.tempe.gov



Project Information - Required

Project Name:	
Project Address:	Suite No.: <input type="checkbox"/>
Proposed Use of Building/Suite:	Existing Zoning: <input type="checkbox"/>
Legal Description: <input type="checkbox"/> Attached	Parcel No.: <input type="checkbox"/>
Description of Work/Request:	

Valuation (for building plan review only): _____

Applicant Information - Required

Company or Firm Name:	Telephone 1: () Ext: _____	
Applicant's Name:	Telephone 2: () Ext: _____	
Applicant's Street Address :	Fax: ()	
City:	State:	Zip: _____
Applicant Signature:		Date:

For City Use Only

Planning	Fees	Building	Engineering	Submitted Materials:																								
<input type="checkbox"/> Recordation <input type="checkbox"/> SPR <input type="checkbox"/> PL Dev Plan Review <input type="checkbox"/> Sign Permit <input type="checkbox"/> Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> General Plan Amend <input type="checkbox"/> Zoning Amend <input type="checkbox"/> Zoning Verification Letter <input type="checkbox"/> Subdivision/Condo <input type="checkbox"/> PAD Overlay <input type="checkbox"/> Legal Posting Signs <input type="checkbox"/> Administrative Decision <input type="checkbox"/> Abatement <input type="checkbox"/> Shared Parking <input type="checkbox"/> CCR Review <input type="checkbox"/> Continuance <input type="checkbox"/> Appeal <input type="checkbox"/> Other _____ Fire <input type="checkbox"/> Tanks <input type="checkbox"/> AFES (O/H) <input type="checkbox"/> Spray Paint Booth <input type="checkbox"/> Special Extinguishing <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Kitchen Hood System <input type="checkbox"/> Rack Storage <input type="checkbox"/> Hazmat <input type="checkbox"/> Other _____	<table border="1" style="width:100%; height: 100%; border-collapse: collapse;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>																									<input type="checkbox"/> New Building <input type="checkbox"/> Com Add/Alt <input type="checkbox"/> TI <input type="checkbox"/> MF <input type="checkbox"/> NRes <input type="checkbox"/> Res Remodel/Add <input type="checkbox"/> Pool <input type="checkbox"/> Demo <input type="checkbox"/> Grading Only <input type="checkbox"/> Phased Constr <input type="checkbox"/> Phased Constr w/UG MEP <input type="checkbox"/> Structural Frame <input type="checkbox"/> MEP Only <input type="checkbox"/> Mobile Home <input type="checkbox"/> Factory Built Bldg <input type="checkbox"/> Deferred submittal <input type="checkbox"/> Revision <input type="checkbox"/> New Standard <input type="checkbox"/> Permits based on Standard # <input type="checkbox"/> Suiting <input type="checkbox"/> Other _____	<input type="checkbox"/> Engineering <input type="checkbox"/> Revision Tracking Nos.: DS _____ BP _____ RA _____ FR _____ RAF _____ EN _____ RAE _____ PL _____ SPR _____ SGN _____ GO _____ GOB _____ SE _____ ZP _____ MCA Code: _____ File With: _____ Received By: _____	<input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Fire <input type="checkbox"/> Signs <input type="checkbox"/> Engineering <input type="checkbox"/> Spec Book(s) <input type="checkbox"/> Structural Calcs <input type="checkbox"/> Truss Calcs <input type="checkbox"/> Hydraulic Calcs <input type="checkbox"/> Parking Analysis <input type="checkbox"/> Lighting Cut Sheets <input type="checkbox"/> Soils Report <input type="checkbox"/> Report <input type="checkbox"/> Materials <input type="checkbox"/> Color Board <input type="checkbox"/> Haz Mat Form <input type="checkbox"/> Other: Total Valuation: _____ Total Submittal Fees: _____ Validation: _____ Date Stamp: _____

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 Development Services Division at (480) 350-4311 in order to obtain a site address. Applications cannot be processed without a site 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:

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

Building Safety: New Office/Warehouse Building, New SFR, Tenant Improvement, Interior Remodel, Addition to Existing Residence, Prefabricated Carport, Construction due to Fire Damage, Conversion of Garage or Carport to Living Space, etc.

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

Fire: Fire sprinklers, fire alarm, installation of fuel tanks, spray paint booths, hazardous material review, etc.

Applicant Information – Required on all submittals

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

Please see our website at www.tempe.gov for applications, submittal information, fees and checklists. If you do not have internet access, please contact us at (480) 350-4311.

Know Your Rights or ARS and You

For additional information on Municipal Regulations see AZ Revised Statutes- Article 4 <http://www.azleg.gov/arizonarevisedstatutes.asp?Title=9>

9-834. [Prohibited acts by municipalities and employees; enforcement; notice](#)

A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

For additional information see ARS 9-831-9-840.

9-836. [License application process](#)

A municipality that issues licenses shall provide the following information to an applicant at the time the applicant obtains an application for a license:

1. A list of all of the steps the applicant is required to take in order to obtain the license.

2. The applicable licensing time frames.

3. The name and telephone number of a municipal contact person who can answer questions or provide assistance throughout the application process.

4. The website address and any other information, if applicable, to allow the regulated person to use electronic communication with the municipality.

5. Notice that an applicant may receive a clarification from the municipality of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement as provided in section 9-839.

Time Limitation of Application

Engineering Submittals: See exceptions at: <http://www.tempe.gov/Home/ShowDocument?id=16559>

An application for a permit for any proposed work shall be valid for a period of one year from the date of filing. The building official is not authorized to grant any extension of time.

Building Submittals: See exceptions at: <http://www.tempe.gov/home/showdocument?id=8698>

2012 International Fire Code: See exceptions at: <https://www.tempe.gov/home/showdocument?id=33162>

An application for a permit for any proposed work or operation shall be deemed to have been abandoned one year after the date of filing. The fire code official is not authorized to grant any extension of time.