



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2008-01

Supersedes: N/A

Effective: Immediately

Initiator: Tom Ewers **TE**

Manager:

Director: Joy Rich **JR**

PURPOSE: To define and clarify permit intake and inspection procedures for compliance permits.

REFERENCE: Maricopa County Local Additions and Addenda:
Section 206, Inspections; Section 208, Fees

POLICY/PROCEDURES:

Customers may obtain a compliance permit by submitting a Building Activity Application accompanied by payment amounting to a flat rate fee of \$100. Some compliance permits may be issued “over the counter”, the same day subject to staff availability. The application must be specific as to the type of compliance permit being requested.

Permit intake staff will enter the work description with as much detail as possible and include the type of inspection requested.

Example: “Compliance inspection for final drainage inspection for expired permit B200212345. See B200212345 for drainage conditions.”

Specific actions for specific types of compliance permits are listed below.

COMPOSITION TYPE	PERMIT TYPE	DESCRIPTION
COMP_INP	Compliance Inspection	Allows customers to schedule a <i>one-time</i> inspection, which is to be conducted by a county building inspector or drainage inspector and is required so that a tracking number can be assigned in the permit tracking system so that an inspection can be made and a report filed. There is no work authorized by a compliance permit.
SUBTYPES		
CODE_CMP	Code Compliance	A one time inspection where the inspector views a building or structure to determine if it complies with all County building codes. The inspector shall file a report, linked to Permits Plus, with his findings and recommendations. Recommendations could be to approve the building or structure as it exists or to have the customer apply for the regular building permit necessary to make required corrections to meet code. Anyone requesting a Zoning Certification will need to follow a separate process to obtain a Zoning Verification Letter.
FIRE_DMG	Fire Damage	A one time inspection where the inspector views the property and structures to determine the amount of fire damage. The inspector shall file a report, linked to Permits Plus, with his findings and recommendation. The recommendation shall be to direct the customer to submit the required application forms and plans to obtain the regular building permit necessary to complete the repair work.

FNL_INS	Final Inspection	A one time inspection where the inspector views a structure or site built under a permit that once was issued but has now expired. If both a Building Inspection and a Drainage Inspection are necessary, then two permits must be obtained, one for each inspection. The inspector shall file a report, linked to Permits Plus, with his findings and recommendations. Recommendations could be to approve the site or structures as they exist or to have the customer apply for the regular building permit necessary to make required corrections to meet code.
GP_HM	Group Home	A one time inspection where the inspector views an existing residential structure to ensure that it will comply with the requirements for occupancy as a group home for more than 5 occupants: including handicapped accessibility, exiting and the installation of emergency lights, smoke alarms and fire sprinklers. This type of permit may not be issued over the counter. The applicant must submit a proper site plan and floor plan for review in conjunction with their required Land Use Certificate application. The inspector shall file a report, linked to permits plus, with his findings and recommendations. Recommendations could be to approve the site or structures as they exist or to have the customer apply for the regular building permit necessary to make required corrections to meet code.
MOVE_ON	Move On	A one time inspection where the inspector views an existing structure that is intended to be moved to a location under County jurisdiction. The inspector shall file a report, linked to Permits Plus, with his findings and recommendation. The recommendation shall be to direct the customer to submit the required application forms and plans to obtain the regular building permit necessary to move the structure and to bring it into compliance with codes.