



# APACHE JUNCTION AZ

Development Services Department/**Division of Building Safety and Inspection**

## TRADE PERMITS BUILDING APPLICATION GUIDE

This Building Application Guide (“Guide”) is intended to facilitate the submittal of a building permit application to the Apache Junction Division of Building Safety and Inspection (“DBS”). Please note there are specific Guides for different types of permitted work (e.g., construction of an office building, commercial tenant improvement, and demolitions). If you are unsure of which Guide to use, please visit our [Building Application Guide Guide](#). If you need additional assistance, please contact the DBS at (480)-474-5156 or [Buildingpermits@ajcity.net](mailto:Buildingpermits@ajcity.net).

### TYPES OF TRADE PERMITS

This Guide is to be used for the following types of trade projects:

- **L. Electrical (over-the-counter type)**
- **M. Electrical Review Required**
- **N. Plumbing (over-the-counter type)**
- **O. Plumbing Review Required**
- **P. Mechanical (over-the-counter type)**
- **Q. Mechanical Review Required**

(See Required Application Material Checklist below for more specifics)

### DIGITAL SUBMISSION REQUIRED

Apache Junction utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a building permit must be electronically submitted through the MGO system**, accessible at [MyGovernmentOnline](#). Before you submit an application for the first time, you must create a user account. For more information on setting up your user account please visit the [MGO Customer Help Guide](#). MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system.

Questions related to the application submittal requirements, specified in this Guide, should be directed to the DBS at (480)-474-5156 or [Buildingpermits@ajcity.net](mailto:Buildingpermits@ajcity.net).

If you require accommodation, there is a public kiosk in the Development Services Lobby at the city complex- 300 E Superstition Blvd. Building D, that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Guide, all application materials must be provided electronically; if you wish to use the public kiosk, you must bring your application material on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

## OWNER/OCCUPANT BUILDER EXEMPTION FROM ARIZONA REGISTRAR OF CONTRACTORS LICENSING

The State of Arizona Contractor licensing laws have an exemption that allows an owner who will occupy a structure for at least a year, prior to renting or selling, to submit a declaration to the city showing they understand and will comply with the law. The form, which can be downloaded here [Exemption from ROC Affidavit](#) must be signed and attached with your electronic application materials. **Please note** that a Limited Liability Company (LLC) cannot be an "owner-builder," a licensed contractor is required.

## REQUIRED APPLICATION MATERIALS CHECKLIST

The list below documents information necessary for approval of a permit. While not all trade permits go through a review process there is still information needed for the permit record and for the inspector. For those "over-the-counter" type permits the permit technicians will review the information you submit, and if all the requested information is provided, they will send you the fee amount. Once the fees is paid your permit will be issued. For permits requiring review the permit technicians will check to see if the required information has been provided, determine the initial fees due and send fee amount to you. Once the initial fee amount is paid the plans will move into the plan review queue. If the required "Application Materials" are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected.

<b>REQUIRED APPLICATION MATERIALS CHECKLIST</b>	
Construction Plan Sheets <i>(plan sheets are to be provided as one document)</i>	
<b>General Information to accompany all plans.</b>	
	Project site address, Parcel Number (APN), project title, scope of work.
	Applicable code 2018 IRC/2017 NEC.
	Indicate that "Construction hours are limited to 5:00 am- 6:30 pm M-F April 15 to Oct 15, and 6:00 am to 6:00 pm M-F Oct 16- April 14; Saturdays, Sundays and City Holidays are 7:00 am to 5:00 pm."
<b>H. Electrical (over-the-counter type)</b>	
	<b>New/Replace/Upgrade Pedestal for MH/PM/RV space</b> -1) Site plan showing location of service and location of unit to be served; (2) SRP Design plan; (3) Pedestal information- cut sheet.
	<b>New/Replace/Upgrade Residential or Commercial not over 200 A</b> -1) Site plan showing location of service and location of building or unit to be served; (2) SRP Design plan.
	<b>New/Replace/Upgrade Residential or Commercial over 200 A</b> -1) Site plan showing location of service and location of building or unit to be served; (2) SRP Design plan; (3) Demand calculations supporting higher amperage service.
	<b>New/Replace/Upgrade Multifamily maximum of 800 A</b> -1) Site plan showing location of service and location of building or units to be served; (2) SRP Design plan; (3) Apartment unit numbers fed (served) by the service.
	<b>Electrical Repair/Circuit Addition/Light additions Residential or Commercial</b> -Site plan or floor plan indicating location of work, location of panel/service feeding work, light cutsheets or model numbers. <i>(work occurring in a commercial kitchen will require more information.)</i>
	<b>Electrical Meter Clearance Residential or Commercial</b> - When power has been off for a significant time and SRP is requesting a clearance from the AHJ (Authority Having Jurisdiction)- need service location and information on accessing interior.

