



In order to obtain a permit to place or relocate a Factory Built Building (FBB) for commercial use within the city of Phoenix, there are requirements from both the city of Phoenix and the State of Arizona.

City of Phoenix

The city of Phoenix Planning and Development Department (P&D) reviews commercial FBB plans for:

- Zoning Ordinance compliance, including Design Review,
- On-site improvements, such as grading and drainage, landscaping,
- Driveways and parking,
- Off-site improvements,
- Other on-site construction (except foundations for FBB),
- Accessibility compliance for exterior routes, to and including door thresholds,
- Use and occupancy,
- Fire hydrant location,
- Water meter size and backflow prevention device requirements,
- Electrical service,
- Distance to property line or other buildings.

In addition, a permit to move an oversized load must be obtained from the city of Phoenix Police Department to transport the FBB, after a building permit has been issued for the FBB by P&D.

State Of Arizona

The State of Arizona reviews commercial FBB plans for:

- Building requirements, distance to property line or other buildings; occupancy and use, construction type,
- Foundation requirements,
- Utility connections directly to building.

The City Of Phoenix Process

1. Initial consultation with Counters 5 and 6 Staff to discuss site plan requirements. Provide two (2) copies of a site/plot plan with elevations for initial determination of correct procedure. Receive preliminary site/plot plan approval prior to proceeding to item number 2.
2. Take two (2) preliminary approved site/plot plans to the State of Arizona Department of Building and Fire Safety, 1110 West Washington, Suite #100, for review. When the State of Arizona Department of Building and Fire Safety has approved the plans, they

will issue a State of Arizona Building Permit.

3. The applicant submits two (2) complete sets of plans to the P&D at 200 West Washington Street, 2nd floor, for review.
4. When plans are completed and substantially code compliant, the city of Phoenix will issue an on-site permit for placement of the FBB and any on-site construction.
5. The FBB is moved on to the site and the applicant calls the State of Arizona Department of Building and Fire Safety at (602) 364-1067 and the P&D Automated Inspection Request System at (602) 262-6981 for inspections.
6. When inspections are complete and approved, the State will issue the Certificate of Occupancy prior to the City's Certificate of Occupancy being issued. In order to occupy a FBB, both City and State Certificates are required. The State's Certificate of Occupancy consists of a sign-off on the installation permit.
 - To inquire about estimated time and requirements for the State review, please call (602) 364-1051.
 - To inquire about estimated time and requirements for the City review, please call (602) 534-3165.

City Of Phoenix Submittal Requirements

Two (2) complete sets of plans approved by the State of Arizona Department of Building and Fire Safety along with a copy of the State Installation Permit. This is required to review commercial FBB plans. A complete set includes the following:

Site plan includes:

1. Information as described in the Preliminary Review Checklist/Preliminary Site Plan if applicable per the city of Phoenix Process Item #1. (See attached)
2. Building Information Block:
 - a. Occupancy:
 - b. Use:
 - c. Construction type
 - d. Square Footage
 - e. Sprinklers: Yes No
 - f. Rating requirements for exterior walls and openings based on distance from property line, both real and imaginary.
3. On-Site Utilities to FBBs:
 - a. Show electrical source.
 - 1) Electrical source
 - a) Provide one line drawing for new S.E.S.

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- b) Provide panel schedule with total load calculations.

 - b. Provide water/sewer information.
 - 1) Direct connection of FBB to City Service.
 - a) Detail size and location of domestic and / or landscape water meter(s).
 - b) Detail point of connection to City water/sewer or landscape water service(s).

 - 2) Connection of FBB to existing private water/sewer service.
 - a) Detail location of existing services(s) and new point of connection.
 - b) Provide water calculations to verify existing supply piping and meter capacity.
Include existing and new water supply fixture units, developed length of piping.
 - c) Detail existing and new drainage fixture units and verify existing sewer capacity.

Per the State Board of Technical Registration requirements, plans may be required to be sealed by a State of Arizona licensed architect or professional engineer.

Please contact the Planning and Development Department at (602) 534-6502 for more information and a detailed checklist.

For further information, call:

The State of Arizona Department Building and Fire Safety: (602) 364-1051.

The City of Phoenix, Planning and Development: (602) 534-3165.

The City of Phoenix Police Department: (602) 262-6099.