

## **Factory Built Building 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; Factory Built Building
- 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. AutoCAD CD for addressing of facilities.**

- Digital plans are required for addressing of facilities and when applicable shall show suite designations for facilities to be addressed for suite numbers that will be assigned by the City in the following format:

CAD files (.dwg) shall be provided in the latest commercially available release of AutoCAD. Drawings are to be purged of all extraneous information, "bound" to insert all reference files, accompanied by any non-native fonts, and free of complex file pathing which complicates file openings when transferred from the CDROM. 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 (2002 Adjustment) Arizona State Plane Coordinate Systems, Central Zone, and in decimal units. The subject parcel shall reference a minimum of two physical monuments; 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. View the Maricopa Website for details at [www.mcdot.maricopa.gov/survey/home.htm](http://www.mcdot.maricopa.gov/survey/home.htm).

- 
4. **State of Arizona approved floor plan – two copies**
  5. **State of Arizona approved foundation plan – two copies**
  6. **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	19-31

- **Two complete sets of plans (24"x36")** drawn to scale prepared by an Arizona registered design professional.
- a. **Site Plan (scale 1" – 20' is recommended)**
  - Indicate accessible routes from each accessible entrance to a public way, including ramps as required.
  - Identify the property lines with dimensions.
  - Indicate all buildings and structures (existing and proposed).
  - Show public rights of way with curbs, sidewalks and utility easements.
  - Show all parking spaces (standard and accessible). Provide parking calculations.
  - Indicate the North direction.
  - Provide all building setback dimensions to property lines and distances between buildings/structures on the subject parcel and to buildings/structures located on adjacent parcels.
  - Show all retention and landscape areas.
  - Show all proposed site improvements – walls, monuments, lighting, trash enclosures, shade structures, landscape irrigation controllers, and backflow assemblies, etc.
- b. **Fire Sprinkler Plan (scale ¼" – 1') sealed by a Fire Protection Engineer, Professional Engineer, NICET III, or NICET IV.**
  - Provide a complete fire protection design, including:
    - Use, hazard and commodity classifications
    - Identify special hazards, including hazardous materials or operations and high-piled storage and quantities
  - Indicate all building fire separations and sprinkler zones

---

**Fire Sprinkler continued**

- Provide building section(s). Indicate ceiling construction and protection of concealed spaces
- Indicate system density, area of application and in-rack/hose demands, if applicable.
- Indicate outside hose demand and provide recent flow test information per NFPA 25
- Provide riser details, including vertical double check valve assemblies per City of Surprise approved details.
- Provide complete hydraulic calculations for hydraulically designed systems.
- Provide a HMIS (Hazardous Materials Identification System) storage and manufacturing operations with quantities.
- Provide a fire protection site plan (scale ¼" = 1'), including
  - Site access information
  - Hydrant and FDC locations
  - Minimum turning radii
  - Fire lanes and signage

Submit results of a water flow test sealed by an Arizona registered design professional (Fire Protection Engineer, Professional Engineer, NICET III, or NICET IV). Water flow test results must be approved prior to building submittal through the Fire-Medical Department. The water flow test form is at <https://www.surpriseaz.gov/DocumentCenter/Home/View/2494> and can be completed and sent to [waterflowtests@surpriseaz.gov](mailto:waterflowtests@surpriseaz.gov).

Note: Fire Sprinklers may be deferred, complete Deferral Request – Form 203 and provide with application.

**c. Fire Alarm Plan (scale ¼" – 1') sealed by a Fire Protection Engineer, Professional Engineer, NICET III, or NICET IV.**

- Indicate fire alarm equipment and device locations, including:
- Fire alarm systems with full system information (Class "A" addressable)
- Manufacturers' cut sheet information
- Battery calculations, voltage drop
- Single line drawings for a complete system
- Fully automatic fire alarm system
- No manual stations; except at FACP for testing.

Note: Fire Alarms may be deferred, complete Deferral Request – Form 203 and provide with application.

