



ENGINEERING DIVISION
PUBLIC WORKS
CITY OF SURPRISE
16000 N. CIVIC CENTER PLAZA
SURPRISE, AZ 85374
T. 623-222-6150

CIVIL ENGINEERING PLAN REVIEW AND PERMITTING

APPLICATION PACKET

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Agency Contact Information

City of Surprise Departments:

- Development Services (623) 222-3000, option 0
<https://www.surpriseaz.gov/1168/Development-Services>
- Building Safety Plan Review (623) 222-3000, option 2 then option 1
<https://www.surpriseaz.gov/1169/Building-Safety>
- Planning and Zoning (623) 222-3011
<https://www.surpriseaz.gov/1950/Planning-Zoning>
- Code Enforcement (623) 222-3013
<https://www.surpriseaz.gov/1074/Code-Enforcement>
- Fire-Medical (623) 222-5000
<https://www.surpriseaz.gov/8/Fire-Medical-Department>
- Public Works – Engineering Development Services (623) 222-6150
<https://www.surpriseaz.gov/16/Engineering-Development-Services>
- Finance - Business Licensing (623) 222-1856
<https://www.surpriseaz.gov/1491/Business-Licensing>
- Water Resource Management (623) 222-7000
<https://www.surpriseaz.gov/10/Water-Resource-Management>

Outside Agencies:

- Arizona Registrar of Contractors (602) 542-1525
<https://roc.az.gov/>
- Arizona 811 (formerly Arizona Blue Stake) (602) 659-7500
<http://www.arizona811.com/>
- Flood Control District of Maricopa County (602) 506-1501
<http://www.maricopa.gov/3847/Flood-Control-District>
- Maricopa County Health Department (602) 506-6900
<http://www.maricopa.gov/3849/Public-Health>
- Maricopa County Environmental Services (602) 506-6616
<http://www.maricopa.gov/631/Environmental-Services>
- EPCOR Water (800) 383-0834
<https://www.epcor.com/Pages/Home.aspx>
- City of El Mirage Water Services (623) 933-1228
<http://www.cityofelmirage.org/326/Customer-Service>



Community Development

16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

Permit/Plan Review Application

Request:

Description of Request: _____

Project Valuation: _____

Property Information:

Property Address: _____

Property Location: _____

Parcel Number: _____ Lot Number: _____

Subdivision Name: _____ MCR: _____

Business Name: _____

Property Owner Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Alternate: _____ E-mail: _____

**Check here if proposed construction will be owner/builder
(Residential projects only)**

Property Owner and Applicant Authorization:

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

Owner/Agent Printed Name Date

Owner/Agent Signature Date

Internal Use Only

Received By: _____ Date: _____

Permit Number(s): _____



Community Development

16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

Contractor/Contact Supplemental

General Contractor:

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

ROC License Number: _____ Business License Number: _____

Contact: _____ Title: _____

Phone: _____ Email: _____

Project Valuation: _____

Subcontractor(s):

Company Name: _____

ROC License Number: _____ Business License Number: _____

Company Name: _____

ROC License Number: _____ Business License Number: _____

Company Name: _____

ROC License Number: _____ Business License Number: _____

Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor per State Law.

Primary Contact:

Primary Contact: _____ Title: _____

Phone: _____ Email: _____

Company Name: _____

Alternate Contact: _____ Title: _____

Phone: _____ Email: _____

Internal Use Only

Received By: _____ Date: _____

Permit Number: _____



CIVIL ENGINEERING PERMIT AND INSPECTION FEES

Annual Traffic Control Permit	\$750
City Jurisdiction or Service Area – Civil Construction Permit	3% of construction cost per permit
City Jurisdiction or Service Area, Private Utility	1% of construction cost per permit
Civil Construction Permit Renewal or Extension	50% of the original permit fee paid
Inspection and Re-inspection – outside normal business hours (2 hour minimum)	\$75/hour
Water, Wastewater, and Reclaimed Water Facility Permits (Well, water supply facilities, lift stations, etc.)	3% of Construction Cost

CIVIL ENGINEERING PLAN REVIEW FEES

Civil plan review fees are due at the initial submittal for standard review including but not limited to; Paving, Grading, Drainage, SWPPP, Water, Sewer, Signage and Striping, Streetlights and Traffic Signal.

