

BUILDING DIVISION:

Permit Review Timeframes

AUTHORITY – Arizona Revised Statutes, ARS [11-1604](#), [1605](#), [1606](#), and [1607](#)

ADMINISTRATIVE COMPLETENESS - An administratively complete submittal to the Building Division is achieved when a completed application is received along with all of the plans and information contained within the checklist. Additionally, all required permits and approvals from the other County Development Divisions including but not limited to Planning and Zoning, Environmental Quality and Engineering Division shall be obtained as part of an administratively complete building permit. Until the administrative completeness is obtained, the permit will be kept in a “Pending” status.

INCOMPLETE - If the building application remains incomplete for a period of ten (10) days, the application will be denied as incomplete and all deposits are non-refundable.

ISSUED PERMIT - Building permits are valid for 180 days. When an inspection is completed, the time will reset for an additional 180 days. The structure will expire in 180 days (from date of issuance or of the last inspection), the permit shall be required to be renewed, and some fees may be required. Permits that are not picked up and paid for within 180 days of notification are considered "ABANDONED." (International Residential Code, Section R105.3.2).

TOTAL TIMEFRAMES - The total time for approval or denial of building permits are as follows:

- **Residential Projects:** Administrative completeness review of 15 business days, 21 calendar days for a substantive administrative review. Overall time frame to include plan review - 63 days.
- **Commercial Projects:** Administrative completeness review of 35 business days, 70 calendar days for substantive administrative review. Overall time frame to include plan review - 105 days.
- **Manufactured Homes:** Administrative completeness review of 7 business days. Substantive administrative review and plan review - 7 business days.

Additional requests for time extension for Substantive Plan Review may be given from the applicant and in accordance with the Arizona Revised Statutes § 11-1605 (H).

Utility Permits are exempt from this process, but in some rare occasions when a review needs to be performed, the small plans time frames and checklist shall apply.