



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2018-03

Supersedes: DD-2008-06 &
DD-2015-03

Effective: September 30,
2018

Initiator: Ralph Shepard

Director: Jen Pokorski, AICP -
JP

PURPOSE: To define and coordinate procedures concerning standard plans.

REERENCE: Maricopa County Local Additions and Addenda, Chapter 2 -
Administration

POLICY/PROCEDURE:

The standard plan process provides for unlimited permits based upon a particular construction plan for a one-time plan review fee. The plan, with limited options, may be used repeatedly during a three-year period (3 years).

A standard plan approval may be adopted for any type of building although the most common applications are for single-family residences, pools, spas, and accessory buildings.

A standard plan may be used anywhere in Maricopa County jurisdiction noting that the plan complies with all Zoning, Drainage and Building Codes.

There shall be one Owner/Contractor of record per standard plan, who shall be licensed and registered with the Arizona Registrar of Contractors (AROC).

The Owner/Contractor of Record is the only one authorized to use the standard plan tracking number for a production permit.

Exceptions:

- Pool / Spa standard plan tracking numbers that are obtained by a registered professional such as a civil or structural engineer may have a standard plan for multiple uses

Note: Pool Contractors that depend on a registered professional to design or prepare plans shall not be considered a registered professional in civil or structural engineering, and shall not be allowed to have multiple users

- When an applicant submits under the authorization of a registered engineer they must provide an approval letter from the registered engineer stating his/her authorization. The letter must provide the standard plan tracking number and the property owner's name and address. In addition, the letter shall be wet stamped by the registered engineer of record. No duplications will be accepted

Application Submittal Requirements:

1. Building Activity/Contact Application (see attached)
2. Two (2) copies of all appropriate building plans and structural calculations (i.e. gravity, lateral, geotech)
3. Two (2) Truss Calculations and specification packages for all elevations:
 - a. Or two (2) Signed Waiver Form must be submitted (see attached)



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- b. Building Official may require truss calculations and specifications for complex roof designs
4. Two (2) copies of an 8 ½ x 11 dimensional footprint of the maximum square footage of the standard plan. Plan must show all options. Square footage calculations must also be shown and match construction plans (see options example attached)
5. Two (2) electronic copies of the application materials (i.e. CDs or Flash Drives)
6. Cover sheet chart showing base plan square footage for livable, garage, patio and entry covers. The square footage breakdown for each option must be listed separately from the base plan square footage
7. Application Checklist (see attached)

Design Criteria:

1. Single structure with limited options
2. Design options shall not exceed the following:
 - a. **Livable:** Six (6) Options
 - i. Includes: Bay windows, niches, fireplaces, etc.
 - ii. Additional second floor livable square footage within the base first floor footprint may be added as an option
 - iii. Floor plan changes to livable space that do not affect the base footprint, such as den in lieu of bedroom, pantry in lieu of half bath, etc., are allowed and don't count as an option
 - iv. Occupancy use changes are permissible only as follows:
 - "Garage" in lieu of "livable" – up to single car garage area not to exceed the replaced livable square footage
 - The base plan shall show the livable use square footage with the garage shown as an option
 - b. **Garage:** Six (6) Options
 - i. Front 2, 4, or 6 foot extension to garage space from base plan
 - ii. One single car addition, also allowing for 2, 4, or 6 foot extensions
 - iii. Garage door entry may have the option for front or side entry. The change of entry shall not affect the base plan garage square footage or base plan footprint
 - c. **Patio / Entry Covers:** Six (6) Options
 - i. Includes extensions and patio / entry covers
 - d. **Exterior Cosmetic:** Ten (10) Options
3. The following shall **NOT** be allowed as options:
 - a. Additional floors, basement, or detached accessory structure(s)
 - b. Detached casitas, cabanas, guest suites, etc.
 - c. Changes of construction type, such as CMU to wood
4. Attached casitas, cabanas, and guest suites must remain an integral part of the primary structure under the same roof
5. Optional foundation methods are permissible, such as monolithic or stem. Specification details must be incorporated into the original plans. Specifications must comply with the minimum criteria in the current adopted building codes