Facility plan review includes Water, Wastewater, or Reclaimed Water Facilities including but not limited to Wells, Water Supply Facilities, and Lift Stations.

Excavation in Paved Streets within 2 Years of Street Construction – 5 sq. yds. or less	\$330/sq. yd.
Excavation in Paved Streets within 2 Years of Street Construction – 5 -100 sq. yds. or less	\$1,650 plus \$18/sq. yd. over 5 yds.
Excavation in Paved Streets within 2 Years of Street Construction – 100 sq. yds. or more	\$3,360 plus \$14/yd or sq. yd. over 100 sq. yds.
Facility Plan Review - Water, Wastewater, Reclaimed (30/60/90%)	\$190/sheet
Engineering Report (Traffic Impact Analysis / Engineering Report, Water, Wastewater, or Reclaimed Water Master Plan)	\$180/hour/report – Billed in arrears



Facility Plan Review (100%)	\$190/hour – billed in arrears
Standard Plan Review – 1 st and 2 nd Review	\$380/sheet
Standard Plan Review – 3 rd and Subsequent Review	\$190/hour – billed in arrears
Standard Plan Review - Revisions to Approved Plans	\$190/hour-billed in arrears
Dry Utility Plan Review	Per Franchise/License Agreement, if applicable. Otherwise, see above fees.

GENERAL SERVICES FEES

Archived Document Retrieval (Copies are additional)	\$80
ASBUILTS – 12” x 18”	\$2.50/page
ASBUILTS – 24” x 36”	\$5/page
Civil Permit and Design Review Administrative Processing	\$140
CDs Containing Documents	\$5 each
Custom Maps	\$80/hour (\$150 min)
Maps – 8.5” x 11”	\$2.50/map
Maps – 11” x 17”	\$5/map
Maps – 24” x 36”	\$20/map
Maps – 36” x 48” or 40” x 60”	\$30/map
Photocopies – 8.5” x 11” or 8.5” x 14”	\$0.50/page
Photocopies – 11” x 17”	\$1/page



CIVIL ENGINEERING SUBMITTAL CHECKLIST

SUBMITTAL OF CIVIL PLANS FOR 1st REVIEW:

- ___ Completed and signed application (Form 201 and 202)
- ___ One (1) paper copy of 24 x 36 civil plans and one electronic copy (In PDF and AutoCAD format); signed and sealed by an Arizona Professional Engineer to include, but not limited to: Improvements, Water, Sewer, Fireline, Paving, Grading and Drainage, Storm Water Pollution Prevention Plan, Signage and Striping, Streetlights, Traffic Signals, and Intelligent Transportation System
- ___ Two (2) paper copies and one electronic copy (In PDF format) of all reports; signed and sealed by an Arizona Professional Engineer
- ___ Notice of Intent (NOI)
- ___ One (1) copy of documents being submitted FOR REFERENCE ONLY*- (optional)
*Should be labeled as such (Electronic copy in PDF format is acceptable)
- ___ Fees per engineering fee schedule (Form500)

Number of sheets: ___ X \$ ___ = \$ ___

REPORT SUBMITTAL TYPE(S):

Drainage Report: ___ Water Report: ___ Traffic Impact Analysis: ___

Waste Water Report: ___ Geotechnical Report* ___

Office Use Only

Received By: _____ Date _____



SUBMITTAL OF CIVIL PLANS FOR 2nd REVIEW:

