



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 101.1

Submitted by: International Building Code Committee

[A] 101.1 Title

These regulations shall be known as the International Building Code as Amended by the City of Phoenix Building Code of [NAME OF JURISDICTION], hereinafter referred to as “this code.”
These regulations are one document of the overall Phoenix Building Construction Code as defined by the adopting ordinance.

Justification: All the adopted and amended building code documents taken together are known as the Phoenix Building Construction Code. Each code document is a separate document of the Phoenix Building Construction Code. This document is the International Building Code as Amended by the City of Phoenix. This document is intended to apply where a code or referenced standard identifies the International Building Code as being applicable.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee	Date: 01/27/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Development Advisory Board (DAB)	Date: 04/22/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Transportation, Infrastructure and Planning Subcommittee	Date:
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
City Council Action	Date:
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BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 101.2

Submitted by: International Building Code Committee

[A] 101.2 Scope.

The provisions of this code shall apply to the construction, *alteration*, relocation, enlargement, replacement, *repair*, equipment, use and occupancy, location, maintenance, removal and demolition of every *building* or *structure* or any appurtenances connected or attached to such *buildings* or *structures*.

Exception: Detached one- and two-family *dwelling*s and *townhouse*s not more than three *stories above grade plane* in height with a separate *means of egress*, and their accessory structures not more than three *stories above grade plane* in height, shall comply with this code or the *International Residential Code*.

Exceptions. The provisions of this code shall not apply to:

1. Projects or properties owned by governmental entities other than the City of Phoenix to the extent they are exempted from this code by applicable state, federal, or county law.
2. Work primarily located within a public way such as streets, roads, sidewalks, bridges, drainage structures, street lights and traffic control signs or equipment. Pedestrian tunnels or bridges which cross a public way are regulated by this code when they directly connect one or more buildings located outside of the public way.
3. Canals, dams and hydraulic flood control structures constructed by or under contract with a governmental agency or jurisdiction.
4. Utility towers, poles, equipment or systems under the exclusive control of an electric utility and directly used to generate, transmit, transform, control or distribute electrical energy to utility customers. Electrical installations in buildings used by the electric utility, such as office buildings, that are not an integral part of a generating plant, substation or control center, and electrical installations located on the premises of a utility customer, such as exterior lighting, service entrance equipment or customer- owned substation equipment, are regulated by this code.
5. Installation of communications equipment under the exclusive control of communications utilities and located outdoors or in building spaces used exclusively for such installations. Communications wiring run inside a building is regulated by this code.
6. Piping and equipment owned and operated by a public service utility and directly used to produce, treat, distribute or meter water to utility customers, or directly used to collect, treat or dispose of sewage or waste water from utility customers. Domestic plumbing systems within water or sewer utility plants are regulated by this code.
7. Piping and equipment owned and operated by a public service utility and directly used to produce, distribute or meter natural gas to utility customers.
8. Construction means, methods, and sequencing, except as specifically provided for in this code.

9. Construction site safety. The property owner(s), the contractor(s) and all construction workers are each responsible for compliance with applicable federal and state occupational health and safety laws and regulations.

[A] 101.2.1 Appendices.

Provisions in the appendices shall not apply unless specifically adopted.

Justification: These provisions for scoping more accurately delineate the City's responsibilities and establish the limits of this code pertaining to utilities, jobs under construction and other jurisdictions, per applicable Federal, State, and County laws and regulations.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee	Date: 01/28/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
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Development Advisory Board (DAB)	Date: 04/22/2025
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City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 101.3

Submitted by: International Building Code Committee

[A] 101.3 Purpose.

The purpose of this code is to establish the minimum requirements to provide a reasonable level of safety, health and general welfare through structural strength, *means of egress*, stability, sanitation, light and *ventilation*, energy conservation, and for providing a reasonable level of life safety and property protection from the hazards of fire, *explosion* or *dangerous* conditions, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

The purpose of this Code is not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefitted by the terms of this code. Although the Planning & Development Department Director (hereinafter referred to as the "Director") or designee is directed to obtain substantial compliance with the provisions of this code, a guarantee that all buildings, structures or utilities have been constructed in accordance with all provisions of the code is neither intended nor implied.

Justification: This establishes that the Director will endeavor to obtain substantial compliance with the Code but cannot guarantee that the project complies in all respects. The responsibility for compliance with this code lies with the owner of the project.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Date: 01/27/2025

Development Advisory Board (DAB) Subcommittee

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Date: 02/20/2025

Development Advisory Board (DAB)

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Date: 04/22/2025

Transportation, Infrastructure and Planning Subcommittee

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Date:

City Council Action

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Date:



BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

**Amendment to 2024 International Building Code (IBC)
Chapter 1 [A], Section 101.4**

Submitted by: International Building Code Administrative Committee

[A] 101.4 Referenced codes.

The other codes listed in Sections 101.4.1 through 101.4.7~~10~~ and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

[A] 101.4.1 Gas.

The provisions of the *International Fuel Gas Code*, as amended, shall apply to the installation of gas piping from the point of delivery, gas appliances and related accessories as covered in this code. These requirements apply to gas piping systems extending from the point of delivery to the inlets connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories.

[A] 101.4.2 Mechanical.

The provisions of the *International Mechanical Code*, as amended, shall apply to the installation, *alterations*, *repairs* and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy related systems.

[A] 101.4.3 Plumbing.

The provisions of the *Uniform Plumbing Code or International Plumbing Code*, as amended, shall apply to the installation, *alteration*, *repair* and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the ~~International Private Sewage Disposal Code~~ Uniform Plumbing Code or International Plumbing Code shall also apply to private sewage disposal systems.

[A] 101.4.4 ~~Property maintenance. Reserved.~~

~~The provisions of the International Property Maintenance Code shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.~~

[A] 101.4.5 Fire prevention.

The provisions of the *International Fire Code*, as amended, shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair alteration or removal of fire suppression, *automatic sprinkler systems* and alarm systems of fire hazards in the structure or on the premises from occupancy or operations.

[A] 101.4.6 Energy.

The provisions of the *International Energy Conservation Code*, as amended, shall apply to all matters governing the design and construction of buildings for energy efficiency.

[A] 101.4.7 Existing buildings.

The provisions of the *International Existing Building Code*, as amended, shall apply to matters governing the repair, alteration, change of occupancy, addition to and relocation of existing buildings.

[A] 101.4.8 Electrical.

The provisions of the *National Electrical Code*, as amended, shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

[A] 101.4.9 Residential.

Detached one and two-family *dwelling*s and *townhouse*s not more than three *stories* above *grade plane* in height with a separate means of egress, and their accessory structures not more than three stories above grade plane in height, shall comply with this code or the *International Residential Code*, as amended.

[A] 101.4.10 Swimming pools.

The provisions of the *International Swimming Pool and Spa Code*, as amended, shall apply to the construction of public and private swimming pools and spas.

Justification: This amendment recognizes administrative amendments are made to each of the reference codes. It also recognizes the National Electrical Code, International Residential Code, and the International Swimming Pool and Spa Code as adopted reference codes. The Phoenix Fire Code is technically the International Fire Code with Phoenix Amendments per its adopting ordinance, which is a different ordinance than adopts this code.

The International Property Maintenance Code is not adopted by the city. Rather, property maintenance is regulated by the Neighborhood Services Department Preservation Ordinance.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 101.5

Submitted by: International Building Code Administrative Committee

[A] 101.5 Administrative Provisions

Chapter 1 of this document applies to all the documents of the Phoenix Building Construction Code. The administrative provisions in other documents of the Phoenix Building Construction Code apply to the document in which they appear.

[A] 101.5.1 Administrative Conflicts

Where conflicts occur between the administrative provisions of this document and the administrative provisions in other documents of the Phoenix Building Construction Code that are specific to the document in which they appear, the provisions specific to the document in which they appear shall apply.

Justification: All the adopted and amended building code documents taken together are known as the Phoenix Building Construction Code. Each code document is a separate document of the Phoenix Building Construction Code. Generally, all of the administrative provisions for all of the separate documents come from the Chapter 1 provisions of this International Building Code, but some administrative provisions are retained in other documents where they apply only to those documents they apply in, as they are specific to that document.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☐ YES ☒ NO

ACTION TAKEN:

2024 Code Committee Date: 01/27/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee Date: 02/20/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Date: 04/22/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Transportation, Infrastructure and Planning Subcommittee Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

City Council Action Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1[A], Section 102.4.1

Submitted by: International Building Code Administrative Committee

[A] 102.4.1 Conflicts.

Other than as described in Section 101.5.1, where conflicts occur between provisions of this code and referenced codes and standards, the provisions of this code shall apply.

Justification: This section regulates conflicts in non-administrative provisions of the codes. Section 101.5.1 regulates conflicts in administrative provisions.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☐ YES ☒ NO

ACTION TAKEN:

2024 Code Committee

Date: 01/27/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee

Date: 02/20/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB)

Date: 04/22/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Transportation, Infrastructure and Planning Subcommittee

Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

City Council Action

Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 102.6

Submitted by: International Building Code Administrative Committee

[A] 102.6 Existing structures.

The legal occupancy of any *structure* existing on the date of adoption of this code shall be permitted to continue without change, except as otherwise specifically provided in this code, the *International Existing Building Code* and the *International Property Maintenance Code* or the *International Fire Code*. Phoenix Fire Code.

[A] 102.6.1 Buildings not previously occupied.

A *building* or portion of a *building* that has not been previously occupied or used for its intended purpose in accordance with the laws in existence at the time of its completion shall comply with the provisions of this code or the *International Residential Code*, as applicable, for new construction or with any current *permit* for such occupancy.

[A] 102.6.2 Buildings previously occupied.

The legal occupancy of any *building* existing on the date of adoption of this code shall be permitted to continue without change, except as otherwise specifically provided in this code, the Phoenix Fire Code ~~*International Fire Code*~~ or ~~*International Property Maintenance Code*~~, or as is deemed necessary by the *building official* for the general safety and welfare of the occupants and the public.

Justification: The City uses the Neighborhood Preservation Ordinance for maintenance of existing and abandoned buildings; therefore, the Property Maintenance Code is not adopted.

The Phoenix Fire Department separately adopts the International Fire Code with amendments and that code with amendments is called the Phoenix Fire Code.

Cost Impact: No cost impact

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee

Date: 01/27/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee

Date: 02/20/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB)

Date: 04/22/2025

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Transportation, Infrastructure and Planning Subcommittee

Date:

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City Council Action

Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 103

Submitted by: International Building Code Administrative Committee

SECTION 103 CODE COMPLIANCE AGENCY PLANNING AND DEVELOPMENT DEPARTMENT

[A] 103.1 Creation of enforcement agency.

The ~~[insert name of department]~~ is hereby created and the official in charge thereof shall be known as the *building official*. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code. The authority and responsibility for administration and enforcement of this code is hereby assigned to the Director of the Planning & Development Department. The Director may designate a person or persons to fulfill these duties.

[A] 103.2 Appointment.

The *building official* responsibilities shall be ~~appointed~~ delegated by the ~~chief appointing authority of the jurisdiction.~~ Director of the Planning & Development Department.

[A] 103.3 Deputies.

In accordance with the prescribed procedures of this *jurisdiction* and with the concurrence of the appointing authority, the ~~*building official*~~ Director of the Planning & Development Department shall have the authority to appoint a deputy building officials, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the *building official*.

Justification: This amendment follows the organizational structure of the department.

Cost Impact: No cost impact

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee Date: 01/27/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee Date: 02/20/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Date: 04/22/2025
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Transportation, Infrastructure and Planning Subcommittee Date:
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City Council Action Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 104.2.3

Submitted by: International Building Code Administrative Committee

[A] 104.2.3 Alternative materials, design and methods of construction and equipment.

The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been approved.

Exception: ~~Performance-based alternative materials, designs or methods of construction and equipment complying with the International Code Council Performance Code. This exception shall not apply to alternative structural materials or to alternative structural designs.~~

Justification: The City is not adopting the International Code Council Performance Code. The subsections to this code Section already provide full flexibility and allowance to approve alternative designs including those following the provisions of the International Code Council Performance Code without it being a specific adopted standard.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☐ YES ☒ NO
This code provision is entirely new to this version of the IBC.