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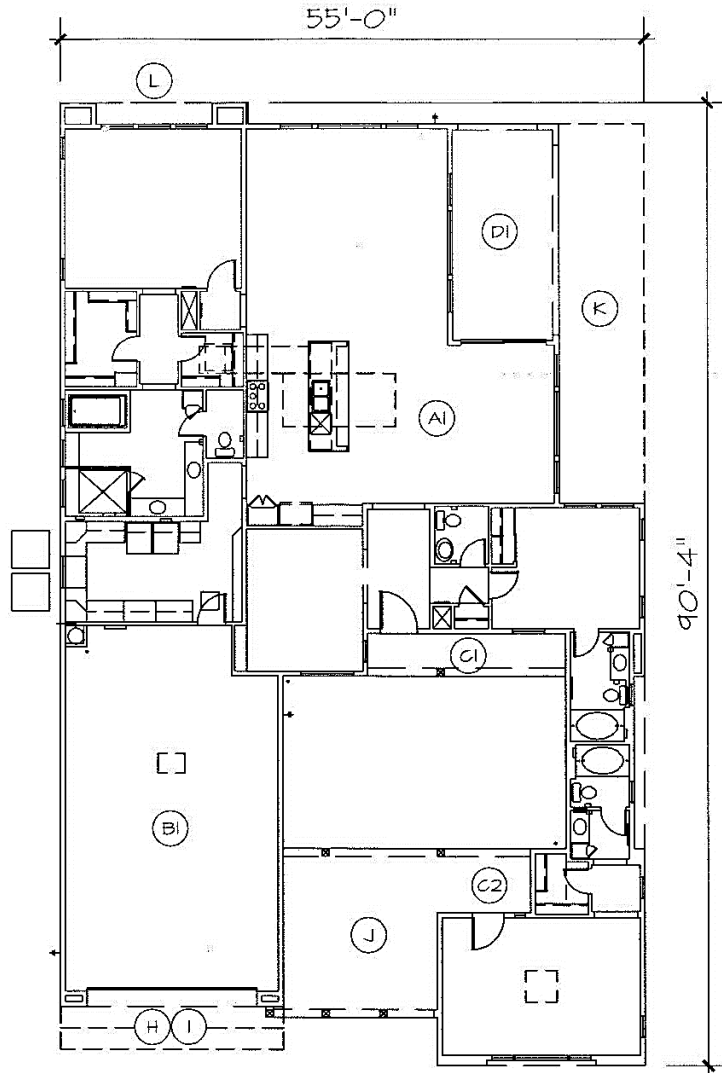
6. Alternate foundation methods, such as post tension, require the submittal of engineered calculations, specifications, and geotechnical reports. All post tension slabs shall require a special inspection certificate that shall also be given to the building inspector at the time of foundation inspection
7. Basements: A standard plan with basement shall have the following notation clearly visible on the cover sheet: "This standard plan shall not be constructed in a floodplain or any other restricted area."
8. Noise Attenuation: Any standard plan that may be constructed in an area requiring noise attenuation (such as properties within the vicinity of a military airport), must be designed for the appropriate decibel rating and must state such compliance on the cover sheet

Duration of Plans:

1. Standard plans shall be valid for three (3) years from the original issuance date, regardless of building code changes. In the event a new and more restrictive building code is adopted during the three-year term of the standard plan, permits will continue to be issued and building will be considered legal
2. **No extensions or renewals shall be given to standard plans regardless of their status.** Standard plan production applications submitted prior to expiration shall be accepted and processed. However, no production application may be submitted after the standard plan has expired, until a new standard plan has been approved and placed in issued status
3. Standard plan production applications submitted under a standard plan that is in any status other than "issued" will not be reviewed until the Standard Plan is re-issued
4. Standard plans that are left unpaid, for a period of ninety (90) days from approval date, may be terminated, and the owner of record shall be responsible to pay fees due for services rendered. Should an applicant choose to use the Standard Plan Program after the standard plans have been terminated, the applicant shall be required to re-submit according to the submittal requirements
5. Standard plans that are inactive, for a period of one (1) year from last revision date, may be terminated, and the owner of record shall be responsible to pay fees due for services rendered. Should an applicant choose to use the Standard Plan Program after the standard plans have been terminated, the applicant shall be required to re-submit according to the submittal requirements
6. Upon issuing the approved standard plans and specifications, the **Owner/Agent shall have the Standard Plan Term Agreement Notarized**
7. Standard plans are allowed two (2) modification submittals in the duration of three (3) years that the plan is issued



