### Building Permit Application

#### Part 1 of 2

**City of Tempe Community Development Department**

31 East 5th Street, Garden Level, Tempe, Arizona 85281

(480) 350-4311 Fax (480) 350-8560


---

**EXISTING ZONING**

**SUITE(S)**

**PARCEL No(s)**

**PROJECT VALUATION**

**Occupancy Load**

**Number of Stories**

**Height**

---

**STATE**

**ZIP**

**PHONE 2**

---

**Validation:**

I hereby authorize the applicant below to process this application with the City of Tempe.

PROPERTY OWNER SIGNATURE

---

Sec. 8-109.3 Building permit valuation. The applicant for a permit shall provide an estimated construction valuation at the time of initial application. Construction valuations shall include total value of the proposed work...

---

**Occupancy**

**Group**

**Number of Units / Area**

**Average Size**

---

**Residential SQ FT**

**Number of Stories**

---

**Commercial SQ FT**

**Number of Stories**

---

---

**APPLICATION INFORMATION**

**COMPANY / FIRM NAME**

**ADDRESS**

**CONTACT NAME**

**CITY**

**STATE**

**ZIP**

**PHONE 1**

**PHONE 2**

---

**APPLICATION SIGNATURE**

I hereby attest that this application is accurate and the submitted documents are complete. I acknowledge that if the application is deemed to be incomplete it will be returned to me without review, to be resubmitted with any missing information.

---

**PROPERTY OWNER INFORMATION**

**BUSINESS NAME**

**ADDRESS**

**CONTACT NAME**

**CITY**

**STATE**

**ZIP**

**PHONE 1**

**PHONE 2**

---

I hereby authorize the applicant below to process this application with the City of Tempe.

PROPERTY OWNER SIGNATURE

---

or attach written statement authorizing the applicant to file the application(s)

---

**FOR CITY USE ONLY**

**DS TRACKING #**

**Total Valuation:**

**Date Stamp:**

**Validation:**

---

**BP TRACKING #**

**Total Application Fees:**

---

**DEF TRACKING #**

**MCA Code:**

---

**RA TRACKING #**

**File With:**

---

**ZP TRACKING #**

**Received by:**

---
### Applications (Check all that apply)

<table>
<thead>
<tr>
<th>Building Addressing, Tenant Suiting or Unit # Assignment</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>B DPR</td>
<td>Planning</td>
</tr>
<tr>
<td>Deferred Submittal</td>
<td>Color Boards</td>
</tr>
<tr>
<td>Demolition - Pool - Complete - Interior</td>
<td>Haz Mat Form</td>
</tr>
<tr>
<td>Grading Only</td>
<td>Lighting Cut Sheets</td>
</tr>
<tr>
<td>M. E. P. Only</td>
<td>Neshap</td>
</tr>
<tr>
<td>Pre Manufactured Home - Factory Built Building</td>
<td>Other Materials</td>
</tr>
<tr>
<td>New Commercial Building</td>
<td>Other Report(s)</td>
</tr>
<tr>
<td>New Mixed-Use Multi-Family Building</td>
<td>Other</td>
</tr>
<tr>
<td>New Multi-Family Building</td>
<td>Parking Analysis</td>
</tr>
<tr>
<td>New Residential</td>
<td>Sic</td>
</tr>
<tr>
<td>New Standard - Pool - Structure - Building</td>
<td>Soils Report (Geotech)</td>
</tr>
<tr>
<td>Other</td>
<td>Specification Book(s)</td>
</tr>
<tr>
<td>Permit Based on Standard Plan #</td>
<td>Structural Calculations</td>
</tr>
<tr>
<td>Phased - Foundation W/wo Ug MEP</td>
<td>Truss Calculations</td>
</tr>
<tr>
<td>Phased - Structural Frame</td>
<td></td>
</tr>
<tr>
<td>Pool</td>
<td></td>
</tr>
<tr>
<td>Residential Remodel/Addition</td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>Tenant Improvement - Commercial</td>
<td></td>
</tr>
</tbody>
</table>

### Submittal Materials

| AHIS                                                     |          |
| Building Planning                                       |          |
| Color Boards                                             |          |
| Haz Mat Form                                             |          |
| Parking Analysis                                         |          |
| Lighting Cut Sheets                                      |          |
| Neshap                                                   |          |
| Other Materials                                          |          |
| Parking Analysis                                         |          |
| Soils Report (Geotech)                                   |          |
| Specification Book(s)                                   |          |
| Structural Calculations                                  |          |
| Truss Calculations                                       |          |

### Know Your Rights Arizona Revised Statutes (ARS) and Your Request

All applications must be accompanied by the required plans, submittal materials, and correct fee(s). For additional information on Municipal Regulations see AZ Revised Statutes - Title 9, Chapter 7, Article 4 [https://www.azleg.gov/arstitle/](https://www.azleg.gov/arstitle/)

9-834. Prohibited acts by municipalities and employees; enforcement; notice

A. 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.

H. 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 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.