

## New Commercial Building Permit Guideline

### City of Maricopa Adopted Codes:

- International Building Code, 2018 edition
- International Residential Code, 2018 edition
- International Mechanical Code, 2018 edition
- National Electrical Code, 2017 edition
- International Plumbing Code, 2018 edition
- International Fuel Gas Code, 2018 edition,
- International Existing Building Code, 2018 edition
- International Energy Conservation Code, 2018 edition
- International Property Maintenance Code, 2018 edition
- International Fire Code, 2018 edition

### Submittal Item Checklist:

- Project Narrative
- Site Plan
- Construction Plans (building/structural only)
- GeoTechnical Soils Report
- Electrical, Septic/Sewer, and Water Will Serve Letters as applicable
- Special Inspection & Testing Results\*
- Dust Permit (from Pinal County)\*
- Final Elevation Certificate\* as applicable

\* items can be deferred until the second round of review

#### Step 1: Applying

Apply for the permit on [www.MaricopaVIPportal.com](http://www.MaricopaVIPportal.com)

City staff will review for completion and contact you if further documentation is needed.

Approximately 10 business days.

#### Step 2: Review Period

Relevant divisions will begin substantive review for code compliance. If project is not found to comply, resubmission will be required. After resubmission Step 2 will start again.

Approximately 4 weeks for the first review, 3 weeks for subsequent reviews.

#### Step 3: Permit Issued

Your New Commercial permit has been approved!

Schedule all relevant inspection on the VIP Portal so you can open for business.

### Miscellaneous Notes:

Engineering improvements, fire requirements, landscaping, entitlement and design, are all completed under separate permits. Apply at [www.MaricopaVIPportal.com](http://www.MaricopaVIPportal.com)

As with all other permits, submitted files will need to be flattened PDFs with no layers and no special characters in the file name. An initial payment will need to be made before the files are routed to plan review staff.

As per Ordinance 408.5, noise due to construction, repair, remodeling, demolition, drilling, landscape maintenance, landscaping, lawn or yard work, wood cutting, including crafts and hobbies, or excavation work may be conducted between 5:00 a.m. through 8:00 p.m. Mondays through Fridays.