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STANDARD	SQ. FT.
(AI) 1ST FLOOR FINISHED	2644
(BI) 3-CAR GARAGE	706
(CI) PORCH 1 "G"	74
(C2) PORCH 2 "G"	285
(DI) PATIO "G"	203
TOTAL BASIC HOUSE	3912

OPTIONS	ADDED SQ. FT
(H) 2' GARAGE EXTENSION	42
(I) 4' GARAGE EXTENSION	84
(J) PORCH 2 "G" W/ GARAGE EXT.	-3
(K) EXTENDED PATIO	285
(L) BAY WINDOW	20
MAXIMUM FOOTPRINT	4298



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STANDARD PLAN TRUSS DESIGN REVIEW WAIVER

This waiver may be used in lieu of the submittal of truss calculations, if the application is for a standard plan for a single family residence.

The Building Official may still require the truss calculation and specification for complex roof designs.

As the Owner/Agent/Contractor I agree to provide a complete truss design packet to the inspector prior to trusses being set in place. This packet shall include truss design calculations sheets which are sealed, hand signed and dated by an Arizona registered engineer and in accordance with the current code editions as adopted by Maricopa County. A complete set of the engineered truss calculations sheets, including a legible truss layout sheet will remain on site until project completion.

(Circle One)

OWNER / CONTRACTOR / DESIGN PROFESSIONAL

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____



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Fee Information

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - <https://www.maricopa.gov/391/Fee-Schedule-and-Estimators>
- An upfront fee of \$2000 for Single Family Residential/Accessories, Etc. and \$346 for Pools will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

Initials:

PERSONAL ASSURANCE OF SUBMITTAL ACCURACY

I, _____, (print name) hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at <https://www.maricopa.gov/DocumentCenter/View/272/Maricopa-County-Zoning-Ordinance-PDF>

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department's Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials:

Personal Guarantee of Financial Responsibility

I, _____, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred, for services rendered, including and up to cancellation.

PRINT NAME:	
SIGN NAME:	DATE:



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WORK DESCRIPTION INCLUDING THE PLAN NUMBER AND/OR LETTER:

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STANDARD PLAN OWNER

Last Name:	First Name:	
Company Name:		
Mailing Address:		
City:	State:	Zip:
PHONE NUMBER:	EMAIL:	

RESIDENTIAL: (CHECK ONLY ONE PER APPLICATION)

SINGLE FAMILY RESIDENCE:	ACCESSORY:	POOLS:
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LICENSED CONTRACTOR & TRUST ACCOUNT VERIFICATION
Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing the information below

CONTRACTOR LICENSE NUMBER & CLASS:

COMPANY NAME:

STREET ADDRESS:

CITY / STATE / ZIP:

CONTACT PERSON:	TITLE:
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PHONE NUMBER:	EMAIL:
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MARICOPA COUNTY TRUST ACCOUNT NUMBER:

CONTACT PERSON:	TITLE:
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PHONE NUMBER:	EMAIL:
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MARICOPA COUNTY TRUST ACCOUNT NUMBER:

CONTACT PERSON:	TITLE:
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MARICOPA COUNTY TRUST ACCOUNT NUMBER:

CONTACT PERSON:	TITLE:
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PHONE NUMBER:	EMAIL:
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The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2701 and is a class 2 misdemeanor.

(PLEASE ANSWER THE FOLLOWING QUESTIONS)

Owner / Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.	YES	NO
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Owner / Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.	YES	NO
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PRINT NAME:

SIGN NAME:	DATE:
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SIGN NAME:	DATE:
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Standard Plan Checklist

ITEMS REQUIRED	Applicant Initials	County Staff Initials
1. Application – one copy	_____	_____
2. Full Size Plans – two copies	_____	_____
3. 8.5x11 Size Footprint dimensioned – two copies	_____	_____
4. Structural Calculations – two copies	_____	_____
5. Truss Calculations or Truss Waiver – two copies	_____	_____
6. Electronic copy – two copies	_____	_____
7. Special inspection certificate – two copies	_____	_____
8. Geotechnical Reports (post tension) – two copies	_____	_____
9. Standard Plan Checklist – one copy	_____	_____
10. Site specific information not included on plans	_____	_____