



# Maricopa County

## Planning & Development Department

### Department Directive

Department Directive:  
DD-2018-08

**PURPOSE:** To implement an expedited permit process.

Supersedes:  
DD-2015-02, DD-2012-11 &  
DD-2002-09

**REFERENCE:** DD-2018-03 Standard Plans

Effective: September 30,  
2018

**POLICY/PROCEDURE:**

Initiator: Ralph Shepard

The Maricopa County Planning and Development Department shall implement an Expedited Permit Process as follows:

Director: Jen Pokorski, AICP -  
*JP*

Prior to being allowed to participate in the Expedited Permit Process the agent/contractor must meet with Planning and Development Staff to ensure proper qualifications are met and understood.

In order to qualify for participation in an Expedited Permit Process:

1. The agent/contractor must maintain an adequate trust account with the Maricopa County Planning and Development department with a minimum balance of \$1500 at all times. If the trust account balance falls below the required minimum the agent/contractor will be notified that no additional review work will be completed. Failure to maintain the minimum balance, after three written warnings, may result in the agent/contractor being denied participation in the Expedited Permit Process.
2. The property that is the subject of the expedited permit application must be in an approved subdivision or mobile home park that has zoning entitlement by Maricopa County, sewer and water services, engineering plan review approved pad certifications, completed and County approved infrastructure and properly assigned addresses and parcel numbers.
3. The agent/contractor must provide a list of their lots with lot numbers, the finished floor elevations, the pad elevations and two top of curb as-built elevations at the property lines for each lot in the subdivision in which this process will apply. This will assist us to quickly review for engineering plan review requirements and inspections.
4. The agent/contractor must submit site plans in accordance with the attached site plan checklist and sample site plan. This will assist us to quickly review for Engineering and Zoning requirements.
5. The agent/contractor must submit a list of their Standard Plans numbers that they are planning to use in the subdivision in which this process will apply. This will assist us to quickly review for Zoning requirements.

6. The applicant/contractor must have an approved standard plan(s) (see directive DD-2018-03) on file with the Planning and Development department or be installing manufactured homes approved by the State of Arizona Office of Manufactured Housing. No agent/contractor may list the standard plan of another on a permit application unless they have written permission.
7. The Building Official will maintain a list of subdivisions or mobile home parks that meet requirements and will maintain a list of approved agent/contractors

In order to apply via the digital process, the agent/contractor shall have an online account login and shall submit a digital copy of the Building Activity application packet with supplemental forms and a copy of the site plan, additional wall details and/or floor plan (for manufactured homes only).

The expedited review team will check the submittal and initialize Building permits, adding approval requirements for Building, Zoning and Engineering. The expedited reviewer will review, approve the files and submit files to the cashier for payment which will be removed from the trust account. For electronic submittals the expedited review team will email the issued permit and approved plans to the agent/contractor.

Applications that meet the above requirements will be turned around in less than one week provided the submittal is complete and there are no inaccuracies or problems with the actual application and plans submitted.