



CIVIL ENGINEERING PLAN REVIEW AND PERMITTING

APPLICATION PACKET

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AGENCY CONTACT INFORMATION

City of Surprise Departments:

Planning and Zoning Information
(623) 222-3011

Building Inspections
(623) 222-3012

Fire Inspections
(623) 222-3012

Building Safety/Development Services
(623) 222-3000

Code Enforcement
(623) 222-3013

Public Works – Utilities
(623) 222-7000

Civil Inspections
(623) 222-6146

Business License
(623) 222-1856

Public Works – Transportation-Engineering Division
(623) 222-6150

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Flood Control District of Maricopa County
(602) 506-2419

Blue Stake
(602) 263-1100

Maricopa County Assessor
(602) 506-3406

EPCOR
(800) 383-0834

Maricopa County
Environmental Services
Asbestos Coordinator
(602) 506-6708

State of Arizona
Office of Manufactured Housing
(602) 364-1003

City of El Mirage
Water Services
(623) 933-1228

Maricopa County
Health Dept.
(602) 506-6900

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



**Community Development Department
Development Services Division**

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 (if known): _____

Business Name: _____

Property Location: _____

Parcel Number: _____ Lot Number: _____

Subdivision Name: _____ MCR: _____

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): _____	



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:

Company Name:
Address:
City: State: Zip Code:
Primary Contact: Title:
Phone: Email:
Alternate Contact: Title:

Only the primary contact(s) listed above will be notified of permit status.

Internal Use Only
Received By: Date:
Permit Number(s):



ENGINEERING DEPARTMENT FEE SCHEDULE

Reproductions and Research

1	Photocopies – 8.5" x 11" or 8.5" x 14"	.50/page
2	Photocopies - 11"x17"	\$1.00/page
3	Maps and ASBUILTs - 12"x18"	\$2.50/page
4	Maps and ASBUILTs - 24"x36"	\$5.00/page
5	CDs Containing Documents	\$5.00
6	Archived Document Retrieval-(Copies are additional fee)	\$80.00

Standard Plan Review

7	Off/On Site Improvement Plan-1st Submittal (Water, Sewer, Paving, Grading, Drainage, SWMP/SWPPP, Signage & Striping, Streetlights, Traffic Signal, Fireline/FDC, Fire Hydrant Waterline Details, Turning Radii within ROW, etc.; Signed and Sealed by CPE)	\$140.00 Processing Fee + \$380.00/sheet
8	Off/On Site Improvement Plan-Third and Subsequent Submittal (Water, Sewer, Paving, Grading, Drainage, SWMP/SWPPP, Signage & Striping, Streetlights, Traffic Signal, Fireline/FDC, Fire Hydrant Waterline Details, Turning Radii within ROW, etc.; Signed and Sealed by CPE)	\$190/hour-billed in arrears
9	Off/On Site Improvement Plan-Revisions to Approved Plans (Water, Sewer, Paving, Grading, Drainage, SWMP/SWPPP, Signage & Striping, Streetlights, Traffic Signal, Fireline/FDC, Fire Hydrant Waterline Details, Turning Radii within ROW, etc.; Signed and Sealed by CPE)	\$190/hour-billed in arrears

Misc. Plan Review

10	Utility Plan-Review	Franchise Agreement
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Report Review

11	Reports (To Include but Not Limited to-Drainage Reports, Water Model Reports, Box Culvert Reports, Waste Water Reports, TIA's)	\$140.00 Processing Fee + \$180/hour-billed in arrears
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Permits and Inspection

12	Engineering Permit -(Derived from a city approved Stamped Engineers Cost Estimate or Contractors Actual Cost-to be submitted by applicant upon approval of plans)	\$140.00 Processing Fee + 3% for City Service 1% for Private Service
13	Engineering Permit Extension or Renewal	50% of Original Fee
14	Engineering Inspection -Outside of Normal Hours - 2 hour minimum	\$75.00/hour

Traffic Control

15	Traffic Control Plan -Review	\$750 Annual Traffic Control Permit
16	Full Closure of Arterial Road	\$125/Lane, Day & ½ Mile
17	Full Closure of Collector Road	\$100/Lane, Day & ½ Mile
18	Full Sidewalk Closure	\$75/Day & ½ Mile
19	Full Alley Closure	\$75/Day & ½ Mile



ENGINEERING SUBMITTAL CHECK LIST

SUBMITTAL OF CIVIL PLANS FOR 1st REVIEW:

- ___ Completed and signed application (Form 201 and 202)
- ___ Two (2) paper copies and one electronic copy (In PDF format) of all reports; signed and sealed by a Arizona Professional Engineer
- ___ Two (2) paper copies of 24 x 36 civil plans and one electronic copy (In PDF format); signed and sealed by a 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
- ___ 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 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 a Arizona Professional Engineer
- ___ 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) 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 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 a Arizona Professional Engineer
- ___ 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) 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 format) of revised 24 x 36 sheets/reports including cover sheet; signed and sealed by a Arizona Professional Engineer
- ___ 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 site plan (legal description) on CD. Required CD 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 or TIF format.
5. Engineers cost estimate stamped by a 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. Copy of the Native Plant Permit or Waiver from the City of Surprise Community and Economic Department. (If applicable)
9. 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.

ENGINEERING DEVELOPMENT SERVICES DEPARTMENT
16000 N Civic Center Plaza, Surprise Arizona 85374 623.222.6150 Fax 623.222.6006 TTY 623.222.1002