



**Community Development Department**  
**Development Services Division**  
16000 N. Civic Center Plaza  
Surprise, AZ 85374  
Ph 623-222-3000  
Fax 623-222-3002  
TTY 623-222-1002

## **RESIDENTIAL ADDITION / ALTERATION PERMITS**

### **APPLICATION PACKET**

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**APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.**

**1. Completed Application.** It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent. The application shall be submitted along with the site plans, building plans and specifications.

- Project Description: Residential Addition/Alteration
- Project Location: State the actual address of the project and the current Assessor's Parcel Number.

**2. Completed Contractor/Contact Supplemental form *REQUIRED***

- Applicants must provide the primary contact information for the project.

*\*NOTE: A City of Surprise business license is required to issue all permits. If applying, please allow two weeks to obtain a license. Some uses may require additional time for outside agency review Contact the Finance Department for licensing requirements at 623-222-1856.*

**3. Construction Plans:** All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.

- All work shall comply with the following adopted codes and ordinances, as amended:

2012 International Residential Code                      2012 International Fire Code  
Ordinance 14-04A (Local Code Amendments)

- **Two complete sets of plans** (18"x 24" or 24"x36") drawn to scale, with dimensions. For portions of the design not in compliance with the International Residential Code, provide a design by an Arizona registered design professional.

**a. Cover Sheet (information may be included on the site plan)**

- Address/parcel number of the project
- Provide a building information block containing:
  - Description of the proposed work
  - Square footage of the proposed work

**b. Site Plan (scale 1" = 20' is recommended)**

- Identify the property lines with dimensions
- Indicate all buildings and structures (existing and proposed)
- Show public rights of way with curbs, sidewalks and utility easements
- Indicate the North direction

### **Site Plan (continued)**

- Provide all building setback dimensions to property lines and distances between buildings/structures on the subject parcel and to buildings/structures located on adjacent parcels.

#### **c. Floor Plan(s) (scale ¼" = 1')**

- Show a complete floor layout including all fixed equipment
- Provide a wall schedule to identify walls to be demolished, new/existing, bearing/non-bearing, and different height walls
- Identify and dimension the following:
  - Rooms/areas
  - Windows and doors
  - Fixture and equipment locations

#### **d. Roof Plan (scale ¼" = 1')**

- Indicate roof materials, slopes and drainage
- Show roof drains and scupper locations with details, as well as parapets, roof mounted equipment access and working clearances
- When floor and/or roof systems are prescriptively designed under the code, truss specifications sealed by an Arizona-registered design professional shall be submitted along with the building plans for review.
- If pre-manufactured trusses are used provide 2 copies of the truss details to include calculations and the layout sheets.

#### **e. Elevations (scale ¼" = 1')**

- Provide details indicating exterior finishes, roof pitches and building heights
- Attic ventilation calculations

#### **f. Building Sections/Details (scale ¼" = 1')**

- Indicate structural system(s), interior/exterior finishes, fire resistive construction and insulation as applicable
- Indicate how fire resistive integrity will be maintained where penetrations are made for plumbing, mechanical and electrical items

#### **g. Foundation Plans (1/4" = 1')**

- Provide foundation plans and wall, floor and roof framing plans
- Provide connection details

#### **h. Plumbing (scale ¼" = 1')**

- Provide a complete floor plan showing plumbing fixtures and all installations
- Provide a plumbing isometric drawing for, drain, waste and vent systems to include:
  - Water meter size and fixture unit calculations
  - Total developed length and size of supply piping

### **Plumbing (continued)**

- Water service pressure loss calculations
- Indicate the required access to rooftop or above ceiling equipment
- Provide a one-line gas isometric drawing to include:
  - Total developed length of pipe from the meter to the furthest appliance
  - Total BTU/CFH demand
  - Total BTU/CFH rating of each appliance
  - State the size, type and length of each pipe section in the system
  - State the IFGC table number used to size the pipe

#### **i. Mechanical (scale ¼" – 1')**

- Provide a complete mechanical floor plan to include locations, types and sizes of duct work, a/c units, air handlers, diffusers, etc (include manufacturer's model numbers)
- Indicate condensate line locations, materials and terminations
- Indicate the required access to rooftop or above ceiling equipment

#### **j. Energy Conservation (scale ¼" = 1' minimum)**

- Show how you will comply with IRC Chapter 11 – Energy Efficiency and City of Surprise Sound Attenuation ordinance. Minimum stds – Walls – R-19, Ceilings – R-30, dual-glazed windows with Solar Heat Gain Coefficient (max) 0.40.

