



This document's purpose is to inform code modification (CMOD) applicants with submittal directions, the review process, and review timelines.

### **PREPARATION AND ONLINE SUBMITTAL:**

1. Preview the below linked documents to ready your submittal.
  - a. [Code Modification Consideration Guidelines – TRT 00889](#)
  - b. Applicable review fees on page 43: [Planning & Development Fee Schedule – Phoenix City Code, Chapter 9, Appendix A.2](#)
  
2. Submit online via Planning & Development's customer permitting portal, Shape PHX. Ctrl +Click to follow link [Shape PHX Customer Portal](#) to submit on-line application.
  - a. Helpful links to assist in navigating Shape PHX's customer portal:
    - [SHAPE PHX Customer Portal Guide Final.pdf \(phoenix.gov\)](#) – Directions for submitting a code modification begin on page 65
    - [SHAPE PHX – YouTube "How-to" Videos](#)
  - b. If you have any challenges with logging into the Shape PHX using the same credentials you use for ProjectDox, please contact our Electronic Plan Review (E.P.R.) staff for account assistance at (602) 534-5933.

NOTE: If it is not feasible to submit the application electronically, reach out to the Building Official division at [pdd.building.official@phoenix.gov](mailto:pdd.building.official@phoenix.gov).

### **CODE MODIFICATION REVIEW PROCESS & TIMELINES:**

- Once you have submitted your application along with supporting evidence, the process of reviewing and final decision from the Building Official will begin.
  
- There are (3) stages of review.
  
- During any of the following review cycles, any request for additional information from the reviewer to the applicant will halt the review cycle until the additional information has been submitted. Once the additional information has been received from the applicant, the review cycle starts over with the original allotment of calendar days to complete.

1. Administrative Review = no fee review to check the submittal for completeness and feasibility
  - a. Up to (5) calendar days to complete.
  - b. This review may result in requesting additional information from the applicant to continue in the review process.
  - c. When the completeness review results in an approval for the substance of the application to be formally reviewed, a fee is assessed, and we collect payment.
  - d. Once payment is received, we begin the formal Substantive Review.
  
2. Substantive Review = a Technical Lead will formally review all the submitted paperwork to make a recommendation of approve or deny to the Building Official.
  - a. Up to (10) calendar days to complete.
  - b. This review may result in the Technical Lead requesting additional information from the applicant to make a recommendation to the Building Official
  - c. If the Technical Lead can make a recommendation based off the original submittal, they will then forward their recommendation to the Building Official to consider during the Building Official Review.
  
3. Building Official Review = Building Official considers the Technical Lead recommendation and performs their own review.
  - a. Up to (5) calendar days to complete.
  - b. This review may result in the Building Official requesting additional information from the applicant to make a final decision.
  - c. Once Building Official has decided, applicant will be notified in the format of a formal letter from the Building Official.