



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2011- 10

Supersedes:

Effective: Immediately

Initiator: Tom Ewers *TE*

Director: Joy Rich *JR*

PURPOSE: To clarify requirements for as-built structures

REFERENCES: Maricopa County Building Code
Maricopa County Directive DD-1999-030
Maricopa County Directive DD-2004-13
Maricopa County Local Additions and Addenda
Maricopa County Zoning Ordinance

APPLICABILITY: For various reasons, an applicant may make application for a building permit for a structure built without benefit of a valid permit. In such cases the following policies shall apply.

POLICIES/PROCEDURES:

1. The applicant shall submit the proper permit application forms, which are available on the Planning and Development Department website at www.maricopa.gov/planning.
2. The applicant shall submit seven copies of site plans and three copies of building plans.
3. Site plans shall meet the requirements of Directive DD-2004-13. Upon review, the Drainage Reviewer may require site plans to be prepared and sealed by an Arizona Registered Civil Engineer.
4. Building plans shall be complete and shall meet all requirements of the current building code. Building plans for commercial structures must be prepared and sealed by an Arizona Registered Architect or Structural Engineer.
5. Depending of how finished the unpermitted structure may be, the applicant will be advised at time of application that they may need to remove or destroy parts of the structure and interior finishes in order to allow proper inspections. In addition, a third party registered professional engineer report may be needed for any structural, electrical, gas, mechanical or plumbing systems not visible for inspection.
6. The double permit fee allowed by code will only be charged when there is a relevant open code violation case on the property. Additional drainage fees will be charged for work done without a permit.



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7. 2009 International Building Code Reference – Inspections
 - a. Section 110, Inspections 110.1 states that construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense incurred to remove or replace any material required to allow inspection.

8. Maricopa County Local Additions and Addenda – Work Commencing Before Permit Issuance
 - a. Section 301, 109.4 states that any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.