---

**d. Landscape and Irrigation Plans (scale ¼” – 1’)**

- Provide details of all site improvement items including walls, monuments, lighting, trash enclosures, shade structures, irrigation equipment, water meters, etc.
- Provide table which lists the area consisting of turf, xeriscape, and/or desert as well as the number of plants and/or trees as separate columns and totaled for each metered service area and the meter size to be used.

**7. Landscaping Cost Estimate or signed contract (See Example-Form 220)**

**8. 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.

**9. Fees**

- Administrative processing fees are required at 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.

**10. Construction Trailers**

- Provide two copies of a site plan (see site plan submittal requirements above).
- Identify if temporary power or a generator will be used and indicate the location of the generator or electric meter pedestal on the site plan.
- Provide two copies of a one line diagram.
- Administrative processing fees are required at time of submittal and are non-refundable.

Note: A separate building permit application is required for construction trailers.

**11. Bond Exemption Certificate**

- A bond exemption certificate is required from the General Contractor for projects of \$50,000.00 or more in value.

## **12. Asbestos NESHAP**

- For all demolition projects, you as the owner/operator are responsible for all phases of asbestos removal, transportation and disposal. For more information, please contact Maricopa County's Asbestos NESHAP at <https://www.maricopa.gov/1701/Asbestos>.

## **13. 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 623-222-3002
TTY 623-222-1002

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:

Table with 2 columns: Occupancy and Construction Type, Building Area Square Footage

Landscape Cost Estimate: \_\_\_\_\_

Domestic water meter quantity and size: \_\_\_\_\_

Irrigation water meter quantity and size: \_\_\_\_\_



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:



**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: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Internal Use Only**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_





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

## **Deferral Information**

---

The drawings referenced below may be deferred for commercial projects:

- Trusses (steel and wood)
- Special structural components (rigid frames and moment frames)
- Energy management systems
- Racking plans
- Fire Sprinklers
- Fire Alarms
- Fire Hood

Deferrals may be requested upon receiving the following:

- A completed deferral form.
- Written confirmation from the Engineer of Record that detailed plans for the deferred item(s) will be reviewed prior to being installed.

Plans for the deferred item(s) must be approved by plan review prior to calling for any related inspections. All deferred plans will be provided to Development Services as a revision to the existing building permit for the project. A fee of \$165.00 will be assessed for each deferred item.

Fire Sprinklers and Fire Alarm plans must be provided 20 days prior to requesting the 660 – above grid inspection. If the fire sprinkler and alarm plans are not approved by the 660 – above grid inspection no additional inspections will be scheduled until the approval is received.



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

**Deferral Request**

---

Please list the deferred items below, any item(s) not listed shall not be eligible for a deferral. A fee of \$165.00 will be assessed for each deferred item listed.

Deferred Item(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Internal Use Only</b>	
Permit Number: _____	Received Date: _____



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

## **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 31<sup>st</sup>, 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)

Provide a copy of the Annual Bond Exemption Certificate or Bond Receipt with the building permit application. The Arizona Department of Revenue will fax the One-Time Bond Exemption Certificate directly to the City of Surprise.

