

Assisted Living/Residential Setting Care Facility Application Requirements

Applications must be completed entirely at time of submittal. Refer to checklist below to ensure all details are included for each application packet.

1. Completed Application. It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent.

- Project Description: Specify the scope of work; Assisted Living Home/Residential Care Setting Facility
- Project Location: Provide project address and the current Assessor's Parcel Number.

2. Completed Contractor/Contact Supplemental Form

- Applicants must provide the primary contact information for the project during plan review and an updated form when a contractor has been selected.

Note: A business license must be obtained by any person who practices, transacts, or carries on any business within the municipal limits of Surprise. Some uses may require additional time for outside agency review. Contact the Finance Department for licensing requirements at 623-222-1836.

3. Construction Plans: All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.

- All work shall comply with the following adopted codes and ordinances, as amended:

2018 International Building Code	2018 International Fire Code
2018 International Mechanical Code	2018 International Plumbing Code
2018 International Fuel Gas Code	2017 National Electrical Code

2018 International Energy Conservation Code
Local Amendments - Ordinance 2019-31

- **Two sets of plans or one PDF set (24"x36")** drawn to scale prepared and sealed by an Arizona registered design professional unless the work is of a minor nature.

a. Floor Plan (scale ¼" – 1')

- Provide a complete floor plan layout, including dimensions.
- Provide legend, existing and proposed.
- Show rooms/areas of use, with residents' sleeping rooms clearly identified.

Floor Plan continued

- Show ADA accessible routes.
- Identify door hardware for accessible routes.
- Identify all exits.
- Identify locations of all windows and doors.
- Show all fixture and equipment locations.
- Show locations of grab bars for bath and toilet facilities.
- Location of 2A/10BC fire extinguisher.
- Indicate smoke alarm connection to flow switch.

b. Details (scale ¼" = 1')

- Provide all dimensions for grab bar installations.
- Provide dimensioned cross sections of ramps and landings.
- Identify all elements of construction, if adding walls.

c. Mechanical Plan (scale ¼" – 1')

- Provide a complete mechanical floor plan from existing system to include locations, types, and sizes of duct work and diffusers, if adding walls.

d. Electrical Plan (scale ¼" = 1')

- Show locations and specify all emergency means of egress illumination.
- Show locations of all smoke detectors (interconnected).
- Show location of interior 75db horn.
- Provide a lighting floor plan with switching, if adding walls.
- Provide a power floor plan showing receptacles and connected loads, if adding walls.

e. Fire Protection Plan (scale ¼" = 1')

- NFPA modified 13D Sprinkler system.
- Prepared by a minimum NICET Level III certified individual or FPE.
- Electronic horn/strobe.
- Provide NFPA 25 maintenance instructions.
- **Provide a minimum 1" meter. A 1" supply line must be noted on the plans as being verified to exist, or that it will be installed by the applicant if it does not exist.**
- Provide flow and tamper switches.
- Provide a note on the plans:
 - **"Provide a wrench and two replacement sprinkler heads per type."**

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- f. Provide a UL listed device to transmit sprinkler flow/tamper alarms**
- Systems shall be monitored.
 - Indicate locations of equipment and devices.
 - Manufacturers' equipment information.
 - Battery calculations
 - A/C power should be provided by a circuit controlled at the Main Electrical Panel.
- 4. Recorded Deed/Proof of Ownership**
- All permit applications shall include a recorded deed or suitable evidence of ownership if ownership has changed within the last six months.
- 5. OWNER AUTHORIZATION LETTER**
- A letter from the owner giving authorization to apply for the permit is required at submittal. The owner information must match the information on the Maricopa County Assessor's Site. If it does not, a recorded warranty deed will be required at submittal as well.
- 6. Fees**
- Administrative processing fees are required at the time of submittal and are non-refundable.
- A fee quote can be provided from Development Services by completing the Building Permit Fee Quote Request – Form 300.
- 7. Zoning Verification**
- Contact Planning and Zoning to verify the buffer requirements at 623-222-3011.
- 8. Bond Exemption Certificate**
- A bond exemption certificate is required from the General Contractor for projects of \$50,000.00 or more in value.
- 9. Flood Control**
- A floodplain use permit is required for properties located within a floodplain prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information at <http://www.maricopa.gov/3847/Flood-Control-District>. The following forms may be required for construction within a floodplain: Contractor Architect Civil Engineer Improvement – Repair Affidavit, Owner Improvement – Repair Affidavit, Substantial Improvement Determination.



