

# CITY OF **M**ARICOPA

PROUD HISTORY • PROSPEROUS FUTURE



## **MODEL HOMES SALES OFFICE PERMIT GUIDE**

**DEVELOPMENT SERVICES  
DEPARTMENT**

39700 W. Civic Center Plaza  
Maricopa, AZ 85138  
Phone: 520.316.6920  
Fax: 520.568.9120  
[www.maricopa-az.gov](http://www.maricopa-az.gov)



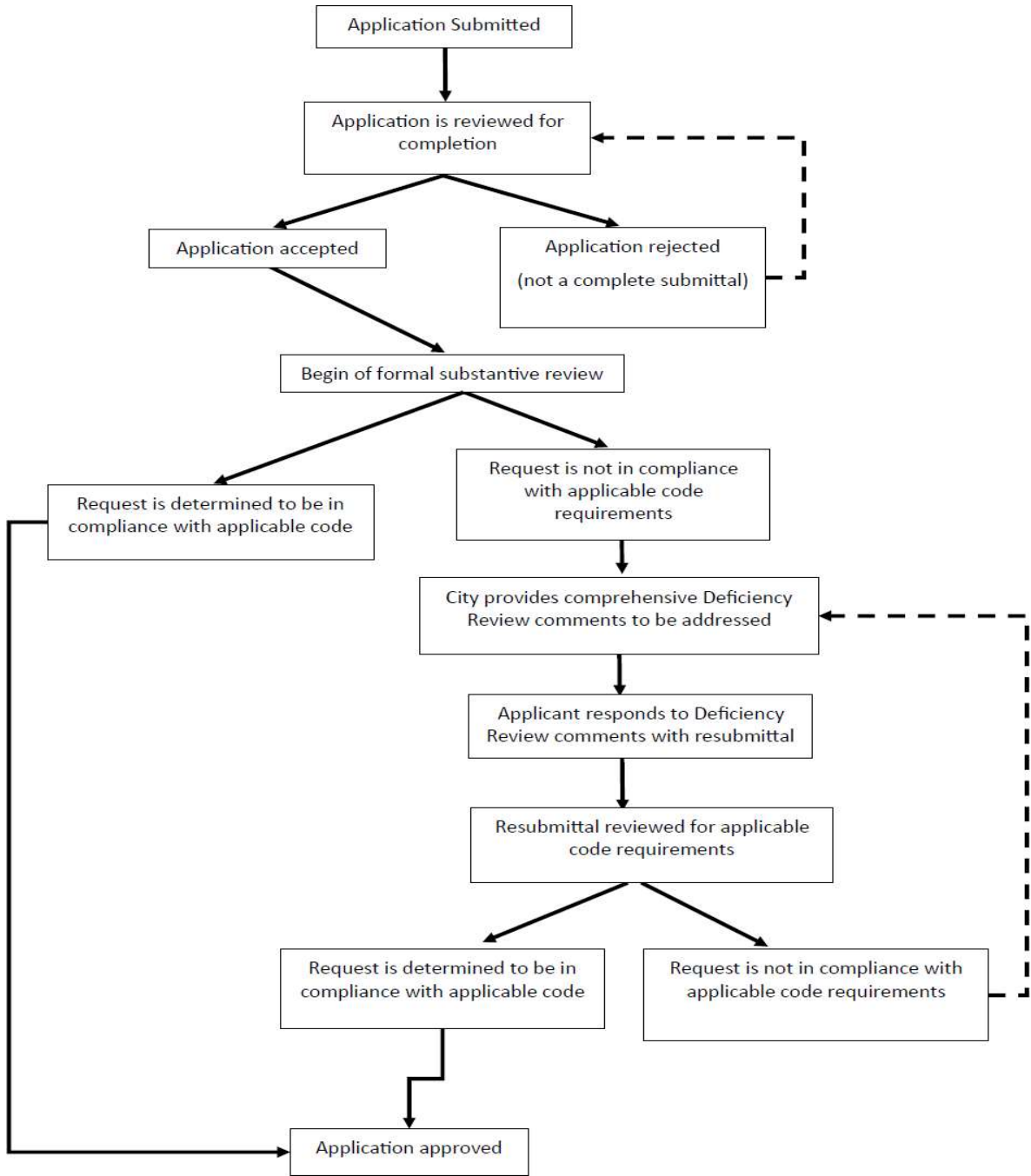
### **How to Apply:**

To complete an application, please click on our [VIP](#) portal. Apply for a Sales Office for Model Home Permit. Submit the required documents, plans, and [fees](#). You will be contacted once we have reviewed your submission. For information on application fees and review times see the following links below. For questions, please email us at [DSD@maricopa-az.gov](mailto:DSD@maricopa-az.gov) or call us at 520- 316-6920.

- Development Fees – [Click Here](#)
- Plan Review Times – [Click Here](#)



## Process Flow Chart



## Conversion from Residential to Commercial

### Submittal Requirements:

#### 1. Project Narrative (required)

- Describing the scope and nature of the project, including compliance with the 2018 ADA Standards for Accessible Design.

#### 2. Construction Plans (required)

- The plans must be prepared by an Arizona registered design professional. The plans must be sealed, signed, and dated by the design professional or be accompanied by an approval letter from the original Registered Design Professional and comply with the current IBC.
- The local wind and seismic design criteria must be stated on the title sheet of the construction plans.
- The Master Plans (SPRs) for the single-family residential structures do NOT contain any details for the construction of the Garage door opening in-fill wall. These new walls are subject to our local wind loads.
- The construction plans must provide details for the construction and attachment of the Garage door opening in-fill wall.
- The construction plans must provide a floor plan that complies with the 2018 ADA Standards for Accessible Design.
- The construction plans must provide plan sheets for any plumbing, electrical, or mechanical work to be installed according to the 2018 ADA Standards for Accessible Design.

#### 3. Site Plan (required)

- Depicting driveways, parking spaces, street frontage and general layout of the property
- Site plan shall denote the location of the required accessible parking facilities.
- The site plan must show the accessible Exit Discharge from the converted Garage to the adjacent public way.
- The site plan must show the location of the accessible toilet facilities, usually a portable unit.
- The site plan must show the required accessible routes from the accessible toilet facility to the accessible parking facilities and to the main accessible entrance to the converted Garage.

---

Note: Please follow this file naming format when submitting your plans and/or documents:

***(Plan Type) – (Project Name) – (Submittal #)***

***Example: Landscape Plan – The Lofts on Edison – 2nd Submittal***



### ***REGULATORY BILL OF RIGHTS***

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

#### **A.R.S. § 9-832: REGULATORY BILL OF RIGHTS**

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
  - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
  - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832.

