

RESIDENTIAL COUNTER PERMIT

APPLICABILITY

This Residential Counter Permit applies to small projects such as electrical upgrades, natural gas/propane installations, plumbing repairs and alterations, woodstoves, fireplace inserts, stucco, and demolition.

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Building Division, then select the permit type you desire and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents as applicable to your project. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A permit technician will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “***Ready to Issue.***” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – A permit technician will be your main point of contact for your Counter Permit. They will let you know if anything else is needed to proceed with your permit.
- **Review** - To process a Building Permit Application, all plans (as mentioned in the *Online Submittal Requirements and Additional Requirements* sections below) shall be submitted for review and will be processed according to [stated time frames](#). You may need approvals from Planning and Zoning, Environmental Quality, Engineering, and the Building Division before a Counter Permit will be issued. During the review process, if there are comments, they are noted on the plans and in a comment letter. Once this is completed, the reviewed plans along with the comment letter will be given back to the Owner/Contractor so they can work on a new single set of corrected plans. The amended plans and the original reviewed plans and comments shall be resubmitted for review. This process will be followed until all deficiencies have been corrected.

ONLINE APPLICATION INFORMATION

- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **Parcel/Site** - be prepared with a Parcel Number or Site Address. You **must** select from the pop-down list when entering the parcel number or address in the online portal.
- **Ten Days** – you have ten working days to submit all required documents or your permit will be **canceled**.

ONLINE SUBMITTAL REQUIREMENTS

What electronic formats can be accepted? At this time, only PDF format is accepted for plan review. PDFs must scale and must be unlocked.

Combined PDF or multiple PDFs? Required documents may be uploaded as a single, combined PDF document or as separate PDF documents. If some are combined and some are separate, that's okay – simply leave a comment (in the comment box provided in the upload window) letting staff know which plans are included together.

What documents must be uploaded? Please provide an electronic copy of the following in PDF format using scale $\frac{1}{4}'' = 1'$ (quarter inch equals one foot) unless otherwise noted:

- **Site Plan** – Visit [this webpage](#) for details on scale and what to include on your residential site plan.
- **Floor Plan**
 - Fully dimensioned two-line drawings (show all walls with openings and posts, rooms, halls, stairs, etc. Label all rooms and spaces. Include basement if applicable.
 - Show all braced wall lines and panels.
 - Door and window locations and sizes.
 - Emergency exit windows.
 - Show all exterior decks.
 - Appliance, water heater, wood stove, fireplaces, and cabinet locations identified.
 - Show plumbing fixtures.
 - Furnace, Water Heater, Woodstoves, Fireplaces, and Decorative Appliances
 - If a guest house or Accessory Dwelling Unit (ADU), show square footage of primary and ADU.
- **Electric Plan** – where applicable
 - Show all Lights locations
 - Show all Switch locations
 - Show Grounding electrode type
 - Show location of main service and sub-panels
 - Provide Panel Schedule
 - Provide the Symbol Schedule
 - Smoke Alarms and Carbon Monoxide Detector location
 - Show all Receptacle locations
- **Plumbing Schematic** – where applicable

- **Manufacturer's Specifications** - on fixed equipment/appliances as applicable to this project

ADDITIONAL REQUIREMENTS

- **Contractor's Information** – a licensed Arizona Register Contractor shall be required to perform the work if the project is for sale or is a rental
- **Other documents not listed here** – may be requested by staff in order to perform a review