	<b>Electrical Panel De-rate Residential only</b> - When required for installation of a photo voltaic (solar) system - provide service location and current size, proposed de-rate size and required calculations.
	<b>Temporary Electric (not related to a building permit)</b> - provide location of temporary service, service size and required information on receptacles or feeders.
<b>I. Electrical (Review Required)</b>	
	<b>Backup generator Residential or Commercial</b> - Need site plan showing generator location and fuel source location; Need wattage rating of generator; for fuel storage tanks provide manufacturer's info; provide transfer switch location and details.
	<b>Residential Photo Voltaic (Solar) System</b> - Site plan showing major component locations; roof plan showing emergency access; Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signage, ac connection to building; specification sheets and installation manuals for all manufactured components- modules, inverters, combiner boxes, disconnects and mounting system; for systems going on MH or PM, an engineer's evaluation will be required.
	<b>Commercial Photo Voltaic (Solar) System</b> - Site plan showing major component locations; roof plan showing emergency access; Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signage, ac connection to building; rack plan; structural evaluation of existing roof; specification sheets and installation manuals for all manufactured components- modules, inverters, combiner boxes, disconnects and mounting system.
	<b>PV modification</b> - plans showing proposed changes, alterations.
	<b>Upgrade Electrical Service in an RV park</b> - site plan of park showing all lots/spaces with dimensions, pedestal cut sheets/manufacturer's information, feeder/distribution routing, pedestal locations on lots, SES location.
<b>J. Plumbing (over-the-counter type)</b>	
	<b>Residential Remodel Bathroom (3 fixtures being changed)/Tub/Shower</b> - floor plan showing location of work; provide fixture flow rates per City of AJ amendments; for tub address temperature control; for shower identify anti-scald fixture; for tile shower or tub surround information on backer board for tile.
	<b>Residential Relocate Toilet and/or Tub/Shower</b> - floor plan showing location of work plumbing one-line showing sanitary line changes; provide fixture flow rates per City of AJ amendments; for tile shower or tub surround information on backer board for tile.
	<b>Residential Water or Sewer line addition/repair or replace</b> - floor plan or site plan showing location of work; scope of work planned
	<b>Residential Solar Hot Water Heater</b> - site/roof plan; plumbing routing
	<b>Residential Hot Water Heater change energy source or type of heater</b> - floor plan showing water heater location; show thermal expansion tank; for electrical show disconnect location; for gas provide pipe sizing information, address combustion air requirements, show exhaust information location.
	<b>Residential interior Re-pipe</b> - identify piping material or epoxy system proposed.
	<b>Septic Abandonment</b> - Site plan showing septic location.
	<b>Sewer Connection</b> - site plan showing sewer connection and pipe/trench routing; identify pipe material.
	<b>Residential Install/Add/Repair/Replace Gas line</b> - provide piping one-line and sizing calculations; identify pipe material.
	<b>Residential- Install Gas Storage Tank</b> - Site plan, tank size, piping one-line and piping materials.
	<b>Gas Clearance</b> - Meter location, pressure test requirements, interior access; for commercial identify appliance types and BTU's and system pressure.
<b>K. Plumbing Review Required</b>	
	<b>Remodel Commercial Restroom</b> - floor plan showing location of work; sanitary isometric; fixture flows per City of AJ amendments; ADA requirements and details.