ACTION TAKEN:

2024 Code Committee Date: 01/27/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee Date: 02/20/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Date: 04/22/2025
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Transportation, Infrastructure and Planning Subcommittee Date:
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City Council Action Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 104.2.4

Submitted by: International Building Code Administrative Committee

[A] 104.2.4 Modifications. Appeals to the Building Official, interpretations, modifications and appeals to the Development Advisory Board.

Any person dissatisfied with a code enforcement decision made by a Planning & Development Department employee may request an appeal, formal interpretation, or a modification of a code requirement.

~~**[A] 104.2.4.1 Flood hazard areas.** The building official shall not grant modifications to any provision required in flood hazard areas as established by Section 1612.3 unless a determination has been made that:~~

- ~~1. A showing of good and sufficient cause that the unique characteristics of the size, configuration or topography of the site render the elevation standards of Section 1612 inappropriate.~~
- ~~2. A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.~~
- ~~3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, cause fraud on or victimization of the public, or conflict with existing laws or ordinances. A determination that the variance is the minimum necessary to afford relief, considering the flood hazard.~~
- ~~4. Submission to the applicant of written notice specifying the difference between the design flood elevation and the elevation to which the building is to be built, stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation, and stating that construction below the design flood elevation increases risks to life and property.~~

[A] 104.2.4.1 Appeal to the Building Official.

Any person dissatisfied with a code enforcement decision made by a Planning & Development Department employee may request a review of that decision by the employee's supervisor or supervisor's designee.

Any person dissatisfied with a decision of the supervisor or supervisor's designee may appeal that decision to the *building official*. The appeal shall be made in writing on a form provided by the Planning & Development Department and shall be accompanied by a fee as set forth in Appendix A.2 of the Phoenix City Code. The decision of the *building official* shall be recorded in the files of the Department. The decision of the *building official* shall be final except as provided in Section 113 of these administrative provisions.

[A] 104.2.4.2 Interpretation.

Any person may request a written interpretation of a code requirement as applied to a specific situation. The request shall be in writing on a form provided by the Planning & Development Department, shall include all information, calculations or other data necessary to describe the specific situation in detail, and shall be accompanied by a fee

as set forth in Appendix A.2 of the Phoenix City Code. The decision of the *building official* shall be recorded in the files of the Department.

[A] 104.2.4.3 Modifications.

Where there are practical difficulties involved in carrying out the provisions of this code, the *building official* shall have the authority to grant modifications for individual cases, upon application of the *owner* or the owner's authorized agent, provided that the *building official* shall first find that one or more special individual reason makes the strict letter of this code impractical, and that the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, *accessibility*, life and fire safety or structural requirements. The details of the written request for and action granting modifications shall be recorded and entered in the files of the department of building safety.

Requests for modification of a code requirement shall be made in writing on a form provided by the Planning & Development Department and shall be accompanied by a fee as set forth in Appendix A.2 of the Phoenix City Code. The applicant is responsible for providing all information, calculations or other data necessary to document or substantiate each request. The *building official* may approve, approve with stipulations, or deny the application based upon the substantiating data submitted. In deciding each modification, the *building official* may consider or require alternate methods or systems to be used in compensation for the particular code provision to be modified. The details of action granting modifications shall be recorded and entered in the files of the Department.

[A] 104.2.4.3.1 Multiple Modifications.

Where the *building official* has granted a code modification three or more times for the same issue, the *building official* shall have the authority to write an interpretation or policy for this issue that shall be enforceable as if it was a provision in this code.

[A] 104.2.4.4 Appeal to the Development Advisory Board.

Any person may appeal a decision made by the *building official* to the Development Advisory Board as set forth in Section 113 of these administrative provisions.

Justification: This sets up a policy of second opinions, appeals, interpretations and modifications providing customers with a means of appealing a decision made by an employee of Planning & Development.

Flood hazard areas are determined by floodplain management.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee	Date: 01/27/2025
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 104.7

Submitted by: International Building Code Administrative Committee

[A] 104.7 Official records.

The *building official* shall keep official records in accordance with the retention schedules set by the Phoenix City Clerk Department Records Management Program, as required by Sections 104.7.1 through 104.7.5. ~~Such official records shall be retained for not less than 5 years or for as long as the building or structure to which such records relate remains in existence, unless otherwise provided by other regulations.~~

[A] 104.7.1 Approvals.

~~A record of approvals shall be maintained by the *building official* and shall be available for public inspection during business hours in accordance with applicable laws.~~

[A] 104.7.2 Inspections.

~~The *building official* shall keep a record of each inspection made, including notices and orders issued, showing the findings and disposition of each.~~

[A] 104.7.3 Code alternatives and modifications.

~~Application for alternative materials, design and methods of construction and equipment in accordance with Section 104.2.3; modifications in accordance with Section 104.2.4; and documentation of the final decision of the *building official* for either shall be in writing and shall be retained in the official records.~~

[A] 104.7.4 Tests.

~~The *building official* shall keep a record of tests conducted to comply with Sections 104.2.2.4 and 104.2.3.5.~~

[A] 104.7.5 Fees.

~~The *building official* shall keep a record of fees collected and refunded in accordance with Section 109.~~

Justification: This coordinates policy City-wide so that there are no conflicting requirements, and the policy can be set by the appropriate department.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☐ YES ☒ NO

ACTION TAKEN:

2024 Code Committee

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Date: 01/27/2025

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City Council Action
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BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

**Amendment to 2024 International Building Code (IBC)
Chapter 1 [A], Section 104.10**

Submitted by: International Building Code Administrative Committee

[A] 104.10 Lot Lines.

[A] 104.10.1 Building across a lot line

No structure shall be built across a lot line.

Exceptions:

1. If the provisions of Sections 104.10.1.1 or 104.10.1.2 are satisfied, a lot line does not exist for the purposes of Section 104.10.1.
2. Nonstructural coverings between double walls that separate townhouse units, as designed to the International Residential Code, are allowed to be built on lot lines.
3. Fire walls that are built as party walls are allowed to be built on lot lines.
4. Common walls that separate townhouse units are allowed to be built on lot lines if plumbing, mechanical, electrical, piping, or other services in any form do not traverse from one side to the other of these common walls and these common walls do not serve as gravity load bearing walls.

[A] 104.10.1.1 Lot combinations.

Where the owner(s) of two or more adjacent lots wish for the lots to be considered as one lot for the purposes of this code, the owner(s) may exercise one of the following options:

1. The lots may be combined into a single lot by platting or re-platting.
2. The building official may approve a permanent, nonrevocable lot combination agreement in a form approved by the building official that shows the lots combined by recording in the deed records of Maricopa County for all the lots involved. As part of this application the property owner shall provide evidence that all the lots combined are taxed and assessed by the Maricopa County Assessor as a single tax parcel.

[A] 104.10.1.2 Covenants to hold properties as one.

The building official may approve a permanent agreement between adjacent property owners for the purposes of considering two or more separately owned lots as one lot for the purposes of this code. Such agreement shall stipulate the reasons for the lot consolidation and the permanent requirements or prohibitions necessary to fully comply with this code as if all improvements were located on the same single lot.

[A] 104.10.2 Open space location

Required yards and open spaces shall be on the same lot as the structure.

Exceptions:

1. If the provisions of Sections 104.10.1.1, 104.10.1.2 or 104.10.2.1 are satisfied, a lot line does not exist for the purposes of Section 104.10.2.
2. Where this code specially allows measuring distances on a public way.

[A] 104.10.2.1 Open space easements.

The *building official* may approve a permanent open space, nonbuilding easement on a *lot* for the purposes of providing *yards* or open space sufficient to satisfy separation distance or egress requirements on an adjacent *lot*.

[A] 104.10.3 Sewer, water, or electric service across property lines

No sewer service, water service, or electric wiring methods and equipment shall be built across a *lot line*, other than a *lot line* separating the *lot* being serviced from the adjacent *public way*.

Exception: Where the provisions of Sections 104.10.1.1, 104.10.1.2 or 104.10.3.1 are satisfied, a *lot line* does not exist for the purposes of Section 104.10.3.

[A] 104.10.3.1 Utility easements.

The *building official* may approve the provision of sewer service, water service, or electric wiring methods and equipment to a *lot* when such service is located within a permanent, non-revocable private utility easement duly-recorded in the deed records of Maricopa County for all the properties involved.

[A] 104.10.4 Agreement conditions.

Agreements proposed or required under Section 104.10 shall be permanent and binding on all property owners, their heirs and assigns. The agreements shall be in writing, shall be approved by the *building official* and shall be recorded in the deed records of Maricopa County for all the properties involved. The agreements shall be enforceable by the *building official* and by each of the property owners, their heirs and assigns. The agreements shall require physical modification of any structures to fully comply with all applicable code requirements prior to alteration or expiration of the agreement. Alteration of the agreements or any condition or provision therein, or expiration or elimination of any such agreement, is prohibited except with the prior written approval of the *building official*. The *building official* shall have authority to revoke any agreement for noncompliance with any of its provisions, and thereafter to require the property owners to individually make each of their properties fully compliant with all applicable code requirements, without benefit of the agreement conditions.

Justification: To maintain building code requirements, there must be owner control over the spaces that could impact that compliance. Additionally, ownership over something that is needed by another owner to use their property is inappropriate. These provisions lay out the necessary safeguards to ensure that ownership control can be exercised.

Cost Impact: Minimal cost impact. Showing proof of sufficient ownership stake in situations may increase costs for design but will greatly reduce costs if ownership disagreements occur.

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee	Date: 01/27/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Development Advisory Board (DAB)	Date: 04/22/2025
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Transportation, Infrastructure and Planning Subcommittee	Date:
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City Council Action	Date:
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken



BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

**Amendment to 2024 International Building Code (IBC)
Chapter 1 [A], Section 105.1**

Submitted by: International Building Code Administrative Committee

[A] 105.1 Required.

Any *owner* or *owner's* authorized agent who intends to construct, enlarge, alter, *repair*, move, demolish or change the occupancy of a *building* or *structure*, or to erect, install, enlarge, alter, *repair*, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the *building official* and obtain the required *permit*.

1. Separate permits shall be obtained for automatic fire extinguishing systems, fire alarm systems, and other uses or equipment regulated by the Phoenix Fire Code.
2. Separate permits shall be obtained from the Planning & Development Department for work within the public right of way including off-site sewer or water extensions; sewer or water taps and all connections to public sewer and water; paving, curb cuts, driveways and sidewalks, and landscaping. See Chapter 32 of the International Building Code for permits and restrictions on work within the public right of way.
3. Separate permits shall be obtained from the Planning & Development Department for site development work in accordance with the Phoenix City Code.
4. Factory-built buildings, manufactured homes and mobile homes require permits from both the State of Arizona Office of Manufactured Housing in accordance with applicable Arizona Revised Statutes (ARS), and from the Planning & Development Department in accordance with Chapter 31 of the International Building Code or Appendix BA of the International Residential Code.

~~[A] 105.1.1 Annual permit.~~

~~Instead of an individual *permit* for each *alteration* to an already *approved* electrical, gas, mechanical or plumbing installation, the *building official* is authorized to issue an annual *permit* upon application therefor to any *person*, firm or corporation regularly employing one or more qualified tradespersons in the building, *structure* or on the premises owned or operated by the applicant for the *permit*.~~

~~[A] 105.1.2 Annual permit records.~~

~~The *person* to whom an annual *permit* is issued shall keep a detailed record of *alterations* made under such annual *permit*. The *building official* shall have access to such records at all times or such records shall be filed with the *building official* as designated.~~

Justification: Carried over from previous codes. This amendment specifies requirements for permits from other city departments. Requirements for annual permits are specified in Section 117 of the International Building Code.

Cost Impact: No cost impact. Separate permits, required to meet city codes and ordinances, may not result in a net increase in project fees.

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee Date: 01/27/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

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Transportation, Infrastructure and Planning Subcommittee Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

City Council Action Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 105.2

Submitted by: International Building Code Administrative Committee

[A] 105.2 Work exempt from permit.