- ___ One (1) copy of prior city review redline comments
- ___ One (1) letter of response to review redlines and comments
- ___ Two (2) paper copies of revised 24 x 36 civil plans and one electronic copy (In PDF and AutoCAD format) including any additional sheets; signed and seal an Arizona Professional Engineer
- ___ Two (2) paper copies and one electronic copy (In PDF format) of revised report(s) signed and seal an Arizona Professional Engineer
- ___ Fees per engineering fee schedule (Form500) will be assessed in arrears and due at pick up of plans

SUBMITTAL OF CIVIL PLANS FOR 3rd OR SUBSEQUENT REVIEW:

- ___ One (1) copy of prior city review redline comments (last review only)
- ___ One (1) letter of response to review redlines and comments
- ___ Two (2) paper copies of revised 24 x 36 civil plans and one electronic copy (In PDF and AutoCAD format) including any additional sheets; signed and seal a Arizona Professional Engineer
- ___ Two (2) paper copies and one electronic copy (In PDF format) of revised report(s) signed and seal an Arizona Professional Engineer
- ___ Fees per engineering fee schedule (Form500) will be assessed in arrears and due at pick up of plans

SUBMITTAL OF CIVIL PLAN REVISIONS TO PREVIOUSLY APPROVED DOCUMENTS:

- ___ Completed and Signed Application (Form 201 and 202)
- ___ One (1) full set of previously approved plans
- ___ Two (2) paper copies and one electronic copy (In PDF and AutoCAD format) of revised 24 x 36 sheets/reports including cover sheet with clouds & deltas; the cover sheet must have the original PE seal & all the approved signatures previously, plus the new PE seal & new approval signature block with clouds and deltas.
- ___ One (1) copy of a written explanation of revisions provided
- ___ Fees per engineering fee schedule (Form500) will be assessed in arrears and due at pick up of plans



CIVIL ENGINEERING PERMIT PROCESS

STEP ONE-REQUEST OF CIVIL PERMIT

Upon approval of civil plans, applicant will be contacted with permitting requirements.

The following documents must be submitted before permits can be requested.

1. Financial assurance documentation processed through the city. See Financial Application Packet.
2. Required number of full size (24" x 36") bond copies and PDF copy of the approved plans depending on the plan (see plan-permit approval letter); including one (1) copy with all required signatures from each agency listed on approval letter.
3. One copy of the improvement plans on CAD. Required format / record electronic files: CAD files (.dwg) shall be provided in the latest commercially available release of AutoCAD. Drawings are to be purged of all extraneous information, shall be "bound" to insert all reference files, shall be accompanied by any non-native fonts, and shall be free of complex file pathing. Binding of reference files shall be done using AutoCAD's Xref "Insert" option so as to avoid layer and block name corruption. PC compatible CD in Datum NAD 83 (2002Adjustment) Arizona State Plane Coordinate Systems, Central Zone, and in decimal units. The subject parcel shall reference a minimum of two physical monuments and; the monuments shall be a section corner(s) and /or quarter corner(s) as surveyed under the Maricopa County Geodetic Densification and Cadastral Survey (GDACS) project and/or monuments recognized by the National Geodetic Survey (NGS) as B order or better. See Maricopa Website for details at www.mcdot.maricopa.gov/survey/home.htm.
4. One (1) electronic copy of approved drainage report in – PDF format.
5. Engineers cost estimate stamped by an Arizona Professional Engineer or contractors actual cost on letterhead for each requested permit required of that cover sheet.
6. Copy of the Maricopa County Dust Control Permit for the project site. (cover sheet only)
7. Copy of the Notice of Intent from Arizona Department of Environmental Quality. (ADEQ)
8. List of developer(s), contractor(s) and subcontractor(s) for each permit including:
 - Company name, address and phone numbers
 - Copy of City of Surprise business license for each contractor

STEP TWO-APPLICATION REQUIREMENTS FOR CIVIL PERMIT

Upon approval, permits will be issued. Applicants will be contacted when permits are ready with balance due.

For questions regarding engineering review or permit requirements, please call 623-222-6141.