#### **k. Electrical Plans (scale ¼" = 1' minimum)**

- Indicate locations for services, panel boards, devices and other energized equipment
- Provide a lighting floor plan with switching and fixtures
- Provide a power floor plan showing receptacles and connected loads
- Provide an exterior lighting plan including fixture types and wattage. Specify conductor and conduit types and sizes
- Provide the name plate rating of all motors, a/c units and other equipment
- Identify all ground-fault protected (GFCI) receptacles/circuits.
- Identify all arc-fault protected (AFCI) circuits and outlets.
- Show the locations of all smoke detectors.

#### **l. Fire Protection Plan(s) (if applicable) (scale ¼" = 1')**

- Submit results of a water flow test, sealed by an Arizona registered design professional
- Provide a complete fire protection design, including:
  - Use, hazard and commodity classifications
  - Identify special hazards, including hazardous materials or operations and high-piled storage and quantities

### **Fire Protection Plan(s) (continued)**

- Indicate all building fire separations and sprinkler zones
- Provide building section(s). Indicate ceiling construction and protection of concealed spaces
- Indicate system density, area of application and in-rack/hose demands, if applicable
- Indicate outside hose demand and provide recent (within the past six months) flow test information per NFPA 25
- Provide riser details, including vertical double check valve assemblies per City of Surprise approved details
- Provide complete hydraulic calculations for hydraulically designed systems

### **4. Awning Information Form**

- Floor plans and building sections are not required for ICC ES approved drawings. Provide copy of ICC ES report or engineering and complete City of Surprise Awning Information Form (Form213 attached).

### **5. Fees**

- Administrative processing fee of \$140 will be required at time of submittal and are non-refundable.

\*Refer to <http://www.iccsafe.org/cs/Documents/BVD.pdf> for the most current valuation table.

**Note:** If solar technology is being used, that portion of permit and plan review fees shall be waived. Please provide a cost estimate or breakdown of the valuation of the project to ensure the calculation is done properly.

**6. A floodplain use permit may be required for properties located within a floodplain, prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information. The following forms may be required for construction within a floodplain.**

- Contractor Architect Civil Engineer Improvement – Repair Affidavit
- Owner Improvement – Repair Affidavit
- Substantial Improvement Determination

## AGENCY CONTACT INFORMATION

### City of Surprise Departments:

Planning and Zoning Information  
(623) 222-3011

Building Inspections  
(623) 222-3012

Fire Inspections  
(623) 222-3012

Building Safety/Development Services  
(623) 222-3000

Code Enforcement  
(623) 222-3013

Public Works – Utilities  
(623) 222-7000

Public Works – Transportation-Engineering Division  
(623) 222-6150

Business License  
(623) 222-1856

### Miscellaneous Departments:

Registrar of Contractors  
(602) 542-1502

Flood Control District of Maricopa County  
(602) 506-2419

Blue Stake  
(602) 263-1100

Maricopa County Assessor  
(602) 506-3406

EPCOR  
(800) 383-0834

Maricopa County  
Environmental Services  
Asbestos Coordinator  
(602) 506-6708

State of Arizona  
Office of Manufactured Housing  
(602) 364-1003

City of El Mirage  
Water Services  
(623) 933-1228

Maricopa County  
Health Dept.  
(602) 506-6900



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**Permit/Plan Review Application**

**Request:**

Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Valuation: \_\_\_\_\_

**Property Information:**

Property Address (if known): \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Location: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ MCR: \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Check here if proposed construction will be owner/builder**   
***(Residential projects only)***

**Property Owner and Applicant Authorization:**

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

\_\_\_\_\_  
Owner/Agent Printed Name                      Date

\_\_\_\_\_  
Owner/Agent Signature                      Date

<b>Internal Use Only</b>	
Received By: _____	Date: _____
Permit Number(s): _____	



Contractor/Contact Supplemental

General Contractor:

Company Name:
Address:
City: State: Zip Code:
ROC License Number: Business License Number:
Contact: Title:
Phone: Email:
Project Valuation:

Subcontractor(s):

Company Name:
ROC License Number: Business License Number:
Company Name:
ROC License Number: Business License Number:
Company Name:
ROC License Number: Business License Number:

Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor per State Law.

Primary Contact:

Company Name:
Address:
City: State: Zip Code:
Primary Contact: Title:
Phone: Email:
Alternate Contact: Title:

Only the primary contact(s) listed above will be notified of permit status.