Exemptions from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of ~~this jurisdiction~~ the City of Phoenix. *Permits* shall not be required for the following:

Building:

1. Other than storm shelters, one-story detached accessory structures used as tool and storage sheds, playhouses, non-cantilevered shade structures, and similar uses, provided that the floor area is not greater than ~~120 square feet (11 mm)~~ 200 square feet, except for unaltered *Intermodal Shipping Containers* not greater than 320 square feet, and the structure complies with city of Phoenix Zoning Ordinance requirements.
2. Fences, other than swimming pool barriers, not over ~~7 (2134 mm)~~ 3 feet (914.4 mm) high. Replacement of an existing permitted fence of the same material, height, and location, and accessory to a single-family residence. Fences between 3 feet and 7 feet high require a permit for City code and Zoning Ordinance requirements only.
3. Oil derricks.
4. Retaining walls that are not over ~~4 feet (1219)~~ 40 inches (1016 mm) in height measured from the ~~bottom~~ top of the footing to the top of the retaining wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Interior and exterior platforms, sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling excluding toilets areas, bathrooms and showers, carpeting, cabinets and counter tops replacements in same location, and similar finish work.
8. Temporary motion picture, television, seasonal celebration and theater stage sets and scenery. Associated bleachers and grandstands are not included in this exemption.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than ~~24 inches (610 mm)~~ 18 inches (457 mm) deep, are not greater than 5,000 gallons (18,925 L) and are installed entirely above ground.
10. Shade cloth type structures ~~constructed~~ used for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. ~~Nonfixed and movable~~ Fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height and not an accessible surface.

14. Ground or roof supported structures, such as radio and television antenna towers, light poles, and flagpoles which do not exceed 200 pounds (90 kg) in weight or 45 feet (13,700 mm) in height above the ground surface.
15. Contractors' temporary construction offices which are associated with a permitted construction project in compliance with the city of Phoenix Zoning Ordinance and are intended to be removed from the site upon completion of the project. Structures which include sales offices which are open to the public do require a permit.
16. Roof covering replacement or roof recover with the same type of material as the original roofing.
17. Installation of a nonstructural weatherproof exterior covering over an existing weatherproof covering on an existing structure so long as the new covering will not affect the fire-resistive classification of the existing structure.

Exception: Installation of an Exterior Insulation and Finish System (EIFS) requires a permit.

1. Minor repair or replacement in kind of non-structural components such as, glass or glazing materials, sash, doors, patching walls or ceilings and replacing pieces of siding, soffits or fascia. Installation of locking or security hardware on egress doors, or changing the types of locking devices requires a permit.

Electrical:

- ~~1. **Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.~~
- ~~2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.~~
- ~~3. **Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.~~
1. Installation or replacement of equipment such as appliances, lamp holders, lamps and other utilization equipment manufactured, approved and identified for cord- and plug-connection to suitable permanently installed receptacles.
2. Repair or replacement of motors rated 50 HP or less, transformers rated 45 kVA or less, or fixed approved appliances of the same type and rating in the same location.
3. Temporary decorative lighting approved and identified for cord- and plug-connection.
4. Repair or replacement in kind of any switch, other than a service disconnect, receptacle, contactor, control device or other utilization equipment rated 60 amperes or less.
5. Replacement in kind of any circuit breaker other than a service disconnect, rated at 125 amperes or less, or any fuse.
6. Repair or replacement of electrodes or transformers of the same size and capacity for signs or gas tube systems.
7. Temporary wiring for experimental purposes in suitable experimental laboratories.
8. Temporary wiring for theaters, motion picture and television studios, performance areas, and similar locations where not accessible to the general public.
9. Class 2 and Class 3 control and signal circuits not essential for safety to human life.
10. Installation, repair or replacement of electrical systems and components within machinery or equipment which is not defined by this Code as building service equipment.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.
8. Repair or replacement in kind of refrigeration units not over 5 tons (17.5 kW) of refrigeration capacity, when located outdoors. Replacement equipment shall be in the same location and equal to or less than the weight of that which is replaced. Repair or replacement of refrigeration systems located inside a building shall require a permit and compliance with all requirements of this Code for the classification of refrigerant utilized in the new equipment.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
3. Replacement of water closets, valves or fixtures with new valves or fixtures complying with the water conservation requirements of this Code, except that a permit shall be required for the relocation of any valves, pipes or fixtures.
4. Repair or replacement of portable or built-in appliances which are not regulated by this code as building service equipment and which connect to the building water, drain or gas piping systems by approved means.
5. Replacement, in kind, of an existing water heater in one-and two-family dwellings when the work is performed by a licensed contractor.
6. Repair or replacement of existing 2" and smaller secondary backflow prevention assemblies. A test report, completed by a certified backflow assembly tester, shall be submitted for approval to the authority having jurisdiction at the time of installation or repair.

Justification: This amendment was approved in previous code adoptions. It has subsequently been evaluated by the committee for applicability to the 2024 IBC and carried forward as presented.

Cost Impact: Minimal Cost Impact. Specific exemptions save the customer time and money if a permit is not required.

Approved in previous 2018 Code Adoption process: <input checked="checked" type="checkbox"/> YES <input type="checkbox"/> NO			
ACTION TAKEN:			
2024 Code Committee		Date: 2/4/2025	
<input checked="checked" type="checkbox"/> Approved as submitted	<input type="checkbox"/> Modified and approved	<input type="checkbox"/> Denied	<input type="checkbox"/> No action taken
Development Advisory Board (DAB) Subcommittee		Date: 02/20/2025	
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Development Advisory Board (DAB)		Date: 04/22/2025	
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Transportation, Infrastructure and Planning Subcommittee		Date:	
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City Council Action		Date:	
<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Modified and approved	<input type="checkbox"/> Denied	<input type="checkbox"/> No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 105.3

Submitted by: International Building Code Administrative Committee

[A] 105.3 Application for permit or standard plan.

To obtain a permit or standard plan approval, the applicant shall first file an application therefore in writing on a form furnished by the ~~department of building safety~~ Planning & Development Department for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 107.
5. State the valuation of the proposed work.
6. Be signed by the ~~applicant~~ owner, or the ~~applicant's~~ owner's authorized agent.
7. Give such other data and information as required by the building official.

Justification: Clarifies department responsibilities and identifies who can apply for the permit.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee	Date: 01/27/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Development Advisory Board (DAB)	Date: 04/22/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Transportation, Infrastructure and Planning Subcommittee	Date:
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 105.3.1

Submitted by: International Building Code Administrative Committee

[A] 105.3.1 Action on application.

The *building official* shall examine or cause to be examined applications for *permits* and amendments thereto within a reasonable time after filing. If the application or the *construction documents* do not conform to the requirements of pertinent laws, the *building official* shall reject such application in writing, stating the reasons therefor. If the *building official* is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the *building official* shall issue a *permit* therefor as soon as practicable.

[A] 105.3.1.1 Action for demolition permit.

Application for exterior demolition permits for commercial buildings 50 years of age or older as well as all properties located in the Downtown Code District (Chapter 12 of the Phoenix Zoning Ordinance) that are 50 years of age or older require public notice and shall be held for 30 calendar days from the date of application and evidence of such notice. Buildings identified as individually eligible for historic designation in the Phoenix Historic Property Register (Chapter 8 of the Phoenix Zoning Ordinance) require public notice and shall be held for 60 calendar days from the date of application and evidence of such notice.

Justification: Since implementation of the provision of the code amendment for the 30-day hold that went into effect December 2, 2016, and was subsequently amended on July 6, 2018 to include properties 50 years of age or older in the Downtown Code District, the Historic Preservation Commission (HPC) has expressed concern regarding the limited window of time in which to engage with property owners of historically eligible properties proposed for demolition in advance of the expiration of the 30-day hold. The HPC would like to see the hold with notice period extended from 30 to 60 days for properties the Historic Preservation Office has determined eligible for historic designation.

Cost Impact: The cost impact is that of the demolition application plan review fee as noted in the Planning and Development Fee Schedule, Chapter 9 Appendix A.2 of the Phoenix City Code.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee	Date: 01/27/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Development Advisory Board (DAB)	Date: 04/22/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Transportation, Infrastructure and Planning Subcommittee	Date:
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 105.3.2

Submitted by: International Building Code Administrative Committee

[A] 105.3.2 Time limitation of application.

An application for a permit or standard plan approval for any proposed work shall be deemed to have been abandoned 12 months ~~180 days~~ after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding ~~90~~ 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. The application for extension shall include payment of a non-refundable fee as set forth in Appendix A.2 of the Phoenix City Code.

[A] 105.3.2.1 Standard plan expiration.

Standard plans shall expire upon the adoption of a new code.

Justification: The proposed change provides more flexibility to complete projects and allows PDD to recover administrative costs associated with the application extension.

Cost Impact: Minimal cost impact. Extension application fees are set in Appendix A.2 of the Phoenix City Code. The additional time could save the developer money, lost time in plan resubmittal, and review.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee Date: 01/27/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee Date: 02/20/2025
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Development Advisory Board (DAB) Date: 04/22/2025
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Transportation, Infrastructure and Planning Subcommittee Date:
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City Council Action Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Section 105.5

Submitted by: International Building Code Administrative Committee

[A] 105.5 Expiration.

Every permit issued, except demolition permits and permits subject to section 114 of this code, shall expire 24 months after the date of permit issuance, unless an extension is granted in accordance with section 105.5.1. shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 105.5.1 Extension.

The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than one year each. The extension shall be requested in writing prior to permit expiration and justifiable cause demonstrated. The application for extension shall include payment of a non-refundable fee as set forth in Appendix A.2 of the Phoenix City Code.

Exception: The building official is authorized to adjust the fee for such extension based on the inspection hours left to complete the permit and shall include an administrative fee based on the general hourly plan review rate (two-hour minimum) as set forth in Appendix A.2 of the Phoenix City Code.

[A] 105.5.2 Reinstatement.

When a permit has expired, as described in section 105.5, the building official is authorized to grant, in writing, reinstatement of the permit for a period of not more than one year provided the following conditions are met:

1. No changes have been made or will be made in the original plans and specifications for such work; and
2. The original permit expired less than one year from the request to reinstate. The reinstatement shall be requested in writing and justifiable cause demonstrated. The application for reinstatement shall include payment of a non-refundable fee as set forth in Appendix A.2 of the Phoenix City Code.

Exception: The building official is authorized to adjust the fee for such extension based on the inspection hours left to complete the permit and shall include an administrative fee based on the general hourly plan review rate (two-hour minimum) as set forth in Appendix A.2 of the Phoenix City Code.

[A] 105.5.3 Demolition.

Demolition permits shall expire if the work authorized by such permit is not completed within 60 days from the date of permit issuance, which includes clearance of all debris from the site. Reasonable and continuous progress shall be made to complete all demolition work as expeditiously as possible. See Section 3303 of the International Building Code for demolition permit conditions.

The building official is authorized to grant, in writing, one or more extensions of not more than 30 days. Additional time may be granted if justifiable cause can be demonstrated. The extension shall be requested in writing. The application for extension shall include payment of a non-refundable fee as set forth in Appendix A.2 of the Phoenix City Code.

The building official is authorized to grant, in writing, reinstatement of an expired demolition permit, for a period of not more than 30 days. Additional time may be granted if justifiable cause can be demonstrated. The reinstatement shall be requested in writing. The application for reinstatement shall include payment of a non-refundable fee as set forth in Appendix A.2 of the Phoenix City Code.

Justification: The changes provide flexibility of administrative oversight and additional consistency to extend and reinstate permits and allows PDD to recover administrative costs associated with the approvals.

Cost Impact: Minimal cost impact. Greater flexibility with extensions and reinstatements saves the developer unnecessary costs associated with resubmittal of plans and payment of new permit fees.

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee	Date: 01/27/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
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Development Advisory Board (DAB)	Date: 04/22/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Transportation, Infrastructure and Planning Subcommittee	Date:
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 105.6

Submitted by: International Building Code Administrative Committee

[A] 105.6 Suspension or revocation.

The *building official* is authorized to suspend or revoke a *permit* issued under the provisions of this code wherever the *permit* is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code-, or reasonable and continuous progress has not been made to complete the construction, or the continuance of any work becomes dangerous to life or property.

It shall be unlawful to proceed with any work for which a permit was issued after notice of permit suspension or revocation is served on the permit holder, the owner or the person having responsible charge of the work. Reinstatement of a suspended permit shall be by written notice from the building official authorizing work to resume, with or without conditions. Revoked permits shall be canceled and the permit fee shall not be refunded except as may be provided in Section 109.6 of these administrative provisions.

