Development Services Building Safety Division



## **Procedure: Qualifying "Over the Counter" Permits**

**Initial Screening:** Over The Counter (**OTC**) screening to be performed by Development Service Specialist. If **any** items are checked in the "**LOG-IN**" column – **STOP**! The project must be formally submitted for plan review with the corresponding turn around time for that type of project. **ALL SUBMITTALS REQUIRE A COMPLETED PROJECT SUBMITTAL FORM, WITH ALL REQUIRED FIELDS COMPLETED.** 

	" <u>OTC"</u>	<u>"LOG-IN"</u>
<b>Do you have two sets of clear, legible plans drawn to scale?</b> Other ث Site Plans ش Floor Plans ث	( ) <b>Yes</b>	N/A
Do you have a means of paying for the permit and are you going to get the permit today if the plans are approved? Cash ت Credit Card ت Check ت	( ) Yes	( ) <b>No</b> Log-in flat fee only
<b>Does the project have an outstanding NTC?</b> Development Services Specialist to verify this information through Permits Plus and Property Record data. If "Yes," enter the NTC number on the Project Submittal form.	( ) <b>No</b>	( ) Yes
Does the project require Planning approvals? For Exterior Modifications- ن New Commercial, Additions, Exterior Alterations, New Mechanical Equipment, Exterior door/window additions, Carports	( ) <b>No</b>	( ) Yes
<b>Does the project require a Variance/Use Permit?</b> -2 <sup>nd</sup> Story residential addition- Use Permit required ZDC 3-420 -Accessory Building- Use Permit required ZDC 3-401 -Required parking spaces located in the required front or street side yard setback for single family uses- Use Permit required ZDC 4-602(c)	( ) <b>No</b>	( ) Yes
Are there any structural calculations with the project? Structural Calculations may be required for new residential additions, walls/fences over 6' high, structural fire damage repairs, steel carports and projects other than conventional framing.	( ) No	( ) Yes
Is the proposed project one of the Types listed on the reverse side as a candidate for over-the counter permits?	( ) Yes	( ) <b>No</b>
Processed By:	Date:	

SEE REVERSE

## **TYPES OF PROJECTS WHICH ARE CANDIDATES FOR "OTC"**

- 1. Minor residential remodels/additions <u>not exceeding \$10,000.00 valuation</u>, patio covers, interior remodels, carport to garage conversions or covered patio to livable. (Exception: Additions with new slab on grade or foundations/finished floors can not be processed over the counter since they may need retention calculations submitted.)
- 2. Residential Standard plans on file for pools, spas, homes or a ZP permit for manufactured homes. Note: "Limit of Two" applications per day for over the counter processing. (Exception: Most pools and spas may not be processed over the counter as they may need retention calculations submitted.)
- 3. Residential Fire Damage Repairs <u>under 50% damage</u> if the Fire Damage Report is available ( **Note: If roof trusses,** other than two point bearing (common/gable) trusses, are replaced, the applicant must provide two copies of truss calculations/drawings sealed by the Arizona registrant. Repair of damaged trusses requires a truss repair calculation/drawing sealed by the Arizona registrant.
- 4. TI AFES (<30 heads) plans if the Building Permit number associated with the tenant improvement work is issued and the "Approved" plans for that TI job are made available to the Counter Plan Checker at the time of review.(AFES with Hydraulic Calculations can not be OTC)
- 5. A Counter plan review may be provided, <u>at the discretion of the Development Services Plan Reviewer</u> for T.I.'s of existing suites, given the following situations:
  - a. Under 3,000 sq. ft. for Business Offices (no medical offices)
  - b. Under 1,500 sq. ft. for Mercantile space
  - c. Under 15,000 sq. ft. for storage of Low Hazard Storage less than 12' in height.
  - d. Fire Damage "Restore to Original" with no structural requirements
  - e. Automatic Fire Sprinkler plans for small Tenant Improvements which have permits already issued
  - f. Depending upon the complexity of the proposed work, Mechanical, Electrical, and Plumbing plans for any tenant space under a, b, or c above.
- 6. Renewal of expired permits if the Inspection Record Card has been reviewed by building inspection administrator, the remaining fees have been established, and both sets of original "Approved" plans are available for re-stamping.
- 7. Minor mechanical, electrical, and/or plumbing work. Minor electrical is defined by five or less circuits, residential service upgrades of less than 300 amps, change-out of like equipment, replacing existing sewer line, gas line, or water line wholly on private property. (**Replacement or Repair of existing residential mechanical, electrical, and/or plumbing, in the same location with like for like materials may be processed by the Development Services Specialists.**)
- 8. Demolition Permits for the complete demolition of a structure.
- 9. Interior demolition of non-bearing partitions, ceilings, etc, for pending/future T.I.'s.
- 10. A counter plan review will not be provided when any of the following conditions exist:
  - a. A Notice to Comply has been issued for Construction Without Permits
  - b. It is a Change of Occupancy
  - c. A revision to required exiting within a space/building
  - d. A Use Permit, Parking Variance, etc. is required from Planning
  - e. Changes to the exterior of the building which will require Planning approval, including roof top changes that add equipment extending above the parapet, exterior lighting changes, window and door changes, paint scheme changes, etc.
  - f. MEP's which are part of a pending building project or a building project not suitable for O.T.C
  - g. When no Certificate of Occupancy has been issued for the suite/building
  - h. Projects where structural calculations are required
  - i. Occupancies that consist of any Multi-Family Residential, Medical Office, Assembly, any Restaurant, Commercial Kitchen, Educational, Factory/Manufacturing, Hazardous, and Institutional Occupancies