



**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. Qualified facilities enrolled in this program are exempt from Section 105 of these administrative provisions when the proposed work does not increase the floor area. Additional permits shall be required for work that increases floor area, change of occupancy, or for tenant improvements 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.

**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 professional 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.

**117.3 Annual Facilities Permits.**

**117.3.1 Initial application.** Every applicant for an Annual Facilities Permit shall fill out a form provided by the Planning and Development Department (PDD) 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. If the application is denied, the applicant may appeal such decision in accordance with Section 112 of these administrative provisions.

**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.

**117.3.3 Annual facilities permit transfers.** An Annual Facilities Permit is not transferable.

**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.

**117.5 Annual Facilities Permit operation.** The agent shall notify PDD 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 PDD 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.

**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.

**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.

**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.

**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 108 of these administrative provisions. An investigation fee shall be paid in the amount equal to that prescribed in Section 108 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.

When the building official suspends or revokes an Annual Facilities Permit, the qualified facility owner may appeal the decision in accordance with Section 112 of these administrative provisions.