Justification: Carried over from previous codes and gives the building official greater flexibility to suspend or revoke a permit when necessary.

Cost Impact: The cost impact for this amendment is the cost associated with reinstating a suspended or revoked permit. Additional fees per section 114 of this code shall be assessed if any work is conducted or work continues after a permit has been suspended or revoked, without being reinstated or a new permit issued.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee Date: 01/27/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee Date: 02/20/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

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City Council Action Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 105.7

Submitted by: International Building Code Administrative Committee

[A] 105.7 Placement of permit.

The building *permit* or copy shall be kept on the *site* of the work until the completion of the project. The permit holder shall post a visible sign which identifies the permit number and the street address or suite number where construction work is authorized until completion of the project. Other forms of identification may be used when approved by the building official.

Justification: Carried over from previous codes, Informs the public of permitted construction activity, and identifies premises for construction inspections.

Cost Impact: Minimal cost impact for posting of sign.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee Date: 01/27/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

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Development Advisory Board (DAB) Date: 04/22/2025
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☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 105.8

Submitted by: International Building Code Administrative Committee

[A] 105.8 Record changes.

[A] 105.8.1 Owner name change.

Any time after a permit has been issued a new owner may be substituted for the original owner, provided the new owner submits an affidavit of ownership and agrees to assume all code compliance obligations related to the permit, including responsibility for correcting any work previously installed in violation of any code requirement.

[A] 105.8.2 Business name change.

Any time after a permit has been issued, the name of the tenant or business may be changed provided the intended occupancy or use of the premises is not changed.

[A] 105.8.3 Contractor change.

Any time after a permit has been issued, the recorded owner of the property may by affidavit request substitution of a new contractor for the contractor named on the original permit, provided the new contractor agrees to assume all code compliance obligations related to the permit including assuming responsibility for correcting any work previously installed in violation of any code requirement. Nothing in this section shall be construed as preventing a new contractor from obtaining a new permit to authorize only that work intended to be performed by the new contractor.

[A] 105.8.4 Registered design professional change.

Any time after a permit has been issued, where the *registered design professional in responsible charge* is changed see Section 107.3.4. Any time after a permit has been issued and changes are required to the *construction documents* see Section 107.4 and the rules governing *registered design professionals* as required by the State of Arizona. Any time the *registered design professional* in charge of a special inspections or observation program is changed, a new certificate indicating this responsibility certificate shall be submitted.

[A] 105.8.5 Address changes.

A permit is not transferable from one property to another and no address change shall be processed which would have this effect. Any time after a permit has been issued or any time a property owner wishes to change the official address of any property, the recorded owner may request an address change in writing on a form provided by the department. The application shall be accompanied by a nonrefundable processing fee as set forth in section 109 of these administrative provisions. The department shall assign all addresses in accordance with established City regulations and may approve, modify or deny any

request accordingly. Where an address change requires revising more than 10 records, the department may charge an administrative fee based upon the hourly rate for plan revisions.

[A] 105.8.6 Scope of work changes.

Permit records shall be changed to increase or decrease the scope of work or valuation of any project. Any increase in scope of work or valuation requires an application for a new permit and payment of additional permit fees for the supplemental work. Any decrease in scope of work or valuation will be grounds for changing the permit record. In the case where a project scope is reduced after permit issuance, the original permit shall be revised to authorize the reduced scope of work, or, if no work has been started, the owner may in writing request to cancel the original permit and obtain a refund in accordance with Section 109.6 of these administrative provisions. In this case a new permit shall then be obtained for the actual work proposed.

[A] 105.8.7 Fees.

The fee for record changes shall be as set forth in Appendix A-2 of The Phoenix City Code.

Justification: Carried over from previous codes and gives specific requirements for various record changes.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 105.9

Submitted by: International Building Code Administrative Committee

[A] 105.9 Annexations.

A building under construction with a building *permit* issued by the Maricopa County Building Department (County) prior to the effective date of annexation, and where the footings and stem walls have been completed and approved by the County, shall obtain a *permit* from the City of Phoenix (City) to establish the scope of work and ensure the building is constructed in compliance with the County approved plans. Fees will be collected to recover the cost of City inspections as set forth in Appendix A.2 of the Phoenix City Code.

Building plans approved and permitted by the County for which no construction has commenced, or building(s) that are under construction and completed to a lesser degree than stated above on the effective date of annexation, shall be required to obtain a building *permit* from the City and pay fees based on the estimated cost of construction, as set forth in Appendix A.2 of the Phoenix City Code.

Construction shall conform to pertinent County zoning regulations in effect at the time the County *permit* is issued, prior to annexation.

Justification: Carried over from previous codes. Provides requirements for projects permitted by Maricopa County and then annexed into the city of Phoenix.

Cost Impact: Minimal Cost Impact. The customer will be responsible for the hourly Inspection fees related to the remainder of the work completed after annexation into the City of Phoenix, or for permit fees based on the valuation of construction if building plans were approved but never permitted in the County.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 107.1

Submitted by: International Building Code Administrative Committee

[A] 107.1 General.

Submittal documents consisting of *construction documents*, statement of *special inspections*, structural calculations, geotechnical report and other data shall be submitted in two or more sets or a digital format where allowed by the building official, with each *permit* application. The *construction documents* shall be prepared by a *registered design professional* ~~where required by the statutes of the jurisdiction in which the project is to be constructed, as required by the State of Arizona.~~ Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a *registered design professional* licensed by the State of Arizona.

Exception: The *building official* is authorized to waive the submission of *construction documents* and other data not required to be prepared by a *registered design professional* if it is found that the nature of the work applied for is such that review of *construction documents* is not necessary to obtain compliance with this code.

Justification: Retained as the team still feels that this provides necessary clarification on the requirement for professional registration.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

**Amendment to 2024 International Building Code (IBC)
Chapter 1 [A], Section 107.2**

Submitted by: International Building Code Administrative Committee

[A] 107.2 Construction documents.

Construction documents shall be in accordance with Sections 107.2.1 through 107.2.8.

[A] 107.2.1 Information on construction documents.

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted where *approved* by the *building official*. *Construction 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 this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*.

[A] 107.2.1.1 Fire life safety report (FLSR).

Prior to submitting construction drawings for high-rise buildings, covered mall buildings, buildings containing atriums and other structures as determined by the building official or fire marshal, the design team shall prepare and submit a Fire Life Safety Report. This FLSR shall provide a description of the occupancies, design codes, egress, emergency systems, smoke control and other related systems, and a conceptual description of the suppression system. The first submittal of the building construction plans must incorporate the first review comments of the FLSR.

[A] 107.2.2 Fire protection system shop drawings.

Shop drawings for the *fire protection system(s)* shall be submitted to indicate conformance to this code and the *construction documents* and shall be *approved* prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9.

[A] 107.2.3 Means of egress.

The *construction documents* shall show in sufficient detail the location, construction, size and character of all portions of the *means of egress* including the path of the *exit discharge* to the *public way* in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, and I-1, the *construction documents* shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

[A] 107.2.4 Exterior wall envelope.

Construction documents for all buildings shall describe the *exterior wall envelope* in sufficient detail to determine compliance with this code. The *construction documents* shall provide details of the *exterior wall envelope* as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

The *construction documents* shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details

described in the *construction documents* maintain the weather resistance of the *exterior wall envelope*. The supporting documentation shall fully describe the *exterior wall* system which was tested, where applicable, as well as the test procedure used.

[A] 107.2.5 Exterior balconies and elevated walking surfaces.

Where balconies or other elevated walking surfaces are exposed to water from direct or blowing rain, snow, or irrigation, and the structural framing is protected by an impervious moisture barrier, the *construction documents* shall include details for all elements of the impervious moisture barrier system. The *construction documents* shall include manufacturer's installation instructions.

[A] 107.2.6 Site plan.

A site plan shall be submitted prior to submittal of *construction documents*. The site plan shall include information as specified on the published City of Phoenix pre-application submittal requirements. Upon receipt of preliminary site plan approval, construction documents may be submitted.

The *construction documents* submitted with the application for *permit* shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from *lot lines*, the established street grades and the proposed finished grades and, as applicable, *flood hazard areas*, *floodways*, and *design flood elevations*; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The *building official* is authorized to waive or modify the requirement for a site plan when the application for *permit* is for *alteration* or *repair* or when otherwise warranted.

[A] 107.2.6.1 Design flood elevations.

Where *design flood elevations* are not specified, they shall be established in accordance with Section 1612.3.1.

[A] 107.2.7 Structural information.

The *construction documents* shall provide the information specified in Section 1603.

[A] 107.2.8 Relocatable buildings.

Construction documents for relocatable buildings shall comply with Section 3442 3113.

Justification: Sections 107.2.1.1 and 107.2.6 defines submittal requirements. Section 107.2.8 corrects typographical error in base code. The Phoenix Fire Code section 105.4.2.2 requires a fire life safety report.

Cost Impact: Minimal cost impact associated with the fire life safety report.

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee	Date: 02/4/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	

Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	

Development Advisory Board (DAB)	Date: 04/22/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
Transportation, Infrastructure and Planning Subcommittee	Date:
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City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 107.5

Submitted by: International Building Code Administrative Committee

[A] 107.5 Retention of construction documents.

One set of *approved construction documents* shall be retained by the *building official* ~~for a period of not less than 180 days from date of completion of the permitted work, or as required by state or local laws.~~ in accordance with the retention schedules set by the Phoenix City Clerk Department Records Management Program.

107.5.1 Standard plans.

Standard plans are valid under the code in effect at the time of submittal and valid for the duration of the code cycle as long as the plan remains active. Upon adoption of a new code, standard plans shall expire and be discarded by the building official in accordance with the retention schedules set by the Phoenix City Clerk Department Records Management Program.

Justification: Coordinates department policy with city clerk records management program requirements.

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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City Council Action Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 108

Submitted by: International Building Code Administrative Committee

SECTION 108 TEMPORARY STRUCTURES, USES, EQUIPMENT AND SYSTEMS.

[A] 108.1 General.

The *building official* is authorized to issue a *permit* for *temporary structures*, uses, equipment or systems. Such *permits* shall be limited as to time of service, but shall not be permitted for more than 180 days. The *building official* is authorized to grant extensions for demonstrated cause. Structures designed to comply with Section 3103.6 shall not be in service for a period of more than 1 year unless an extension of time is granted.

[A] 108.2 Conformance.

Temporary structures shall comply with the requirements in Section 3103.

[A] 108.3 Temporary service utilities.

The *building official* is authorized to give permission to temporarily supply service utilities in accordance with Section 112.

[A] 108.4 Termination of approval.

The *building official* is authorized to terminate such *permit* for a *temporary structure*, use, equipment or system and to order the same to be discontinued.

Justification:

During the 2024 IBC changes the potential for a temporary use was unintentionally removed in the model code, and it is being added back here to provide the same conformance requirements to temporary uses. This will allow the interdepartmental temporary indoor building uses policy.

The 2024 IBC will now define:

- Public-Occupancy Temporary Structure
- Service Life
- Temporary Event
- Temporary Structure

Cost Impact: Minimal cost impact. This code change proposal will reduce the cost for temporary uses to allow them to comply with the temporary provisions of the code.

Approved in previous 2018 Code Adoption process: ☐ YES ☒ NO

ACTION TAKEN:

2024 Code Committee

Date: 01/27/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee		Date: 02/20/2025
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Transportation, Infrastructure and Planning Subcommittee		Date:
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City Council Action		Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 109.2

Submitted by: International Building Code Administrative Committee

[A] 109.2 Schedule of plan review and permit fees.

Where a *permit* is required, a fee for each *plan review* and *permit* shall be paid as required, in accordance with the schedule ~~as established by the applicable governing authority set forth in~~ Phoenix City Code Appendix A.2. Fees paid for plan reviews, permits or other services are not transferable.

[A] 109.2.1 Supplemental permits.

The fee for a supplemental plan review and permit to cover any additional work or additional valuation not included in the original permit shall be computed based on the valuation of the supplemental work. A new permit for a building addition shall be required to increase the building area authorized by a permit. Supplemental work started prior to obtaining a supplemental permit is subject to an investigation fee set forth in Section 109.4 of these administrative provisions.

Justification: References our established fee schedule and clarifies fees are not transferable. Clarify that an increase in scope requires a separate permit.

