



**COCONINO**  
COUNTY ARIZONA  
**COMMUNITY DEVELOPMENT**

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[www.coconino.az.gov](http://www.coconino.az.gov)

**EFFECTIVE DATE:** January 18, 2013

**POLICY NAME:** Substantive Policy Commercial Building Permit Timeframes

**POLICY NO:** PZ-2013-005

**PURPOSE:** To establish timeframes and application procedures for Planning and Zoning review of Commercial Building Permits following Arizona Revised Statutes (A.R.S.) 11-1601 *et seq.*

**BACKGROUND:**

Arizona Revised Statutes (A.R.S.) 11-1601 *et seq.* requires counties to establish timeframes and application procedures for the review of permits. This policy is intended to meet those requirements by providing notice to the public the length of time allotted for a decision to be made regarding the approval of the request.

**POLICY:**

Commercial Building Permit timeframes pursuant to ARS § 11-1605 are as follows:

1. Administrative completeness shall be determined within fourteen (14) calendar days of submittal of a building permit application. Required plans must meet the minimum standards as specified in the Minimum Commercial Building Plan Requirements and must include the following:
  - A Pre-Application Meeting, site plan, foundation plan, floor plan, elevations, landscaping and irrigation plan, electrical plan, building material color samples, lighting permit, sign permit, and all other items as required as conditions of approval.

Administrative review will not be complete until all other permits and approvals have been obtained. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.

2. Substantive Review will be completed within twenty-one (21) calendar days from the determination that the application is administratively complete. One written request for additional information may be made to the applicant during this review process. Review includes proposed and existing use compliance, zone development standards compliance (setbacks, structure height, building separations, etc.), and floodplain review and analysis.

During review, it may be determined that additional permits or approvals may be required. These items can include, but are not limited to:

- Conditional Use Permit
  - Variance
  - Administrative Adjustment
  - Abandonment
  - Zone Change
  - Temporary Use Permit
  - Floodplain Permit
  - Sign Permit
  - Other agency approvals (such as from ADOT or ADEQ)
3. The total time for Planning and Zoning approval or denial Commercial Building Permit review is thirty-five (35) calendar days
  4. Timeframes are tolled and may be waived in accordance with A.R.S. §11-1601 *et seq.*

**ACCESS:**

This substantive policy statement is available for inspection at the Community Development office or on the Coconino County website: [www.coconino.az.gov](http://www.coconino.az.gov).

**APPROVED BY:**

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Sue E. Pratt, AICP  
Coconino County Community Development Director

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Date