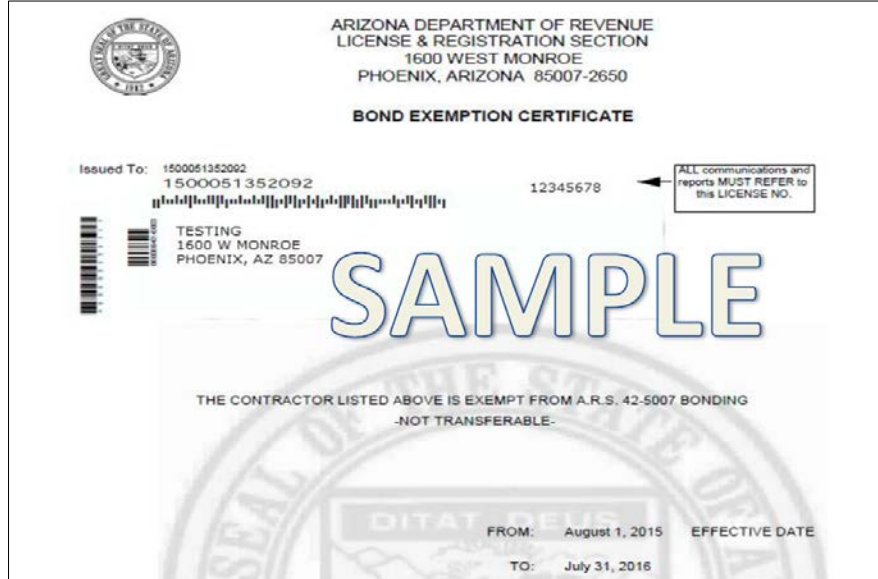
The One-time Bond Exemption Certificate and the Bond Receipt must specify the location of the project site.

Contractors are required to provide 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.

**Certificate Example**

**Annual Bond Exemption**



ARIZONA DEPARTMENT OF REVENUE  
LICENSE & REGISTRATION SECTION  
1600 WEST MONROE  
PHOENIX, ARIZONA 85007-2650

**BOND EXEMPTION CERTIFICATE**

Issued To: 1500051352092  
1500051352092  
12345678

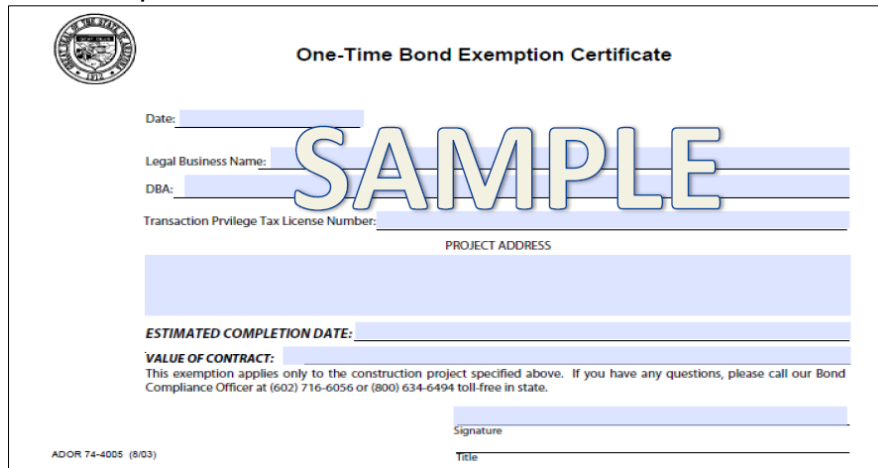
TESTING  
1600 W MONROE  
PHOENIX, AZ 85007

**SAMPLE**

THE CONTRACTOR LISTED ABOVE IS EXEMPT FROM A.R.S. 42-5007 BONDING  
-NOT TRANSFERABLE-

FROM: August 1, 2015 EFFECTIVE DATE  
TO: July 31, 2016

**One-Time Bond Exemption**



**One-Time Bond Exemption Certificate**

Date: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Transaction Privilege Tax License Number: \_\_\_\_\_