Cost Impact: No cost impact

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 109.3

Submitted by: International Building Code Administrative Committee

[A] 109.3 Permit valuations.

The applicant for a *permit* shall provide an estimated value of the work for which the *permit* is being issued at time of application. Such estimated valuation shall include the total value of work, including materials and labor, for which the *permit* is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. ~~Where, in the opinion of the building official, the valuation is underestimated, the permit shall be denied, unless the applicant can show detailed estimates acceptable to the building official.~~ Estimated valuation is the higher of the valuation as calculated by the Planning & Development Department, or the valuation as provided by the applicant. Estimated valuation is calculated using the International Code Council Building Valuation Data adjusted for the City of Phoenix. The *building official* shall have the authority to adjust the final valuation for permit fees.

Justification: Aligns with language in Phoenix City Code, Chapter 9, Appendix A.2

Cost Impact: No cost impact.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee	Date: 01/27/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied <input type="checkbox"/> No action taken	
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Development Advisory Board (DAB)	Date: 04/22/2025
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Transportation, Infrastructure and Planning Subcommittee	Date:
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City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 109.7

Submitted by: International Building Code Administrative Committee

[A] 109.7 Inspection and re-inspections.

Permit fees provide for customary inspections only. When inspections are requested for weekends, holidays, or anytime other than the regular working hours of the building official, an additional fee will be required as set forth in Phoenix City Code Appendix A.2. A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.

Re-inspection fees may also be assessed when the *approved* plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the *building official*. When re-inspections are requested for weekends, holidays, or anytime other than the regular Planning & Development Department inspection hours, an additional fee will be required.

Justification: Clarifies fees for inspections and re-inspections in accordance with Phoenix City Code Appendix A.2

Cost Impact: Minimal cost impact attributed to irregular inspections or re-inspection fees. Potential decrease associated with maintaining project schedules.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 110.1

Submitted by: International Building Code Administrative Committee

[A] 110.1 General.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain visible and able to be accessed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the owner or the owner's authorized agent to cause the work to remain visible and able to be accessed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection. A survey of the lot may be required by the building official to verify that the structure is located in accordance with the approved plans.

Justification: This amendment allows requiring a survey where there are disputes regarding lot lines.

Cost Impact: Minimal cost impact. The cost of the survey.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee	Date: 02/04/2025
<input type="checkbox"/> Approved as submitted <input checked="" type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

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BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 110.3.10.1

Submitted by: International Building Code Administrative Committee

[A] 110.3.10 Other inspections.

[A] 110.3.10.1 Building service equipment inspections.

All building service equipment for which a permit is required by this Code shall be inspected by the building official. No portion of any building service equipment intended to be concealed by any permanent portion of the building shall be concealed until inspected and approved. When the installation of any building service equipment is complete, an additional and final inspection shall be made. Building service equipment regulated by the technical codes shall not be connected to the water, fuel, power supply or sewer system until authorized by the building official.

1. Electrical inspections.

A rough-in inspection is required for all conduit, semi-rigid piping or wiring after installation, but prior to being concealed. A final inspection is required when all conduit, wires, fixtures and equipment including covers has been installed and connected, but prior to energizing any such circuit or equipment.

2. Mechanical inspections.

All mechanical equipment and systems for which a permit is required by this Code, including all associated ductwork, flues, condensate and refrigeration lines, shall be subject to inspection and shall remain accessible and exposed for inspection purposes until approved.

3. Plumbing inspections.

A rough-in or underground inspection is required for all sewer, drainage and vent piping, and for all water and gas distribution systems prior to their being buried or concealed. A final inspection is required when all fixtures are set and operating or ready to operate pending final utility connection. Tests shall be performed as required by the applicable Plumbing Code.

4. Operation of building service equipment.

The requirements of this section shall not be considered to prohibit the operation of any building service equipment installed to replace existing equipment serving an occupied portion of the building in the event a request for inspection of such equipment has been filed with the building official not more than 72 hours after such replacement work is completed and before any portion of such equipment is concealed by any permanent portion of the building.

Justification: Clarifies the required inspections for building service equipment.

Cost Impact: No cost impact..

Approved in previous 2018 Code Adoption process: <input checked="checked" type="checkbox"/> YES <input type="checkbox"/> NO			
ACTION TAKEN:			
2024 Code Committee		Date: 01/23/2025	
<input checked="checked" type="checkbox"/> Approved as submitted	<input type="checkbox"/> Modified and approved	<input type="checkbox"/> Denied	<input type="checkbox"/> No action taken
Development Advisory Board (DAB) Subcommittee		Date: 02/20/2025	
<input checked="checked" type="checkbox"/> Approved as submitted	<input type="checkbox"/> Modified and approved	<input type="checkbox"/> Denied	<input type="checkbox"/> No action taken
Development Advisory Board (DAB)		Date: 04/22/2025	
<input checked="checked" type="checkbox"/> Approved as submitted	<input type="checkbox"/> Modified and approved	<input type="checkbox"/> Denied	<input type="checkbox"/> No action taken
Transportation, Infrastructure and Planning Subcommittee		Date:	
<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Modified and approved	<input type="checkbox"/> Denied	<input type="checkbox"/> No action taken
City Council Action		Date:	
<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Modified and approved	<input type="checkbox"/> Denied	<input type="checkbox"/> No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 110.3.10.2

Submitted by: International Building Code Administrative Committee

[A] 110.3.10.2 Swimming pool inspections.

A rough-in inspection is required after all fixed metal parts are in place and electrically bonded but prior to concealing or placement of any concrete or gunite. An inspection is required before plaster is placed and before the pool is filled with water. At the time of final inspection, all of the following must be complete:

1. Installation of all motors, lights and electrical circuits, including connection to approved overcurrent protection devices.
2. Installation and electrical bonding of all fixed metal parts within 5 feet (1524 mm) of the inside edge of the pool.
3. Installation of approved backflow prevention devices on the nearest hose bib(s) providing water supply for the pool.
4. Installation of all pool enclosures and barriers required by this Code.

Justification: This section clarifies the required inspections for the construction of swimming pools. By changing “A final” to “An inspection”, this allows inspection staff to require an additional inspection/s if needed for pools being constructed with an automatic pool cover.

Cost Impact:

No cost impact. Clarifying the required minimum inspections.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

This amendment was approved in previous code adoptions. It has subsequently been evaluated by the committee for applicability to the 2024 IBC and carried forward as presented.

ACTION TAKEN:

2024 Code Committee Date: 01/23/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee Date: 02/20/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Date: 04/22/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Transportation, Infrastructure and Planning Subcommittee Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

City Council Action Date:
☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

**Amendment to 2024 International Building Code (IBC)
Chapter 1 [A], Section 111**

Submitted by: International Building Code Administrative Committee

SECTION 111 CERTIFICATE OF OCCUPANCY

[A] 111.1 ~~Change of Use and~~ occupancy.

A *building* or *structure* shall not be used or occupied in whole or in part, and a *change of occupancy* of a *building* or *structure* or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the ~~jurisdiction~~ City of Phoenix. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the ~~jurisdiction~~ City of Phoenix shall not be valid.

Exception: Certificates of occupancy are not required for work exempt from *permits* in accordance with Section 105.2.

[A] 111.1.1 Change of occupancy.

Application may be made for the building official to consider issuing a new certificate of occupancy for a change in use or for new use of an existing building when no construction permit has been issued. Application for such a certificate shall be on a form provided by the Planning and Development Department and shall include payment of a nonrefundable application and inspection fee. This fee shall be in addition to any plan review fee or subsequent permit fee that may be required by Section 109 of these administrative provisions.

[A] 111.2 Certificate issued.

After the *building official* inspects the building or *structure* and does not find violations of the provisions of this code or other laws that are enforced by the department, the *building official* shall issue a certificate of occupancy that contains the following:

1. The *permit* number.
2. The address of the *structure*.
3. The name and address of the *owner* or the *owner's* authorized agent.
4. A description of that portion of the *structure* for which the certificate is issued.
5. A statement that the described portion of the *structure* has been inspected for compliance with the requirements of this code.
6. The ~~name of the building official~~ date of issuance.
7. The edition of the code under which the *permit* was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The area, story location, and the design occupant load for each occupancy group in the building.
11. Where an *automatic sprinkler system* is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building *permit*.

[A] 111.3 Temporary occupancy.

The *building official* is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The *building official* shall set a time period during which the temporary certificate of occupancy is valid.

[A] 111.3.1 Application.

Application for a temporary certificate of occupancy shall be on a form supplied by the Planning & Development Department and shall include payment of a nonrefundable inspection fee as set forth in Section 109 of these administrative provisions. Issuance of a temporary certificate of occupancy shall be subject to the property owner and the permit holder agreeing in writing to compliance with all stipulations set forth by the Planning and Development Department.

[A] 111.3.2 Duration.

The maximum duration for temporary occupancy of a building, or a portion thereof, shall be the expiration date of the permit under which the temporary Certificate of Occupancy was issued, at which time all requirements of the Phoenix Building Construction Code, Phoenix Fire Code, the Phoenix Zoning Ordinance and other applicable codes and ordinances shall have been completed.

[A] 111.4 Revocation.

The *building official* is authorized to suspend or revoke a certificate of occupancy or completion issued under the provisions of this code, in writing, wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or *structure* or portion thereof is in violation of the provisions of this code or other ordinance of the ~~jurisdiction~~ City of Phoenix.

Justification: To be consistent with current administrative code language and procedures.
Section 111.1 - Keep 2018 IBC language in heading.

Section 111.3 – 111.3.2 allows for a temporary certificate of occupancy and provides clarification to the application terms / stipulations and the temporary certificate of occupancy duration.

Cost Impact: No cost impact

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

2024 Code Committee	Date: 01/23/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Development Advisory Board (DAB) Subcommittee	Date: 02/20/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Development Advisory Board (DAB)	Date: 04/22/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

Transportation, Infrastructure and Planning Subcommittee	Date:
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

City Council Action	Date:
<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken



BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 113

Submitted by: International Building Code Administrative Committee

SECTION 113 MEANS OF APPEALS

[A] 113.1 General.

In order to hear and decide appeals of orders, decisions or determinations made by the *building official* relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals called the Development Advisory Board (hereinafter called "the board"). The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall be governed by City Code Chapter 2, Article IX, adopt rules of procedure for conducting its business. The board shall render all decisions and findings in writing to the appellant and to the *building official*.

[A] 113.2 Limitations on authority. Reserved.

~~An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equivalent or better form of construction is proposed. The board shall not have authority to waive requirements of this code.~~

[A] 113.3 Qualifications. Reserved.

~~The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.~~

[A] 113.4 Administration.

The *building official* shall take action without delay in accordance with the decision of the board.

Justification: To provide the name of the City's Board of Appeals and the City Code section that governs the Board.

Development Advisory Board members are appointed by City Council as designated in City Code Chapter 2, Article IX.

Cost Impact: No cost impact

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee Date: 01/28/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee Date: 02/20/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Date: 04/22/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Transportation, Infrastructure and Planning Subcommittee Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

City Council Action Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 114

Submitted by: International Building Code Administrative Committee

SECTION 114 VIOLATIONS

[A] 114.1 Unlawful acts.

It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code. Whenever, by the provisions of this Code, the performance of any act is prohibited or wherever any regulation, dimension or limitation is imposed on the erection, construction, alteration, repair, maintenance, demolition or occupancy of any building, structure or building service equipment, a failure to comply with the provisions of this Code shall be unlawful and constitute a violation. Every day on which a violation exists shall constitute a separate violation and a separate offense. The remedies herein are cumulative, and the City of Phoenix may proceed under one or more such remedies.

114.1.1 Responsible parties.

For the purpose of this Code, unless a particular section, subsection or clause placed compliance responsibility upon a different person, the property owner, the tenant or occupant in responsible control of the premises and the person, firm or corporation performing the work, all have the duty to ensure that all applicable requirements of this Code are complied with. Failure to comply with the provisions of this Code or with a lawful order of the Building official, subjects the owner, the tenant or occupant, and the person, firm or corporation performing the work to the criminal penalties and civil remedies prescribed in this section.

114.1.2 Submittal information.

It shall be unlawful and a violation of this Code for any person, firm or corporation to falsify or to materially misrepresent information submitted to the Building official as part of any application or request for approval required by this Code.

