

Residential Utility Permits

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

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: Utility Permit, A/C install, Gas Lines (to BBQ, pool heater, fire pit, laundry, etc.), Electric lines (to water feature, outdoor lighting, spa, interior remodel, A/C wiring, etc.).
- 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

Note: A business license must be obtained by any person who practices, transacts, or carries on any business within the municipal limits of Surprise. If applying, please allow two weeks to obtain a license. 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 Residential Code
Local Amendments - Ordinance 2019-31

- **Two complete sets or one PDF set of plans**

- **Site Plan (scale 1" = 20' is recommended)**

- Note the project location: Street address, lot number and parcel number.
- Include all lot dimensions and all property lines.
- Show all structures (including swimming pools, storage buildings, etc), existing and proposed.
- Identify locations of equipment and routing of gas and/or electric lines.

• **Site Plan (continued)**

- Manufacturer's nameplate ratings for all equipment, including maximum natural gas or liquid propane BTU's/hr.
- Piping materials, length sizes and burial depths.
- Electrical panel and disconnect ratings.
- Circuit breaker or fuse ratings.
- Wire: All electrical conductors (including grounding conductors) by gauge, length, conductor material and insulation type.
- Electrical conduit materials, sizes and burial depths.

Note: Additional drawings and/or specifications may be required, depending on project complexity.

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. Fees

- Administrative processing fee is required at time of submittal and is non-refundable.
- Plan review fees are based on valuation. Refer to the Development Services Fee Schedule for the most current fees.

Note: If solar technology is being used, the following fees apply:

- Solar only permit fee is \$250.00; Administrative processing fee and plan review fees do not apply.

6. 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:
<http://www.maricopa.gov/3847/Flood-Control-District>



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

Residential Utility Checklist

- Permit/Plan Review Application – Form 201

- Contractor/Contact Supplemental – Form 202

- Two Sets or one PDF set of Construction Plans:
 - Including current codes and local amendments
 - Site Plan
 - Mechanical (if applicable)
 - Electrical (if applicable)
 - Plumbing (if applicable)

- Recorded Deed/Proof of Ownership (if applicable)

- Flood Use Permit (if applicable)

- Fees



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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:



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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>