PROJECT ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_

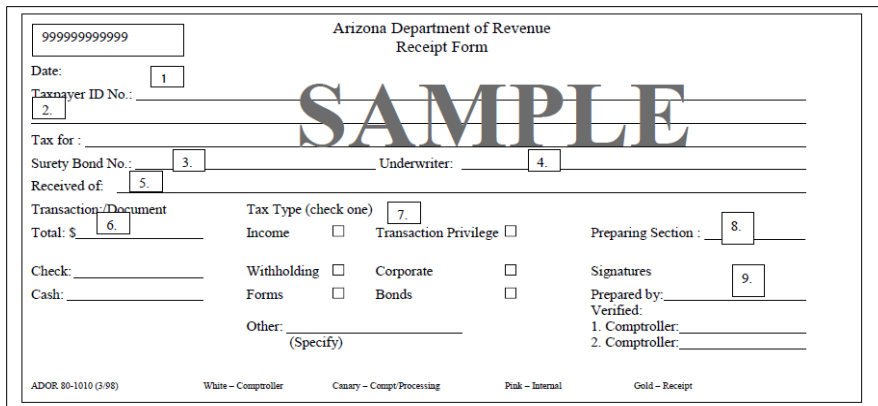
**VALUE OF CONTRACT:** \_\_\_\_\_

This exemption applies only to the construction project specified above. If you have any questions, please call our Bond Compliance Officer at (602) 716-6056 or (800) 634-6494 toll-free in state.

Signature \_\_\_\_\_  
Title \_\_\_\_\_

ADOR 74-4005 (8/03)

**Bond Receipt**



Arizona Department of Revenue  
Receipt Form

999999999999

Date: \_\_\_\_\_

Taxpayer ID No.: \_\_\_\_\_

Tax for: \_\_\_\_\_

Surety Bond No.: \_\_\_\_\_ Underwriter: \_\_\_\_\_

Received of: \_\_\_\_\_

Transaction:  Document Tax Type (check one) \_\_\_\_\_

Total: \$ \_\_\_\_\_ Income  Transaction Privilege  Preparing Section: \_\_\_\_\_

Check: \_\_\_\_\_ Withholding  Corporate  Signatures \_\_\_\_\_

Cash: \_\_\_\_\_ Forms  Bonds  Prepared by: \_\_\_\_\_

Other: \_\_\_\_\_ Verified: \_\_\_\_\_  
(Specify) 1. Comptroller: \_\_\_\_\_  
2. Comptroller: \_\_\_\_\_

ADOR 80-1010 (3/98) White - Comptroller Canary - Compt Processing Pink - Internal Gold - Receipt



## 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 **Certificate of Completion** is issued for shell buildings and miscellaneous alterations. This shows all work has been completed and the code requirements have been met. The building or portion thereof *cannot* be occupied with a Certificate of Completion.

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 Planning and Zoning, Engineering, Fire Safety, and Building Safety. 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.

### **Engineering Development Services (623-222-6150)**

Notice Required: 48-Hour Notice

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This inspection is required when the entire infrastructure is complete. The Engineering inspectors will verify all infrastructure improvements from the right-of-way to the building. Infrastructure improvements include but are not limited to Improvements, Water, Sewer, Paving, Grading, Drainage, SWPPP, Signage and Striping, Fire Lines, etc.

Frequency: Multiple inspections required during construction

### **Fire Safety (623-222-3012)**

Notice Required: 24-Hour Notice

Inspection Type: Final C of O (760), Final C of C (762), or 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 lanes and access to building, fire flow for building, fire hydrants, fire alarm systems, fire protection systems, exiting systems, fire rated separations, premises address, Fire Department key safe, etc.

Frequency: Multiple inspections required during construction

### **Building Safety (623-222-3012)**

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

Inspection Type: Final C of O (690), Final C of C (693), or Temp C of O (689)

When: This inspection is required when all Building Safety requirements have been met. The Building Inspector will verify the foundation, under slab, diaphragms, masonry, walls and cover, above grid, electrical, plumbing, mechanical, etc.

Frequency: Multiple inspections required during construction

### **Planning/Zoning (623-222-3011)**

Notice Required: 48-Hour Notice

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This inspection is required when the project is complete. They will verify site plan compliance, landscape plan compliance, and architectural elevation plan compliance.

Frequency: One time at the end of completion; pending approval, other inspections may be required.

### **Public Works - Utilities (623-222-7000)**

Notice Required: 24-Hour Notice, if water provider is City of Surprise,  
7-Day Notice, if water provider is EPCOR

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This approval is obtained by phone or in person at the Water Services Department. The approval is requested after Engineering Inspectors have approved their portion of work. Water Services verifies there are no outstanding Development Fees and proper approvals were obtained. If, the water provider is EPCOR an email of their approval letter is required prior to Water Services being able to sign off.

