

Plan Review Turnaround Times

A **10-day completeness review** is conducted on each application before plan review begins, along with a 5-day completeness review for subsequent submissions. The completeness review does not begin until the day after all necessary documentation is uploaded to the VIP Portal and all relevant fees are paid. These plan review turnaround times are estimates and may change due to size of submittal, work load and staffing considerations.

Application Type	First Review (Weeks) Unless otherwise noted	Subsequent Reviews (Weeks) Unless otherwise noted
Building Permits		
Additions/Alterations	2	1
AFES (Fire Sprinkler)	2	1
Commercial New	4	3
Commercial Revisions	2	1
Electrical	1	3 Business Days
Fire	1	1
Plumbing	3 Business Days	3 Business Days
Residential New	3	2
Residential Revisions	2	1
Tenant Improvements	2	1
Miscellaneous	2	1
Engineering Permits		
Map of Dedications	4	3
Master Drainage Reports (if submitted separately)	4	3
Off-Site Improvements (Right of Way) ¹	4	3
On-Site Improvements (Non-residential) ¹	4	3
Subdivision Improvement Plans	4	4
Traffic Control Plans	1	3 Business Days
Traffic Impact Analysis	2	2
Planning and Zoning Permits		
Abandonment	3	2
Address Permit	2	2
Administrative Design Review ¹	3	2
Annexation	3	2
Appeal Application	2	1
Commercial Final Plat	4	3
Comprehensive Sign Plan	3	2
Conditional Use Permit ^{1 2}	3	2
Conditional Use Permit – Wireless	3	2
Development Review Permit (Major) ^{1 2}	3	2
Development Review Permit (Minor) ¹	3	2
Fact Finding	2	N/A
General Plan Amendment (Major) ^{1 2 3}	4	3
General Plan Amendment (Minor) ^{1 2 3}	3	2
Lot Combination	2	1
Lot Split ¹	3	2
Minor Land Division ¹	3	2
Planned Area Development (Major)	4	3
Planned Area Development (Minor)	3	2
Planned Area Development Amendment (Major/Minor)	3	3
Pre-Application	3	N/A
Replat Application	3	2
Rezoning ^{1 2 3}	4	3
Sign Permit	1	1
Street Name Change ³	3	2
Subdivision Final Plat ^{1 3}	4	3
Subdivision Pre-Plat ^{1 2 3}	4	3
Subdivision Pre-Plat Extension Request ^{1 2 3}	3	3
Temporary Sign Permit	1 Business Day	1 Business Day
Temporary Use Permit – Model Home Complex, Special Events ^{1 4}	2	1
Text Amendment	4	3
Variance ^{1 5}	3	2
Waiver Permit	2	1
Zoning Permit ¹	3	3
Zoning Permit – Adaptive Reuse	2	1
Zoning Permit – Clearance (Antenna, Donation Box, Family Day Care, Group Homes, Mobile Vendors, Seasonal Sales)	2	1

Maricopa City Hall is open Monday through Thursday, 7AM – 6PM. A permit that is received on Friday will not be marked received until the following Monday.

A permit that is scheduled to be due on Friday will be due on the following Monday.

Observed holidays and additional required approval bodies will push the completeness review and plan review timeframes.

¹ Requires a preliminary application.

² Requires approval from Planning & Zoning Commission

³ Requires approval from City Council

⁴ Requires approval from Hearing Officer

⁵ Requires approval from Board of Adjustment