Internal Use Only
Received By: Date:
Permit Number(s):



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### Awning Information Form

Owner Name: \_\_\_\_\_

Construction Address: \_\_\_\_\_ Lot : \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Work Description: \_\_\_\_\_

Dimensions (Length and Width): \_\_\_\_\_

#### Design Specifications:

1. ICC Evaluation Report #: \_\_\_\_\_ Code Year: \_\_\_\_\_ Date: \_\_\_\_\_
2. Live Load Ratings (circle one):    10psf @ 90mph        20psf @ 90mph\*
3. Size of Panel: \_\_\_\_\_ Gutter: \_\_\_\_\_ Rail: \_\_\_\_\_
4. Type of Column: \_\_\_\_\_ Spacing: \_\_\_\_\_
5. Type of Footing: \_\_\_\_\_ Dimensions: \_\_\_\_\_
6. Height: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: An awning roof rating of 20psf is required when a structure is erected beneath it.  
Screen rooms beneath an aluminum awning shall not be used as habitable space.

Please complete each line. Enter "N/A" if item does not apply



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## ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS

### Contractors

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit:

- a. An Annual Bond Exemption Certificate;
- b. A One-time Exemption Bond Certificate (for the project);
- c. Or a receipt for a bond which identifies the project.

For those contractors with an Annual Bond Exemption Certificate, please ensure that the expiration date has not passed or expired prior to submitting a copy to our office.

If your Annual Bond Exemption Certificate has expired, you do not have a certificate, or you need a One-Time Exemption Bond Certificate or receipt, contact the Arizona Department of Revenue at 602-716-6056.

**Project address:** \_\_\_\_\_

**Value of Contract:** \_\_\_\_\_

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002  
Attention: **Development Services**



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## **ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS**

### **Owner / Builder**

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, owner/builder applicants must secure one of the following types of certificates prior to being issued a building permit.

- a. A One-time Bond Exemption Certificate (for the specific project);
- b. Or a receipt for a bond which identifies the project.

If you have questions, and to request one of these documents, contact the Arizona Department of Revenue at 602-716-6056.

**Project address:** \_\_\_\_\_

**Value of Contract:** \_\_\_\_\_

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002  
Attention: **Development Services**

Owner  
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**  
**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_  
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
Signature Owner

\_\_\_\_\_  
Co-Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_

**CONTRACTOR/ARCHITECT/CIVIL ENGINEER  
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**  
**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_  
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
Signature Contractor/Architect/Engineer

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_

**DETERMINATION OF  
SUBSTANTIAL IMPROVEMENT  
OR SUBSTANTIAL DAMAGE**

(This form must be permanently retained for local, state, and federal review)

**DATE OF DETERMINATION:**

**PERMIT NUMBER(S):**

**ADDRESS OF STRUCTURE:**

**PARCEL NUMBER:**

**PROJECT NAME:**

**NAME OF OWNER:**

**OTHER CONTACT(S):**

**PHONE NUMBER(S):**

**PHONE NUMBER(S):**

**MAILING ADDRESS:**

**MAILING ADDRESS:**

**SUBSTANTIAL IMPROVEMENT OR DAMAGE:**

(Based upon attached computations)

(Circle one)

**YES**

**NO**

\_\_\_\_\_ %

**TYPE OF STRUCTURE(S) INVOLVED:** (Circle all that apply)

Residential Structure      Nonresidential Structure      Attached Garage      Detached Garage  
Accessory Building      Shade Structure      Other \_\_\_\_\_

**TYPE OF WORK BEING DONE:** (Circle all that apply)

Rehabilitation      Addition      Reconstruction      Repair Damage  
Modification      Demolition      Other \_\_\_\_\_

**DATE OF CONSTRUCTION OF EXISTING STRUCTURE:** \_\_\_\_\_

Is the structure **Pre-FIRM** or **Post-FIRM** ?

**CURRENT PERMIT VALUE:** \_\_\_\_\_

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

**PRIOR PERMIT VALUE(S):**  
\_\_\_\_\_  
\_\_\_\_\_

Note: Not applicable if community does not track improvement/damages on a cumulative basis

**MARKET VALUE OF STRUCTURE AND METHOD USED:**  
\_\_\_\_\_  
\_\_\_\_\_

Note: To establish the "market value" take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, "Answers to Questions About Substantially Damaged Buildings"**, for additional information. Attach copies of information documenting how the value was determined.

**SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:**  
(Current permit value + prior permit values / (value of structure less depreciation))

\_\_\_\_\_  
Note: If equal to or greater than 50%, than it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**