	<b>Commercial Water or Sewer line addition/repair or replace-</b> floor plan or site plan showing location of work; scope of work planned
	<b>Install Carbon Dioxide Storage Tank and Pipe Systems-</b> Site plan, floor plan - tank location, fill line location, dispenser location, piping info, detectors, tank cut sheets
	<b>Install Used Grease Collection System-</b> site plan, floor plan, piping plan, storage tank information.
	<b>Install Interceptor for Grease/Lint/Oil-</b> site plan, floor plan, plumbing plan, tank cut sheet.
	<b>Commercial Hot Water Heater change energy source or type of heater-</b> floor plan showing water heater location; show thermal expansion tank; for electrical show disconnect location; for gas provide pipe sizing information, address combustion air requirements, show exhaust information location
	<b>Commercial Install/Add/Repair/Replace Gas line-</b> provide piping one-line and sizing calculations; identify pipe material.
	<b>Commercial New Gas Storage-</b> site plan, tank size, tank cut sheet.
<b>L. Mechanical (over-the-counter type)</b>	
	<b>Residential New Heat Pump/AC/Mini-split (includes MH/PM/RV) -</b> site plan or floor plan of equipment location; for mini-splits need refrigerant type and lbs. and size of smallest room with piping; for package unit provide size of main duct/trunk line, location, material and R-value of duct (all duct outside thermal envelope minimum R-8).
	<b>Commercial- replace existing RTU, less than 2000 cfm-</b> Site plan, roof plan showing unit location, provide outside air calculations.
<b>M. Mechanical Review Required</b>	
	<b>Commercial- Add RTU-</b> Site plan, roof plan showing unit location, provide outside air calculations, structural analysis information.
	<b>Commercial HVAC add/replace/repair IMC required ventilation equipment-</b> Site, roof or floor plan showing unit location, outside air calculations, for roof may need structural evaluation.*
	<b>Com. HVAC- replace existing RTU with 2000 cfm or greater air flow-</b> Site plan, roof plan showing unit location, provide outside air calculations, structural analysis information.
	<b>Com- add or replace mini-split, central air, or remote cooler/freezer condenser-</b> site/roof plan, floor plan showing location, refrigeration type and refrigeration volume.
<b>Additional Documentation- (may be provided as separate documents)</b>	
	Structural Plan calculations- prepared by a registered design professional.
	Manual J, D, S calculations and report, if applicable.
	ROC Exemption Declaration- for owner/builder
<b><u><a href="#">Acknowledgement Form</a></u> (required for all applications)</b>	
	* Check with staff to see if applicable.

## CONSTRUCTION PLAN PREPARATION REQUIREMENTS

Construction Plans submitted for a building permit must adhere to the following requirements:

- Each sheet shall be signed by the plan drafter. If the construction plans are prepared by a licensed architect and/or engineer, a valid electronic stamp is also required;
- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, and email address of the plan author(s);
- Specify the date of preparation and document version (deltas);

- Include noted and graphical scales and north arrow on all sheets;
- Be produced in a uniform size (all sheets) of 11" x 17" (Ledger) or 18" x 24" (ARCH 'C') or 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;  
**Exceptions:** For "over-the-counter" type permits, where the required information can be legible displayed, 8.5" x 11" sheets are acceptable.
- All sheets must be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- Provide bookmarks for each plan-sheet, identifying the sheet by number and title (e.g., Sheet A0 - Coversheet);
- If scanned hand-drawn plans are provided, they must be scanned at a 300 DPI resolution (however, natively generated CAD vector drawings are highly encouraged);
- Incorporate all the required plan sheets, inclusive of architectural, civil, structural, and landscaping sheets, into a single set of Construction Plans.

## APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in Adobe PDF (unlocked) format only (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below.** Please do not add dates, special characters (!, @, #, \$, %, ^, &, ", ", and \*), or any other additional information to the file names. Please also ensure that the Construction Plans, inclusive of the site plan, architectural, mechanical, electrical, plumbing and structural, **are combined into a single PDF file.** Separate PDF files will not be accepted and will result in rejection of your application.