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
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:



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Contractor and Contact Supplemental

Contractor Information:

Company Name:
Address:
City: State: Zip Code:
ROC License Number: Business License Number:
Contact: Title:
Phone: Email:
Project Valuation:

One-Time Bond Acknowledgement:

Depending on your project type and valuation you may be required to obtain a one-time bond exemption certificate from the Arizona Department of Revenue. Consult your tax advisor regarding this requirement. City staff cannot answer tax questions or offer tax advice. For additional guidance, please contact AZDOR at (602) 716-6056.

Sign here acknowledging you have read and understand this statement.

Contractor Printed Name Date Contractor Signature Date

Primary Contact:

Primary Contact: Title:
Phone: Email:
Company Name:
Alternate Contact: Title:
Phone: Email:
Company Name:

Internal Use Only
Received By: Date:
Permit Number:

Building Permit Fee Quote Request

Project Name: _____
 Assessor Parcel Number: _____
 Project Address/Cross Streets: _____
 Contact Name: _____
 Phone: _____ E-Mail: _____

Will this be a Self-Certified project?

Yes No

Will any of these items be deferred?

Trusses/Steel Joist Fire Sprinklers Fire Alarms
 Fire Hood Other: _____

Tenant Improvement

Project Valuation (labor and materials): _____

New Construction

Number of buildings: _____
 Number of stories: _____ Number of units: _____
 Canopy/Awning area: _____ Outside Dining area: _____

Building Data:

Occupancy and Construction Type	Building Area Square Footage

Landscape Cost Estimate: _____
 Domestic water meter quantity and size: _____
 Irrigation water meter quantity and size: _____



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Arizona Department of Revenue Bonding Requirements

The following are guidelines for compliance with **ARS § 42-5007**. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue to ensure the bonding requirement has been met prior to the issuance of any building permit for projects of \$50,000 or more in value. All qualified contractors should receive their certificate by July 31st, the expiration date of the last certificates.

There are three types of certificates issued by the Arizona Department of Revenue that allow qualified contractors to demonstrate compliance with the bond requirement:

- Annual Bond Exemption Certificate
- One-time Bond Exemption Certificate
- Bond Receipt (the actual project bond)

The Arizona Department of Revenue will fax the One-Time Bond Exemption Certificate directly to the City of Surprise.

The One-time Bond Exemption Certificate must specify the location of the project site.

Contractors are required to obtain a certificate from the Arizona Department of Revenue for project valuations of \$50,000 or more in value.

Please direct any questions regarding the certificates or requirements to the Arizona Department of Revenue, Bond Compliance Officer at (602) 716-6056.



**Community Development Department
Development Services Division**

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Tenant Improvement Certificate Guidelines

A **Certificate of Occupancy** is issued for all occupied commercial buildings and tenant improvements. This shows all work has been completed and the code requirements have been met. This allows the building or portion thereof to be open for business to the public.

A **Temporary Certificate of Occupancy** is for commercial buildings and tenant improvements. This is available for stocking of merchandise, training of employees, and related uses as approved by the Building Official.

Prior to any certificate being issued all required disciplines will need to be approved. Field inspections are performed by Building Safety, Fire Prevention, and Planning if exterior changes are being done. A business license must be obtained by any person who practices, transacts, or carries on any business within the municipal limits of Surprise. For more information, contact the Finance Department at 623-222-1856.

Fire and Life Safety (623-222-3012)

Notice Required: 24-Hour Notice (all inspections request must be called in prior to 4:00 p.m.)

Inspection Type: Final C of O (760), Temp C of O (761)

When: This inspection is required when all fire requirements have been met. The fire inspectors will verify fire extinguishers, fire alarm systems, fire protection systems, exiting systems, premises address, etc.

Frequency: Multiple inspections required during construction.

Building Safety (623-222-3012)

Notice Required: 24-Hour Notice (all inspections request must be called in prior to 4:00 p.m.)

Inspection Type: Final C of O (690), Temp C of O (689)

When: This inspection is required when all building safety requirements have been met. The building inspector will verify the diaphragms, walls and cover, above grid, electrical, plumbing, mechanical, etc.

Frequency: Multiple inspections required during construction.

Development Services (623-222-3000)

When the final Fire and Building inspections have been scheduled, an electronic notification will be sent to Development Services staff to begin the administrative processing of the certificate. After final inspections have passed the certificate will be electronically sent to the contact.



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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>