

MIT BY  
ECTOR  
BI)



**Quick Reference Phone Numbers**

- Customer Service: 602-262-7811
- Fee Questions: [phoenix.gov/pdd/devfees](http://phoenix.gov/pdd/devfees)
- Commercial Permitting: 602-534-5932
- Plan Review Status: 602-262-7855
- Automated Inspection Requests: 602-495-0800
- New construction Elevator: 602-262-7853
- New Construction Fire Inspection  
*Refer to name & number listed on the permit*
- Civil and Site Inspections: 602-262-7811
- Annual Facilities Permit Program: 602-262-7501
- Fire Plans Review: 602-262-7811
- Sign Section: 602 495-0301
- Records: 602-262-7800
- Office of Customer Advocacy: 602-534-7344
- Arizona Registrar of Contractors [www.roc.az.gov](http://www.roc.az.gov)
- Arizona Board of Technical Registration [www.btr.az.gov](http://www.btr.az.gov)
- Counter Wait Times [phoenix.gov/pdd/waittimes](http://phoenix.gov/pdd/waittimes)
- Electronic Plan Review [phoenix.gov/pdd/online-services/electronic-plan-review](http://phoenix.gov/pdd/online-services/electronic-plan-review)

- @phoenixplananddev
- @PHXPlananddev
- [phoenix.gov/pdd](http://phoenix.gov/pdd)

Planning & Development Department  
 Development Center  
 200 W. Washington St., 2nd floor  
 Phoenix, AZ 85003

Development Center  
 Counter Hours: 8 am - 4 pm

**DO YOU HAVE  
A SMALL  
COMMERCIAL T.I.?**

**DO YOU HAVE  
A CONTRACTOR?**

CITY OF PHOENIX PLANNING & DEVELOPMENT DEPARTMENT

- GO PBI!**
- **Get a permit within 3 business days**
  - **Work with one inspector for all inspection disciplines.**
  - **24-hour turn around on inspections requests**

PERM  
INSPE  
(P)



## WHAT IS PBI?

The Permit by Inspector Program was created for minor commercial interior remodels and tenant improvements which allow customers to obtain plan review and permit approval at the job site.

### QUALIFICATIONS:

- A commercial contractor must be selected to proceed with PBI.
- Construction remodel areas must be less than 10,000 square feet. (Larger projects must be preapproved on a case-by-case basis.)
- No increase is allowed in building footprint
- Interior space only.

### THE PROJECT CANNOT:

- Require site or civil approval
- Require Pollution Control reviews
- Be an adult use, restaurant, beauty salon, hazardous use or change of occupancy use, except less restrictive.
- Involve any unauthorized deferred submittals or be part of a larger project.
- Include structural alterations
- Be a project that is registered with the Annual Facilities Program.

### PLEASE PROVIDE THE FOLLOWING FOR YOUR PBI PROJECT:

- Complete description of proposed work
- Square footage
- Valuation
- Owner/Applicant Information
- Include name, address and contact person and phone number
- Project location
- Contractor Information
- Include name, address, phone number, license number and transaction privilege tax number (sales tax).
- Accessibility
- Fire permit information

**1** SUBMIT 2 SETS OF PLANS FOR CONSTRUCTION BUILDOUT OF T.I.

**2** SELECT A CONTRACTOR. A CONTRACTOR IS MANDATORY TO PROCEED WITH PBI.

**3** PICK-UP PLANS, PAY FOR PERMIT AND OBTAIN A PERMIT WITHIN 3 BUSINESS DAYS.

**4** SCHEDULE AN ON-SITE PBI MEETING.

**5** ONCE PLANS ARE APPROVED CONSTRUCTION MAY BEGIN.

**6** SCHEDULE ON-GOING INSPECTIONS.

**7** SCHEDULE FINAL INSPECTION TO COMPLETE PROJECT.

*Work must not begin before the onsite plan review is approved!*