114.1.3 Alternate methods, materials and equipment.

It shall be unlawful and a violation of this Code for any person, firm or corporation to use any method, material or equipment as an alternate to the methods, materials or equipment permitted by this Code without first having obtained approval from the Building official in the manner provided in this Code.

114.1.4 Permits.

It shall be unlawful and a violation of this Code for any person, firm or corporation to:

1. Perform any work, for which a permit is required by this Code, until such permit has been obtained from the building official and been posted on the premises where the work is to be performed. Working beyond the authorized scope of a permit constitutes work without a permit.
2. Occupy, use or maintain any building, structure or other property improvement that was built, erected, altered or improved without a valid permit issued by the building official when such permit is required by this Code.

114.1.4.1 Nonpermitted construction enforcement.

In cases of nonpermitted construction, an investigation shall be made before a permit may be issued for the work. Nonpermitted construction is grounds for the building official to stop all work on the project until appropriate permits are obtained. Nonpermitted construction cases shall be subject to the enforcement procedures set forth herein.

114.1.4.1.1 Application for permit.

The applicant must apply for or obtain a permit by the date indicated on the notice of violation by which to obtain a permit.

Exception: Additional time may be granted when deemed necessary depending on the complexity of work or other justifiable circumstances prohibiting meeting the designated date to obtain a permit.

114.1.4.1.2 Time limitation of application.

Permits for work commenced without a permit must be obtained no later than 60 calendar days from the date of application.

Exception: Additional time may be granted when deemed necessary depending on the complexity of work or other justifiable circumstances prohibiting meeting the designated date to obtain a permit by.

114.1.4.1.3 Fees.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system without first obtaining the necessary permit(s) shall be subject to the following penalties and fees in addition to the required permit fees.

1. **Investigation fee.** An investigation fee, in addition to the permit fee, shall be assessed whether or not a permit is then or subsequently issued. The investigation fee shall be as set forth in Appendix A.2 of the Phoenix City Code.
2. **Permit fees.** The permit fee for work commenced without permits shall be twice the published permit fees as set forth in Appendix A.2 of the Phoenix City Code.
3. **Job-site meeting fee.** The fee for the job-site meeting shall be set forth in Appendix A.2 of the Phoenix City Code.

Exceptions:

1. The Planning and Development Department may waive the investigation fee and/or additional permit fee where it can be demonstrated that the nonpermitted construction was completed by a previous owner.
2. When work without permits is to be demolished by the owner, the demolition permit fee shall be as set forth in Appendix A.2 of the Phoenix City Code.

114.1.4.1.4 Job-site meeting.

Upon issuance of the permit(s), a job meeting will be scheduled for the inspector to meet with the owner or authorized agent at the job site. The purpose of the job meeting is to determine corrective action required for compliance and to establish an inspection schedule. The fee for the job-site meeting shall be set forth in

Appendix A.2 of the Phoenix City Code. The Planning and Development Department may waive the job-site meeting fee where it can be demonstrated that the nonpermitted construction was completed by a previous owner. The permit shall be suspended if the jobsite meeting or inspection is not held within 45 calendar days of permit issuance.

114.1.4.1.5 Expiration

All work must be completed within 12 months from date of permit issuance. No action or inaction by the City shall relieve the permit holder or property owner from their duty to complete construction or request the required inspections within 12 months from the date of permit issuance.

114.1.4.1.6 Extension.

A one-time extension, not-to-exceed 90 calendar days, may be granted with the approval of the building official and is subject to a fee as set forth in Appendix A.2 of the Phoenix City Code. Applications for permit extensions must be received prior to expiration of the permit.

114.1.4.1.7 Reinstatement.

When a permit issued subject to section 114 has expired, section 105.5.2 applies with the exception of the expiration date shall not exceed 90 calendar days from the date of reinstatement. (Note: The exception to 105.5.2 does not apply).

114.1.5 Inspections.

It shall be unlawful and a violation of this Code for any person, firm or corporation to:

1. Fail to request all inspections required by the provisions of this Code.
2. Cover or conceal any work requiring inspection until such inspection has been made and approved by the building official.

114.1.6 Occupancy violation.

It shall be unlawful and a violation of this Code for any person, firm or corporation to:

1. Occupy or use any building or structure without first having obtained a Certificate of Occupancy as required by the provisions of this Code,
2. Occupy or use any building or structure for any use or activity other than that authorized by a Certificate of Occupancy for such building or structure.
3. Change the occupancy, use or character or use of any building or structure without first obtaining a new Certificate of Occupancy for such new use,
4. Continue to occupy or use any building or structure in violation of the conditions of any temporary Certificate of Occupancy or after the expiration of a temporary Certificate of Occupancy.

114.1.7 Unsafe buildings and building service equipment.

It shall be unlawful and a violation of this Code for any person, firm or corporation to:

1. Cause or to create any unsafe condition as defined in this Code,
2. Use or occupy any building or structure, or to use or operate any building service equipment, when such building, structure or building service equipment has been declared unsafe in accordance with the provisions of this Code. These requirements shall apply to all buildings, structures and building service equipment, whether new, existing, under construction or being demolished,
3. Fail to make repairs or otherwise fail to correct or abate any unsafe condition as defined in this Code,

4. Fail to comply with an unsafe condition abatement order issued by the building official in accordance with Section 116.8 of these administrative provisions.

114.1.8 Rubbish and debris.

It shall be unlawful and a violation of this Code for any person, firm or corporation to allow any rubbish, refuse or loose material resulting from construction operations associated with a valid building permit to remain uncontained or to be swept, thrown, blown or deposited on any public property or any adjoining private property.

114.1.9 Lawful orders.

It shall be unlawful and a violation of this Code for any person, firm or corporation to fail to comply with any lawful notice or order of the building official issued in accordance with the provisions of this Code.

114.2 Notice of violation.

The building official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

Notices of violation of this Code shall be in writing and shall be served by personal service or by certified mail with return receipt requested. Service shall be deemed complete upon delivery.

The notice of violation shall identify the address or legal description of the property in question and shall state the nature and extent of the violation in such detail as to allow the correction or abatement of the violation. The notice shall provide the name and phone number of a City representative to contact concerning the violation and acceptable methods of correction or abatement.

Nothing herein shall preclude the building official from giving additional verbal or written information notices. Nothing herein shall require the issuance of a notice of violation prior to commencement of emergency abatement or civil or criminal violation proceedings.

114.2.1 Recording a violation.

The City of Phoenix may record a notice of violation with the County recorder. A recorded notice of violation shall run with the land. Failure to record a notice of violation shall not affect the validity of the notice as to persons who receive the notice. When the property is brought into compliance, a satisfaction of notice of violation shall be filed at the request of the owner or responsible party.

114.3 Prosecution of violation.

If the notice of violation is not complied with promptly, the building official is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

114.4 Violation penalties.

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

114.4.1 Civil actions.

Any person, firm or corporation who causes, permits, facilitates, aids or abets any violation of this Code or who fails to perform any act or duty required by this Code is subject to a civil sanction of not less than 500 dollars (\$500.00) nor more than 2,500 dollars (\$2,500.00).

114.4.2 Commencement of civil action.

Any civil action to enforce the provisions of this Code shall be commenced, and summons shall be issued, in accordance with the procedures set forth in Arizona Revised Statutes, City ordinance or as provided in the Local Rules of Practice and Procedure – City Court – City of Phoenix.

Justification:

This section clarifies the necessary procedures and steps to abate violations of this code. The permit expiration dates mentioned in Section 114.1.4.1.5 Expiration, have been changed from a 6-month permit to a 12-month permit expiration. This provides the customer additional time to bring their property into compliance, as well as make the expiration date of permit subject to this section half the timeframe of a standard permit expiration of 24 months.

Cost Impact: The cost of fees associated with correcting violations.

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:**2024 Code Committee**

Date: 01/23/2025

☐ Approved as submitted ☒ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee

Date: 02/20/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB)

Date: 04/22/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Transportation, Infrastructure and Planning Subcommittee

Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

City Council Action

Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 115.4

Submitted by: International Building Code Administrative Committee

[A] 115.4 Failure to comply.

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines and fees established by the authority having jurisdiction for each offense.

Justification:

Fines associated with violation of a lawful order are established by civil sanctions issued by the Phoenix Municipal Court through adjudication. This process is further detailed in section 114 of this code. The Planning and Development department will assess Investigation Fees each instance a person is in violation of this section.

Cost Impact: Minimal cost impact. The cost of enforcement of these code sections is subsidized by the citizens who purchase permits.

Approved in previous 2018 Code Adoption process: ☐ YES ☒ NO

ACTION TAKEN:

2024 Code Committee

Date: 01/28/2025

☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

Development Advisory Board (DAB) Subcommittee

Date: 02/20/2025

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Development Advisory Board (DAB)

Date: 04/22/2025

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Transportation, Infrastructure and Planning Subcommittee

Date:

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City Council Action

Date:

☐ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken



BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 116

Submitted by: International Building Code Administrative Committee

SECTION 116 UNSAFE STRUCTURES AND EQUIPMENT

[A] 116.1 Unsafe Conditions

~~Structures or existing equipment that are or hereafter become unsafe, insanitary, or deficient because of inadequate means of egress facilities, inadequate light, and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the building official deems necessary and as provided for in this section. A vacant structure that is not secured against unauthorized entry shall be deemed unsafe. An unsafe condition is any condition that, as deemed by the building official, poses a danger to human life or the public welfare, including, but not limited to, the following:~~

1. inadequate structural performance,
2. inadequate sanitary system performance,
3. inadequate means of egress facilities,
4. inadequate light,
5. inadequate ventilation,
6. constituting an explosion hazard,
7. constituting a fire hazard,
8. constituting a shock hazard,
9. constituting a toxicity hazard, or
10. involve occupancy of a higher relative hazard than the structure is built to support or shelter.

Unsafe structures or equipment shall be taken down and removed or made safe, as the building official deems necessary and as provided for in this section.

Sections 116.2 through 116.5 are removed in their entirety and replaced with the following:

[A] 116.2 Definitions. Unsafe structures and equipment shall be classified as being an unsafe or imminent unsafe condition in accordance with the following definitions:

UNSAFE CONDITION is a hazard that has the potential to cause harm or damage to life, health, or property if not corrected.

IMMINENT UNSAFE CONDITION is an unsafe condition that is a high, real, and immediate risk to life, health, or property.

[A] 116.3 Immediate Self Abatement and Notification

The person or persons occupying or having control of any unsafe building, structure or building service equipment who knows or should have known an unsafe condition exists shall take immediate steps to vacate the building or structure and to safeguard the health and safety of the

public and all building occupants, and shall notify the appropriate agency or agencies of the situation as follows:

1. The fire department shall be notified immediately of all personal injuries, fires, explosions or hazardous materials incidents.
2. The Water Services Department shall be notified immediately of all backflow, back siphonage, or cross-connection incidents.
3. The gas utility shall be notified immediately of any unsafe conditions relating to gas piping or gas-fired building service equipment.
4. The electric utility shall be notified immediately of any shock injuries, fire, or explosion relating to any electrical building service equipment.
5. The *building official* shall be notified within four hours of the occurrence of any imminently unsafe condition, including structural failure.
6. The *building official* shall be notified within 72 hours of any unsafe condition including damage to required building service equipment, any plumbing cross-connection, any fire that caused structural damage, or any other unsafe condition relating to building service equipment.

[A] 116.4 Authority for inspection and evaluation.

The *building official* shall follow the procedures for right of entry noted in Section 104.4.

When the *building official* has reason to suspect that an unsafe condition exists, the *building official* is authorized to immediately issue abatement orders in accordance with Section 116.6, or the *building official* may require the property owner to obtain a detailed engineering evaluation of the suspected unsafe condition before the *building official* determines the extent of abatement required. Where an engineering evaluation is performed, all the following are required:

1. When so ordered by the *building official*, the owner of any building or property suspected of containing an unsafe condition shall engage the services of a *registered design professional* to conduct a detailed investigation and analysis of the suspected unsafe condition. The cost of such an investigation and report shall be borne by the property owner.
2. The *registered design professional* retained by the owner shall conduct a detailed investigation and evaluation of the suspected unsafe condition and shall issue a written report to the property owner and to the *building official* on the condition of the building, structure, or building service equipment, including recommendations for steps necessary to abate any unsafe condition found. The report shall be delivered to the *building official* on or before the date specified in the *building official* order requiring such report.
3. The content, findings and recommendations contained in the owner's engineering report may be utilized by the *building official* to determine whether or not an unsafe condition exists, whether it creates an imminent unsafe condition and what, if any, abatement orders shall be issued. The *building official* is not required to accept the contents, findings, and recommendations contained in the owner's engineering report.
4. Failure of a property owner to produce an engineering report on or before the date specified in the *building official* order shall be grounds for the *building official* to proceed with abatement proceedings up to and including orders to immediately vacate or demolish the subject building or structure.

