

4 Time for inspection

- City building inspectors are available Monday – Friday from 6:00am to 2:30pm.
- Inspections can be scheduled online at <https://devservices.peoriaaz.gov> or by calling our Inspection Request Line at **623-773-7220**.
- Any issues found will be detailed in our inspection correction notice, so you know what needs to be corrected in order to receive a passing inspection.

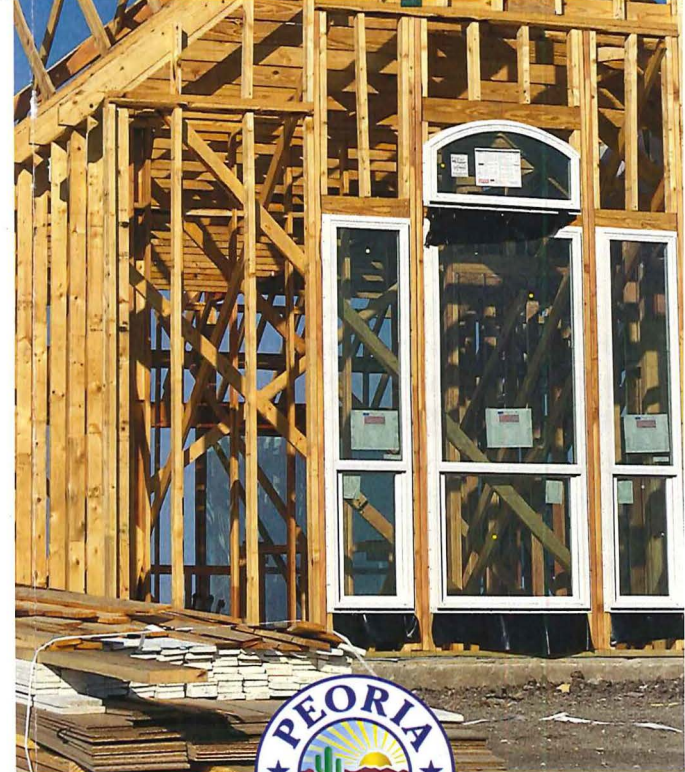
Engineering inspections can be scheduled by calling **623-773-8445**. A pre-construction meeting is required prior to commencing work.

5 Open for business!

Commercial tenant and tenant improvement projects will receive a Certificate of Occupancy when all inspections have been approved. It is the permit holder's responsibility to submit all necessary paperwork to the Development Services Center to obtain the Certificate of Occupancy.

Residential projects will receive a final inspection tag that will be left on site.

You are now ready to open to the public or utilize your new space.



TIP: Building inspection requests must be entered prior to 12:00 am of the date the inspection is to be performed.

Any request to cancel a building inspection for the same day must be done by contacting your inspector prior to 7:15 am; otherwise a reinspection fee and a day delay to reschedule the inspection will be applied.

Share your feedback

We value you as a customer and welcome your feedback. We ask that you please complete an online survey at:

www.peoriaaz.gov/inspectionssurvey

Let us know how we are doing so we can make improvements where needed.

For more information, contact us at 623-773-7225 or building.applications@peoriaaz.gov.



**Development Services Center
9875 N. 85th Avenue
Monday – Thursday • 7 a.m. – 6 p.m.**

**City of Peoria
Development
Services**



Whether you are a commercial developer or resident remodeling your home, our staff welcomes your business. We offer the following steps to help guide you along the way to ensure a pleasurable experience from plan submittal and review to permitting and final inspection.

1 Come see us

- Meet with a representative to discuss your project and they will be able to guide you to the next appropriate step, which may include a pre-application meeting.
- Our pre-application meetings are held weekly, and are offered to help prepare you as best we can on how to submit the proper documents for your project.
- Our helpful team is available to assist with the application submittal process, including planning and zoning, civil, or building review. Separate submittals to each division may be required depending on the type of project.
- Get answers to questions about required paperwork (business license, fee assessments)
- Receive contact information for additional questions or concerns moving forward.

TIP: Including representatives from each discipline on your team (Architect, Engineer) in the pre-application meeting is recommended.

2 Review your plan

Our staff will review your plans for compliance with codes, regulations, and City standards. Typical first review times are as follows:

- Up to 12 business days for building review.
- Up to 14 business days for civil and planning reviews.

If your plans are **redlined**, that means they require changes to meet code requirements.

You will need to resubmit for an additional plan review.

- Additional reviews may take less time than the initial plan review. Timeline depends on project type.
- If you or your contractor fails to address all of the requested changes, you will be required to resubmit your plans until all redlined items have been addressed.

TIP: Hiring a licensed design professional to generate your project plans and a registered contractor can save you time. These pros will be in tune with the latest building guidelines to ensure a safe project. Check with the Registrar of Contractors at www.azroc.gov to ensure your contractor is licensed. A Peoria business license will also be required for the contractor you select.

3 Get your permit

We will contact you when your plans are approved and ready for pick up at the Development Services Counter.

Any outstanding fees need to be paid and the contractor license information must be provided to pick up your plans. Once verified, you or your contractor will be issued a permit to begin work.

It is the permit holder's responsibility to schedule all necessary inspections and have the permit and approved plans available on site.

NOTE: For new buildings, a grading permit must be issued by Site Development prior to the release of your building permit. Please ensure all civil drawings are submitted to Site Development and being reviewed concurrently with the building plans.

TIP: Sometimes project details change once construction begins. Don't worry, we are ready to assist you with any modifications you have. Bring in your revised plans, and submit them for review. Once the revised plans are approved, we will contact you for pick up.