### **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.



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

## **Special Inspection and Testing Agreement Instructions**

---

Applicants for building permits requiring special inspection per Chapter 17 of the 2018 International Building Code (IBC) must complete the attached agreement form and certificate prior to the issuance of building permits.

- The project owner, architect or engineer of record, contractor and special inspector or firm must sign and date the agreement where indicated. Designated special inspectors shall provide evidence of qualifications and should carry approved identification at all times when performing special inspections.
- The owner, architect or engineer of record, acting as the owners' agent, shall complete the Special Inspection Certificate form including the required seals and signatures.

**Approval of Special Inspections:** Each special inspector shall be approved by the Building Safety Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall possess approved identification when performing the function of a special inspector.

**Special inspection and testing shall meet the minimum requirements of the 2018 IBC, Chapter 17. The following conditions are also applicable:**

### **A. Special Inspector Responsibilities**

#### **1. Observe Work**

The special inspector shall observe the work for conformance with the Building Safety Division approved design drawings and specifications and applicable workmanship provisions of the IBC. Architect/Engineer reviewed shop drawings and/or placement drawings may be used only as an aid to be inspected. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections must have prior approval by the Building Safety Division based on a separate written plan reviewed and approved by the Building Safety Division and the Architect or Engineer of Record.

#### **2. Report Nonconforming Items**

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in a daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Safety Division by telephone or in person, notify the Architect or Engineer of Record and post a discrepancy notice.

### **3. Furnish Daily Reports**

All special inspectors shall complete and sign both the special inspection record and the daily inspections report form. The records and reports are to remain at the jobsite with the contractor for review by the Building Safety Division's inspector.

### **4. Furnish Weekly Reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Safety Division, Architect or Engineer of Record, and others as designated. The weekly reports must include the following:

- Description of daily inspections and tests made with applicable locations;
- Listing of all nonconforming items and report on how nonconforming items were resolved or unresolved as applicable;
- Itemized changes authorized by the Architect or Engineer of Record and the Building Safety Division, if not included in nonconformance items.

Proposed changes to the approved plans must be submitted to the Building Safety Division before the work can be covered and must bear an original seal/signature of the Architect or Engineer of Record.

### **5. Furnish Final Report**

The special inspector or inspection agency shall submit a final signed report to the Building Safety Division and the Architect or Engineer of Record noting that all items requiring special inspection and testing were fulfilled, reported, and to the best of his/her knowledge in conformance with the approved design drawings, specifications, change orders, and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

## **B. Contractor Responsibilities**

### **1. Notify the Special Inspector**

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Safety Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.



**2. Provide Access to Approved Plans**

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

**3. Retain Special Inspection Records**

The contractor is responsible for retaining all special inspection records submitted by the special inspector at the jobsite and providing these records for review to the Building Safety inspector upon request.

**C. Building Safety Division Responsibilities**

**1. Approve Special Inspection**

The Building Safety Division shall approve all special inspectors and special inspection requirements.

**2. Monitor Special Inspection**

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Safety inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

**3. Issue Certificate of Occupancy**

The Building Safety Division may issue a Certificate of Occupancy only after all special inspection reports and the final report have been submitted and accepted.



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

**Special Inspection and Testing Agreement**

---

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Acknowledgements**

I have read and agree to comply with the terms and conditions of this agreement.

