

COMMUNITY DEVELOPMENT PERMIT PROCESS REVIEW TIMES

BUILDING SAFETY/ZONING/ENGINEERING

Permit Type	Issuing Department		*Administrative Completeness Review	First Substantive Review	Second/ Subsequent Review	Third Substantive Review	Subsequent Reviews (if necessary)	Final Approval	Total
		Available Online	Business Days	Business Days	Business Days	Business Days	Business Days	Business Days	Business Days
MPE (Mechanical, Plumbing, Electrical)*	Building Safety	Y	10	30	20			5	45
Solar-Roof Mounted*	Building Safety	Y	10	30	20			5	45
Solar-Roof Mounted on MH*	Building Safety	Y	10	30	20			5	45
Solar- Ground Mounted*	Building Safety	Y	10	30	20			5	45
Single Family Residence*	Building Safety	Y	10	30	20			5	45
Standard Plan Approval SFR*	Building Safety	Y	10	30	20			5	45
Standard Plan Approval Pool/Spa*	Building Safety	Y	10	30	20			5	45
Standard SFR Application in PAD*	Building Safety	N	10	15	10			5	30
Standard SFR Application non-PAD*	Building Safety	Y	10	30	20			5	45
Standard Pool/Spa Application*	Building Safety	Y	10	15	10			5	30
Residential Detached Structures*	Building Safety	Y	10	30	20			5	45
Guest House*	Building Safety	Y	10	30	20			5	45
Pool and Spas*	Building Safety	Y	10	30	20			5	45
Wall or Fence*	Building Safety	Y	10	30	20			5	45
Manufactured Home*	Building Safety	N	10	15	10			5	30
Temporary Use Permit	Building Safety	Y	10	30	20			5	45
Sign	Building Safety	Y	10	30	20			5	45
Commercial Tentative Improvement	Building Safety	Y	10	30	20			5	45
Commercial Building Permit	Building Safety	Y	10	30	20			5	45
2,500 sqf or less Commercial Building Permit	Building Safety	Y	10	30	30			5	45
2,501 or 50,000 Commercial Building Permit	Building Safety	Y	10	35	30			5	50
50,001 or greater requires 3rd party review	Building Safety	Y	10	45	30			5	60
Temporary Use Permit -RV	Zoning	N	10	10	20			5	25
Group Home	Zoning	N	10	15	20			5	30
Change of Occupancy	Zoning	N	10	15	20			5	30
Zoning Clearance	Zoning	N	10	4	5			1	15
Home Occupation	Zoning	N	10	15	20			5	30
Special Event Permit Under 1,000 Participants	Engineering	N	10	15	5			5	30

PLANNING

Permit Type	Issuing Department	Available Online	Application Acceptance	First Substantive Review	**Second/ Subsequent Reviews	Third Substantive Review	Subsequent Reviews (if necessary)	Final Approval	Total Review
			Weeks	Weeks	Weeks	Weeks	Weeks	Weeks	Times
Address-Misc.	Planning	Y	1	1	1			1	3 Weeks
Minor Land Division/Combo	Planning	Y	1	2	1			1	4 Weeks
Variance	Planning	Y	2	2	2			2	6 Weeks
Re-Zone	Planning	Y	15	12	10			2	4-6 Months
Site Plan Review	Planning	Y	1	4	4	3	2	2	14 Weeks
Special Use	Planning	Y	2	4	4			2	15 Weeks

Dispensary	Planning	Y	2	12	5			2	21 Weeks
Food Infusion	Planning	Y	2	12	5			2	21 Weeks
Off Site Cultivation	Planning	Y	2	12	5			2	21 Weeks
Non-Conforming Use	Planning	Y	2	4	4			2	8 Weeks
Planned Area Development	Planning	Y	15	12	10			2	4-6 Months
Subdivision Platt	Planning	Y	15	17	15			5	1 Year
Concept Review	Planning	Y	7	7	0			1	15 Days
Comp Plan Amendment	Planning	Y	15	8	8			2	25 Weeks
Commercial Light Permit	Planning	Y	2	4	4			2	8 Weeks
Comp Sign Package	Planning	Y	5	5	4			2	10 Weeks
Special Density Permit	Planning	Y	2	4	4			2	8 Weeks

AQUIFER PROTECTION

Permit Type	Issuing Department	Available Online	*Administrative Completeness Review	Substantive Review	Total
			Business Days	Business Days	Estimated Review Time In Business Days
General Permits Single 4.02, 4.03, 4.13, and 4.14	Aquifer Protection	N (Email)	42	31	73
General Permit 4.23	Aquifer Protection	N (Email)	42	94	136
General Permits Combined Two or Three Type 4	Aquifer Protection	N (Email)	42	53	95
General Permits Combined Four or More Type 4	Aquifer Protection	N (Email)	42	94	136

See Arizona Department of Environmental Quality A.A.C. R18-1-525

Note: Review times begin when application is accepted as complete by Community Development.

Note: Second/Subsequent review times includes 10 day administrative completeness review.

Note: All Commercial Projects are Pending Approval of Site Plan Review

*** SB 1598 Exempt**

Revised Nov. 1, 2022