For file organization purposes, each application material must be appended with the submittal version. For example, 'Sub. 1' for the first submittal, 'Sub. 2' for the second submittal, etc. Following permit issuance, any revision to the application materials must be appended with the revision number and the scope of the revision. For example, a revision to add a new window would be labeled as "Construction Plans – (Add. 1 – New Window)".

REQUIRED FILE NAMING FORMAT <i>(label each file exactly like this)</i>		
Required Material <i>(one PDF file for each item)</i>	Submittal Version <i>(identify the submission number)</i>	Post-Issuance Addenda <i>(identify the revision number/purpose)</i>
Construction Plans	Construction Plans (Sub. 1)	Construction Plans (Add. 1- <i>Scope</i> )
ROC License Exemption Declaration	Exemption Declaration (Sub. 1)	Exemption Declaration (Add. 1- <i>change sub-contractor</i> )
Acknowledgement Statement	Acknowledgement Statement	N/A
Applicant Response	Response Letter (Sub. 2)	N/A
<i>(if applicable)</i>		
HVAC Manual J, D, S report	Manual JDS (Sub. 1)	Manual JDS (Add. 1- <i>change type</i> )

## OTHER AGENCY APPROVALS

The following additional agency approvals may be required for your project:

- **Superstition Mountains Communities Facility District No. 1-** For new buildings and additions, the sewer district determines if sewer is available and if connection is required. Please contact SMCFD at 480-941-6754 or visit their website at [www.smcfcd.org](http://www.smcfcd.org).
- **Pinal County Aquifer Protection Division-** Issues permits related to new septic tanks and evaluates sizing and current functioning, when additions are planned. They can be contacted at 520-866-6442 or visit their website at [www.pinalcountyz.gov/CommunityDevelopment/AquiferProtection/](http://www.pinalcountyz.gov/CommunityDevelopment/AquiferProtection/).

## APPLICATION FEES

Staff will review the permit application and submittal documents for completeness and calculate the applicable fees due. Payment of deposit fee and other fees due at application must be completed prior to the permit application being accepted for plan review or approval. **Payment of fees must be made within two (2) business days** after the application has been accepted by the city. Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. Once a building permit is ready to be issued, payment of all permit fees will be required. Additional fees will be charged for each round of plan-reviews after the second Submittal (and revisions). As such, every effort should be taken to ensure that application materials comply with requirements of this checklist to avoid additional plan-check fees.

## INSPECTIONS

Various inspections are required depending on the exact scope-of-work of your permit request. Once a permit has been issued, your MGO account will identify which inspections are necessary (note that additional inspections may be required once construction commences). Please review the [DBS Inspection Handout](#) for information on specific inspections. Inspections may be called for over the phone at (480) -474-5101 or by using your MGO account.

## REVIEW TIMELINES

Construction plans submitted for a building permit are reviewed concurrently by the Building Safety and Inspection Division and the Planning Division. Comments from these departments will be provided at the same time upon completion of the plan review. For all others please allow a minimum of 3 to 4 weeks for the first plan-check and 1 to 2 weeks for all subsequent reviews.

## PERMIT DEADLINES

A permit application will expire if the applicant fails to obtain a building permit within 30 days from the date of application submittal or last contact from the city. Similarly, an issued building permit will expire if the applicant fails to pass an inspection every 45 days from the date of issuance. The Building Official may grant extensions to these deadlines prior to the expiration dates on a case-by-case basis. If an extension request is denied, a new permit application and payment of fees shall be required.

## RESUBMITTALS

Plan-review comments from the reviewing departments are released to the MGO Customer Portal as they are completed. However, please do not attempt to upload revised materials until you have received confirmation from the Building Safety and Inspection Division that all comments have been provided. When revised materials are ready to be submitted, it is encouraged that you include a detailed letter providing an itemized response to each plan-check comment. To upload revised materials, please review these instructions here- [MGO Upload Revised Material Guide](#).