

City of Surprise PERMITTING PROCESS



Request a dropbox link [here](#). You will receive a link within one business day



Submit a permit application and plans using the link provided (Files should be PDF or Auto CAD format)

Resubmit



No

Please read the rejection notice email sent to the primary contact listed and make the necessary changes to your submission

Yes



The permit is created and a confirmation email is sent to the primary contact listed on the permit application



Initial fees are generated and sent to the primary contact with options on how to pay the invoice



The plans are sent to the plans examiners for review. Please see the [plan review timeline](#) for the estimated waiting period for each type of permit

Resubmit



No

If the plans are not approved during first review, a redline comment letter will be sent to the primary contact detailing the changes that must be made. Revised plans must be submitted to the original Dropbox link provided to move forward

Yes



A notice of approval and a final invoice will be sent to the primary contact. Once all fees have been paid, the permit and approved plan will be issued to the primary contact listed



Once a permit is issued, you must call in all required inspections listed on the permit by calling 623.222.3012. Any inspections called before 4 pm can be scheduled for the next business day or a future date

Projects begins

Permit is complete after passing final inspection