[A] 116.5 Notice of violation.

The *building official* shall serve a written notice of violation on the person or persons occupying or having control of the building, structure or building service equipment and on the person or persons having recorded interest in the property for unsafe conditions.

Notices of violation shall describe the unsafe conditions and declare any unsafe conditions that are determined to be an imminent unsafe condition. A specified time must be stated on the notice by which the unsafe conditions must be abated. A building permit must also be obtained to request an inspection to verify the unsafe conditions have been abated.

The notice of violation shall identify the address and legal description of the property in question and shall state the nature and extent of the unsafe condition in such detail as to allow the property owner to identify and abate the unsafe condition. The notice shall provide the name and phone number of a city representative to contact concerning the unsafe condition and acceptable methods of abatement.

Notices of violation declaring imminent unsafe conditions shall be served by personal service or by certified mail return receipt requested. Service shall be deemed complete upon delivery.

Nothing shall preclude the *building official* from giving additional oral or written information notices.

[A] 116.6 Abatement of unsafe buildings, structures or building service equipment.

The *building official* shall, after inspection, determine whether a building, structure, or building service equipment is an unsafe condition and, if so, whether it constitutes an imminent unsafe condition, as defined in Sections 116.1 and 116.2 of these administrative provisions.

[A] 116.6.1 Unsafe conditions.

If a building, a structure or any building service equipment is determined to be in an unsafe condition but not an imminent unsafe condition, the *building official* shall issue a written notice to the property owner or occupant of the premises per Section 116.5. The time allowed for repair or abatement shall be not less than that indicated on the Notice of Violation. Failure to repair or abate the unsafe condition within the time specified shall constitute grounds for the *building official* to initiate formal abatement procedures as described in Section 116.6.2.

[A] 116.6.2 Imminent unsafe conditions.

If a building, structure, or any building service equipment is determined to be in an imminent unsafe condition Sections 116.6.2.1 through 116.6.2.7 shall be followed.

[A] 116.6.2.1 Imminent unsafe: notice of violation

A notice of violation shall be issued. The notice of violation shall contain the information described in Section 116.5 as well as this section and declare the imminent unsafe condition to be a nuisance and shall order its immediate abatement in accordance with the provisions of this section.

The notice shall state the City's authority to abate the violation if the owner fails to do so and the City's ability to assess the costs of such abatement against the property. The notice shall state the procedures to follow should the owner wish to appeal the decision of the *building official*.

Nothing herein shall require the issuance of a notice of violation prior to commencement of emergency abatement or civil or criminal violation proceedings.

[A] 116.6.2.2 Imminent unsafe: buildings or structures.

In the case of an unsafe building or structure containing imminent unsafe conditions, the *building official* shall order the abatement by repair or by demolition of the building or structure. The unsafe building or structure and any buildings or structures placed in jeopardy by the unsafe buildings or structures shall be posted in accordance with Section

116.6.2.4. The buildings or structures shall not be occupied or reoccupied until determined safe by the *building official*.

[A] 116.6.2.3 Imminent unsafe: building service equipment.

In the case of an unsafe building service equipment installation containing imminent unsafe conditions, the *building official* shall attach or affix a warning red tag to the equipment declared to be unsafe. Where equipment is declared to be in an imminent unsafe condition, the *building official* shall order such equipment disconnected or its use discontinued until the condition is abated. In addition, the *building official* may order any building or structure which is placed in jeopardy by the unsafe equipment to be vacated, or the *building official* may order the disconnection of the affected utility service to the building, structure, or equipment, and these buildings or structures shall not be occupied, reoccupied or building service equipment reconnected until determined safe by the *building official*.

[A] 116.6.2.4 Imminent unsafe: posting of signs.

When necessary to protect life, health, or public welfare, the *building official* shall post signs which shall prohibit entry into an unsafe building or structure. With permission of the *building official*, it shall be lawful to enter the building for the purposes of removing personal property. It shall be unlawful to remove any such posted sign without permission from the *building official*.

[A] 116.6.2.5 Imminent unsafe: emergency barricades.

If any building or structure is a hazard to life or limb to persons using a *public way*, the public way shall be barricaded to prevent public use. Barricades shall be erected as deemed necessary by the *building official*. The costs for barricading of a public way under this section shall be assessed to and borne by the owner of the unsafe building or structure causing the need for such barricades.

[A] 116.6.2.6 Imminent unsafe: emergency abatement.

Where the continued existence of a building, structure, or building service equipment constitutes an imminent unsafe condition to life, health, or other property, the *building official* may cause such building or structure to be demolished, building service equipment removed or disconnected, swimming pool fenced or pumped dry or a cesspool or tank filled at once, all without notice. Such abatement shall be limited to the minimum work necessary to remove the imminent unsafe condition. The reasonable costs of any abatement shall be the responsibility of the owner.

[A] 116.6.2.7 Imminent unsafe: Court-ordered abatement.

In addition to any other abatement procedures provided in this Code, the *building official* may apply to the Municipal Court of the City of Phoenix for an order allowing the City to abate any unsafe condition. The reasonable costs of any abatement permitted by the court's order shall be the responsibility of the owner.

[A] 116.7 Appeals.

Decisions, orders, and notices of violation relating to unsafe buildings, structures, or building service equipment may be appealed to the *building official* and then to the Development Advisory Board in accordance with Section 113 of this Code

Justification: These provisions are necessary to establish to procedures and lawful requirements that the Planning and Development Department is to follow when dealing with potentially unsafe and unsafe conditions. The procedures and requirements differ depending on the perceived immediacy of the condition. This breakdown is defined as unsafe versus

imminently unsafe in Section 116.2. Department policy documents should be developed to go into specific guidelines for establishing unsafe conditions and which are imminently unsafe.

Vacant structures are addressed in Phoenix City Code Section 39-8 and are better dealt with by the Neighborhood Services Department.

Abatement efforts by the City and Court ordered abatement efforts should look to Phoenix City Code Chapter 39 Sections 39-20 and 39-22 through 39-24 for both guidance on ways to operate as well as other possible enforcement routes.

Cost Impact: No cost impact. This is clarifying language for how the Planning and Development Department approaches unsafe conditions

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee Date: 01/23/2025
☒ Approved as submitted ☐ Modified and approved ☐ Denied ☐ No action taken

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City Council Action Date:
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BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

**Amendment to 2024 International Building Code (IBC)
Chapter 1 [A], Section 117**

Submitted by: International Building Code Administrative Committee

[A] SECTION 117 ANNUAL FACILITIES PERMIT

[A] 117.1 Scope.

The Annual Facilities Program is an administrative system intended to simplify the permitting and inspection process for qualified facilities. This program allows inspector review of plans and maintains an inspection staff familiar with the construction history of qualified facilities. Additional permits shall be required in accordance with Section 105 of these administrative provisions. The Annual Facilities Program shall administer all permits issued for qualified facilities registered under this program. This permit process shall not preempt compliance with the technical requirements of this Code or with other city, county, state or federal laws and regulations.

[A] 117.2 Definitions. For the purpose of this section, certain terms are defined as follows:

AGENT means a person employed by a qualified facility owner as full-time staff or by contract, who is an architect or engineer registered in the State of Arizona.

CAMPUS means two or more buildings located on the same property and under the control of the qualified facility owner.

QUALIFIED FACILITY means a building, campus, structure, or building service equipment registered with the Annual Facilities Permit Program.

QUALIFIED FACILITY OWNER means a firm, corporation, political entity or property management company that occupies or controls the buildings, campus, structure or building service equipment and maintains such buildings and equipment in compliance with all provisions of this Code.

[A] 117.3 Annual facilities permits.

[A] 117.3.1 Initial application.

Every applicant for an Annual Facilities Permit shall fill out a form provided by the Planning & Development Department and shall pay an application and registration fee as set forth in

Appendix A.2 of the Phoenix City Code. The form shall include the following:

1. The name of the person authorized to act on behalf of the qualified facility owner(s).
2. The name of the agent who will be responsible for code compliance of the work performed under the Annual Facilities Permit. When the agent is employed by contract, the builder and the person who is authorized to act on behalf of the qualified facility owners cannot be the same individual.

3. The location and total square footage of the entire facility at the site(s) intended to be included in the program. The building official shall take action on the application and the applicant shall be notified accordingly.

[A] 117.3.2 Validity of the annual facilities permits.

An Annual Facilities Permit shall be valid only as long as the named agent remains in the employ of the qualified facility owner in an active capacity.

If the agent should leave the employ of the qualified facility owner, such facility shall notify the building official within seven calendar days. The qualified facility owner shall obtain a replacement agent within 45 days of notification to the building official. If the building official is not notified within the prescribed period that a new agent has been obtained, the Annual Facilities Permit shall be suspended until such agent is obtained.

[A] 117.3.3 Annual facilities permit transfers.

An Annual Facilities Permit is not transferable.

[A] 117.4 Annual facilities permit renewal.

Annual Facilities Permits shall be renewed every 12 months by payment of a renewal fee as set forth in Appendix A.2 of the Phoenix City Code. Renewal fees shall be due and payable before the date of expiration of the permit or when a new application is required.

Any work performed after expiration or without a permit as specified in Section 105 of these administrative provisions shall be a violation of this code.

[A] 117.5 Annual Facilities Permit operation.

The agent shall notify the Planning & Development Department before the start of any work on facilities registered with the Annual Facilities Permit Program. The building official shall determine the nature and extent of plan review or inspections required. The qualified facility shall pay to the Planning & Development Department an hourly fee for professional services rendered as set forth in the Appendix A.2 of the Phoenix City Code.

The agent shall be responsible for ensuring that qualified facilities comply with the substantive provisions of this code. The agent, as authorized by rules established by the Arizona Board of Technical Registration, shall assure work has been performed in accordance with this code.

[A] 117.5.1 Plan reviews.

Plans, drawings, diagrams, and /or other data describing such work shall be provided to the building official for review before work commences. Plans shall be complete and comply with all the codes and ordinances applicable to the proposed work.

[A] 117.5.2 Work report and inspections.

All structural, architectural, plumbing, mechanical and electrical installations or construction shall be inspected in accordance with this code. Facilities shall be subject to inspection at regular intervals not to exceed six months.

[A] 117.5.3 Construction compliance.

The agent and the qualified facility owner are jointly responsible for assuring that all work performed at the qualified facility complies with all technical requirements of all applicable construction codes whether or not such work is specifically inspected.

[A] 117.6 Revocation of annual facilities permit.

The building official may suspend or revoke an Annual Facilities Permit when the qualified facility fails to comply with any of the program policies or for willful violation of any provision of this

Code. Violations that may result in annual permit suspension or revocation include, but are not limited to, one or more of the following:

1. Performing construction work without an agent as required in this section.
2. Performing construction work without the agent's knowledge or consent.
3. Concealing work without inspection approval or authorization.
4. Refusal to uncover concealed work.
5. Construction or installing work contrary to inspection orders.
6. Performing construction work prior to approval from the Annual Facilities Program.
7. Failure to report all construction work done under authority of the annual permit.
8. Refusal to eliminate unsafe hazards listed in Section 116 of these administrative provisions.
9. Failure to remain current on payment for plan review and inspection services.

An Annual Facilities Permit may be reinstated after all violations have been remedied to the satisfaction of the building official. If compliance involves actual work, a separate permit as required under Section 105 of these administrative provisions must be obtained and such permit is subject to regular permit fees as required under Section 109 of these administrative provisions. An investigation fee shall be paid in the amount equal to that prescribed in Section 114 of these administrative provisions.

Reinstatement of an annual permit, which has been suspended or revoked, requires payment of a new Annual Facilities Permit Fee, as prescribed in this Section.