**Owner:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Contractor:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Special Inspector or Inspection Agency:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Project Architect or Engineer:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Accepted for the Building Safety Division:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date



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

## **Special Inspection Certificate Instructions**

---

- **Certificate of Inspection by Owner/Agent:** The project owner or owners' agent is to identify the project architect, engineer, and general contractor and sign the form.
- **Special Inspection Responsibility Certificate:** The project owner, Architect or Engineer of Record is to designate the special inspection firm and individuals performing the special inspections. In the space provided, seal, sign and date the form, as applicable. This section is not to be completed by the special inspection firm.
- **Certificate of Compliance:** The last section is to be completed by the project owner, Architect or Engineer of Record at the completion of the project. In the space provided, seal, sign and date the form. Provide to the Building Safety inspector at the final inspection for the project.

Return the Special Inspection Certificate with original seal and signature to the Building Safety Division prior to permit issuance.



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

**Special Inspection Certificate**

<b>Date:</b>	<b>Project Name:</b>
<b>Permit Number:</b>	<b>Project Address:</b>

**Special Inspection Type:**

<input type="checkbox"/> Special Grading, Excavating, and Filling	<input type="checkbox"/> Structural Steel
<input type="checkbox"/> Bolts in Concrete	<input type="checkbox"/> High Strength Bolting
<input type="checkbox"/> Concrete	<input type="checkbox"/> Structural Welding
<input type="checkbox"/> Expansion-Epoxy Anchors	<input type="checkbox"/> Spray Applied Fireproofing
<input type="checkbox"/> Insulating Concrete Fill	<input type="checkbox"/> Medical Gas-Vacuum Lines
<input type="checkbox"/> Pilings, Drilled Piers, and Caissons	<input type="checkbox"/> EIFS-Exterior Insulation and Finish System
<input type="checkbox"/> Reinforced Gypsum Concrete	<input type="checkbox"/> Type I Grease Duct Wrap
<input type="checkbox"/> Reinforcing and Pre-stressing Concrete Tendons	<input type="checkbox"/> Fire Resistant Penetrations and Joints
<input type="checkbox"/> Shotcret	<input type="checkbox"/> Electric Service Entrance 1000amps or greater (UL-891)Potential Test
<input type="checkbox"/> Ductile Moment-Resisting Concrete Frame	<input type="checkbox"/> Ground-Fault Protection of Equipment
<input type="checkbox"/> Structural Masonry	<input type="checkbox"/> Smoke Control System
<input type="checkbox"/> Reinforcing Steel	<input type="checkbox"/> Special Cases
<input type="checkbox"/> Structural Wood	<input type="checkbox"/> Other:

**Certificate of Inspection by Owner/Agent:**

Per the International Building Code (IBC), Chapter 17, certain aspects of the proposed construction work are to receive special inspection, by the Architect, Engineer or Special Inspector employed by me. I certify that the construction described on this form will receive such special inspection.

<b>Project Architect (print name):</b>	<b>Project Contractor (print name) :</b>
<b>Project Engineer (print name):</b>	<b>Owner/Agent (print and sign name):</b>

**Special Inspection Responsibility Certificate:**

I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17. I do hereby assume full responsibility for designating the special inspectors and reviewing special Inspection reports as listed above. Inspection reports will be filed with the Building Safety Division as required under IBC, Sec. 1704.2.4. The following individual(s) will be field inspector(s) and will be present at the job site to render a full, complete and competent special inspection.

Qualified Special Inspector Name	Specialty	Seal and Sign

**Certificate of Compliance:**

I certify to the best of my knowledge that the design requirements of the approved construction documents for which special inspections were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended nor implied.

**Architect, Engineer, or Owner Responsible for Special Inspection:**

<b>Print and Sign</b>	<b>Date</b>
-----------------------	-------------



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

Landscape Cost Estimate - Example

(DATE)

City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374

Re: (Project name-Parcel)

Dear Community Development,

Based on the landscape and irrigation plans, the following items listed below need to be installed in order to finalize this project. For permit purposes, we have assigned a construction cost estimate for each item.

Table with 2 columns: Item Description and Amount. Includes categories A (Landscape), B (Trash Enclosures), and C (Site Lighting), with a Grand Total of \$000,000.00.

Sincerely,

Seal and Signature box

Landscape Architect/Design Professional



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

## 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>