Justification: These provisions create the Annual Facilities Permit Program. Section 117.1 Scope has been revised to clarify that Permits are required per section 105 of this code.

Cost Impact: Minimal Cost Impact. This program frequently represents a time and cost savings for customers.

Approved in previous 2018 Code Adoption process: ☒ **YES** ☐ **NO**

ACTION TAKEN:

2024 Code Committee	Date: 01/28/2025
<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

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BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC)

Chapter 1 [A], Section 118

Submitted by: International Building Code Administrative Committee

[A] SECTION 118 BUILDING MAINTENANCE REGISTRATION

[A] 118.1 General.

The holder of a building maintenance registration is exempt from Section 105.1 of these administrative provisions for Level 1 alterations as defined in Section 503 of the International Existing Building Code and repair or maintenance of the electrical, mechanical or plumbing equipment in or on buildings, structures or premises owned and controlled by the registrant when he or she complies with all the provisions of this section. All other provisions of this code shall be complied with, including but not limited to, requirements for city inspection of structural, plumbing, mechanical or electrical installations prior to covering any such work.

[A] 118.2 Definition. For the purpose of this section, this term is defined as follows:

Building Maintenance Registration Means authority granted to a person, firm, corporation or political entity to perform work as specifically authorized in this section when such parties have full-time supervisory employees in the proper classification as described in Section 118.3 of these administrative provisions.

[A] 118.3 Supervisor(s) required.

All electrical, mechanical or plumbing work done under a building maintenance registration shall be performed or supervised by a licensed supervisor of the proper classification.

1. A licensed electrical supervisor may perform or supervise the electrical work.
2. A licensed mechanical supervisor may perform or supervise the mechanical work.
3. A licensed plumbing supervisor may perform or supervise the plumbing work
4. A licensed contractor may perform the duties and responsibilities of a licensed supervisor.

[A] 118.3.1 Application and fee for supervisor licenses.

The application shall be accompanied by a nonrefundable application fee as set forth in Appendix A.2 of the Phoenix City Code. Unless revoked for cause, a supervisor's license shall run with the building maintenance registration as long as the supervisor is employed by the registrant.

[A] 118.3.2 Supervisor qualification.

A qualified supervisor must meet one of the following criteria:

1. A person licensed by the State of Arizona as a licensed contractor (qualified person) in a category of work covered by this section.
2. A licensed electrical supervisor must hold a current IAEI Electrical General or ICC Commercial Electrical Inspector certification.
3. A licensed mechanical supervisor must hold a current IAPMO Mechanical Inspector or ICC Commercial Mechanical Inspector certification.

4. A licensed plumbing supervisor must hold a current IAPMO Plumbing Inspector or ICC Commercial Plumbing Inspector certification.

[A] 118.3.3 Revocation of supervisor's license.

The building official may revoke or temporarily suspend any supervisor's license granted hereunder for cause. Before taking such action, the building official shall request, in writing, the person against who such action is contemplated to appear before him or her to show cause why such disciplinary action should not be taken. The supervisor whose license is revoked or suspended shall be notified of such action by certified mail. It shall be unlawful to perform any work in conflict with such notice.

[A] 118.4 Application and fee for building maintenance registration.

Every applicant for a building maintenance registration shall fill out a form provided by the Planning and Development Department and shall pay an application fee at time of filing in the amount as set forth in Appendix A.2 of the Phoenix City Code for each class of supervisor in his or her employ. The form shall include at least the following:

1. The name of the holder of the registration who is authorized and has the authority to act for the building owner(s).
2. The name of the licensed supervisor(s) or the contractor who will supervise or perform the work.
3. Copies of current code certifications for each supervisor.
4. Action shall be taken by the building official on such application and the applicant shall be notified accordingly.

[A] 118.5 Registration renewal.

Registrations shall be renewed not later than 12 months after initial registration by payment of a renewal fee equal to the application fee. Any work performed after expiration shall be a violation of this Code.

[A] 118.6 Validity of registration.

The registrations shall be valid only as long as the named licensed supervisor(s) shall remain in the employ of the registrant in an active full-time capacity. If these personnel should leave the employ of the registrant, the registrant shall notify the building official immediately. The registrant shall be required to obtain proper personnel according to the requirements of this code within 90 days of notification to the building official. If personnel are not obtained within the 90-day period, the registration shall be deemed suspended until such personnel are obtained.

[A] 118.7 Revocation of registration.

The building official may suspend or revoke a registration when the registrant fails to comply with any of the registration responsibilities or for violation of any provision of this code. Violations which may result in revocation of a building maintenance registration include, but are not limited to, one or more of the following:

1. Performing construction work outside the scope of the registration without obtaining a separate permit.
2. Performing construction work without a licensed supervisor as required in this section, or without the supervisor's knowledge, consent or oversight.
3. Concealing work without inspection approval or authorization.
4. Refusal to uncover concealed work.
5. Constructing or installing work contrary to inspection orders.
6. Failure to report all construction work done under authority of the building maintenance registration.
7. Refusal to eliminate unsafe conditions listed in Section 116 of this code.

When the building official determines that a violation has occurred and that suspension or revocation of the registration is warranted, the registrant shall be notified in writing by certified mail and shall be given an opportunity for an administrative hearing with the building official. The suspension or revocation shall take effect 10 days after the date of notification unless, within such time, the registrant requests an administrative hearing. When an administrative hearing is requested, the building official shall consider all evidence submitted at the hearing and shall notify the registrant in writing of the final decision within 10 days following such hearing. All final decisions of the building official to suspend or revoke a building maintenance registration may be appealed in accordance with Section 113 of these administrative provisions.

[A] 118.8 Work report and inspections.

A brief outline of all work done under the registration shall be prepared by the licensed supervisor(s) and shall be available to the building official during periodic inspections. Work shall not be concealed without first obtaining inspection approval from the building official. Work performed under the building maintenance registration shall be inspected at regular intervals not exceeding six months.

Justification: These provisions create the Building Maintenance Registration and are carried forward and expanded from previous editions of the Phoenix Building Construction Code. This allows minor work to be done under the supervision of a Licensed Supervisor without plan review or prior approval from Planning & Development Department.

Cost Impact: Minimal Cost Impact. This simplification and streamlining of the process for minor projects at registered facilities would save customers time and money.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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<input checked="" type="checkbox"/> Approved as submitted <input type="checkbox"/> Modified and approved <input type="checkbox"/> Denied	<input type="checkbox"/> No action taken

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City Council Action	Date:
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City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

BUILDING CONSTRUCTION CODE CHANGE PROPOSAL

Amendment to 2024 International Building Code (IBC) Chapter 1 [A], Section 119

Submitted by: International Building Code Administrative Committee

[A] SECTION 119 JOURNEYMAN AND APPRENTICE LICENSES

[A] 119.1 License required.

All work performed on plumbing and mechanical systems where a permit is required according to Section 105 of these administrative provisions, is required to be performed by a Licensed Journeyman or by an Apprentice as defined in this section.

Exceptions:

1. A person licensed by the State of Arizona as a licensed contractor (qualified person) in a category of work covered by this section.
2. The owner/occupant of a single-family residence when performing work covered by this section on their residence or accessory buildings or structures.
3. Persons installing private water services, sewers or private sewage disposal systems as defined in the Phoenix Plumbing Code need not obtain a Journeyman or Apprentice license.

[A] 119.2 Definitions. For purposes of this section, terms are defined as follows:

1. **Journeyman Licenses** is the authority to perform or observe work requiring certain skills as identified in this section and is issued by the building official upon successful completion of an examination administered by the City of Phoenix.
2. **Licensed Journeyman** is a person skilled in an area of work covered by this section with sufficient work experience to pass the Journeyman Test administered by the City of Phoenix and is capable of performing work covered by their Journeyman License and supervising the work of Apprentices covered by this section.
3. **Apprentice** is a person learning a skill and working in an area of work covered by this section and working under the direct supervision of a Licensed Journeyman or State of Arizona Licensed Contractor.

[A] 119.3 Journeyman licenses.

Journeyman licenses shall be divided into classifications as follows:

1. **Journeyman plumber.** A Journeyman plumber may install plumbing systems within the scope of the Phoenix Building Construction Code.
2. **Journeyman gas fitter.** A Journeyman gas fitter may install gas appliances, including the piping and venting of these appliances within the scope of the Phoenix Building Construction Code.
3. **Journeyman mechanical systems installer.** A Journeyman mechanical systems installer may install all heating, ventilating, cooling, refrigeration or other mechanical systems and equipment within the scope of the Phoenix Building Construction Code.

4. **Apprentice.** An Apprentice license may be issued to an individual who cannot qualify for the Journeyman status in one of the categories listed above. Apprentice licenses are valid for a period of one year.

[A] 119.4 Apprentice.

An apprentice must work under the supervision of a Licensed Journeyman or Arizona State Licensed Contractor at all times work is being performed. The Licensed Journeyman or state licensed contractor is responsible for the work of the apprentice.

[A] 119.5 Application for licenses.

Applicants shall submit either verification of experience (Journeyman) or notarized letter of request (Apprentice) with appropriate fees and application forms supplied by the Planning & Development Department. Applicants for Journeyman licenses shall schedule a test date subsequent to their application being accepted, or provide evidence that they have passed an approved third-party Journeyman license exam.

[A] 119.6 Fees.

Fees shall be paid upon submittal of the application for licensing. Test fees are refundable with cause prior to any test being taken. No fees are refundable after a test has been taken, regardless of the outcome. Fees are set forth in Appendix A.2 of the Phoenix City Code.

[A] 119.7 Examinations.

[A] 119.7.1 Frequency of examinations.

Approved third-party agencies shall hold examinations no less frequently than once every three months, in a suitable place, and for each classification for which there are applications on file. Examinations shall be held more frequently when necessary. The Planning & Development Department may also hold examinations when necessary.

[A] 119.7.2 Scope of examinations.

Each written examination shall relate specifically to that aspect of the trade(s) for which licensing is being requested. Examinations shall be in writing, and shall be sufficiently comprehensive to test the Code related knowledge of an applicant seeking Journeyman status. A prerequisite to testing is verification that the applicant has four or more years of practical experience in the discipline for which licensing is requested.

[A] 119.7.3 Notification of test results.

Licenses shall be issued to successful candidates within reasonable time after successful completion of an examination. Applicants who fail to pass their examination(s) shall be notified within 10 days after the examination. A retest date shall be established within 30 days.

[A] 119.8 Expiration and renewal.

Unless revoked for cause, all Journeyman licenses shall expire 36 months after the month in which they were issued. To renew a Journeyman license, it is necessary to pass a renewal examination and to pay a renewal fee as set forth in Appendix A.2 of the Phoenix City Code. An examination will be mailed to each holder of a Journeyman license prior to expiration of the current license. This examination is to be completed and returned within 60 days of license expiration. Failure to renew within 60 days after expiration of a license will result in its revocation, and will require that the initial Journeyman examination be taken before issuance of a new Journeyman license.

[A] 119.9 Journeyman or apprentice identification card.

At the time of licensing each Journeyman or Apprentice, and at the time of renewing each license, the Planning & Development Department shall provide each successful applicant with an

identification card showing the classification for which that person is licensed. At all times when performing work that requires a license, such person shall have a Journeyman or Apprentice card in their immediate possession, and shall produce it upon request of a Planning & Development Department representative. It shall be the responsibility of the contractor to determine that their workers are properly licensed.

Journeyman or apprentice licenses shall be issued only to individual persons and shall not be transferable.

[A] 119.10 Revocation of licenses.

The Planning & Development Department may revoke any license granted hereunder for cause. Upon notification, the licensee shall be given 30 days to justify in writing why revocation of the license is unwarranted. Failure to respond to such notification will be taken as voluntary forfeiture of the license and acceptance of any action revoking said license. Appeal of a final administrative decision may be filed within 10 days of formal notification as provided in Section 113 of these administrative provisions.

Justification: This retains the Journeyman Licensing program that has historically been in place in Phoenix. The program helps to ensure quality construction and is supported by the construction industry.

Cost Impact: Minimal Cost Impact. There may be a minimal additional cost to a project due to the requirement to use qualified staff, however, this is frequently offset by reduction in rework. The provision has been included in the Phoenix Building Construction Code for many years.

Approved in previous 2018 Code Adoption process: ☒ YES ☐ NO

ACTION TAKEN:

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