



BUILDING PERMIT APPLICATION

(Incomplete applications will not be accepted)

Submittal link: [Avondale Citizen Portal](#)

TYPE OF APPLICATION								
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Pool/Spa	<input type="checkbox"/>	Solar	
PROPERTY INFORMATION								
PROJECT NAME:		OWNER NAME:						
PROJECT ADDRESS:		ADDRESS:						
PHONE NUMBER:		CITY:	STATE:	ZIP:				
EMAIL ADDRESS:								
PLAN REVIEW CONTACT (DESIGN PROFESSIONAL)								
CONTACT NAME:								
CONTACT PHONE NUMBER:		CONTACT EMAIL:						
CONTRACTOR INFORMATION								
CONTRACTOR NAME/COMPANY:		ROC LICENSE NUMBER AND CLASS:						
CONTRACTOR ADDRESS:		CONTRACTOR PHONE NUMBER:						
CITY:	STATE:	ZIP:	Review times in accordance with SB 1598 Policy					
PURPOSE OF WORK:								
NEW CONSTRUCTION	ADDITION (ATTACHED)	ALTERATION/REMODEL (INTERIOR)	DEMO					
TENANT IMPROVEMENT	ACCESSORY (DETACHED)	SPECIAL EVENT	SOLAR					
DEFERRED SUBMITTAL	REVISION	PLUMBING	POOL					
ELECTRIC	MECHANICAL							
IF THIS IS A DEFERRED SUBMITTAL OR REVISION, STATE THE ORIGINAL PERMIT NUMBER ON THIS FORM								
POOL STANDARD PLAN:	YES	NO	SOLAR DERATE:	YES	NO	SOLAR BATTERY:	YES	NO
BUILDING INFORMATION								
SQUARE FT (LIVABLE/FLOOR LEVELS):		GARAGE SQUARE FT:		PATIO/CARPORT/PORCHES SQ FT:				
CONSTRUCTION TYPE:		FIRE SPRINKLER:	YES	NO	ESTIMATED CONSTRUCTION VALUE: \$			
BUILDING USE/OCCUPANCY (COMMERCIAL)								
EXISTING:		NEW:		OCCUPANT LOAD:				
DESCRIPTION OF PROPOSED WORK:								

Development Services Department

11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • www.AvondaleAZ.gov/Developmentservices

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and EmailDevelopmentServices@avondaleaz.gov. All inquiries will receive a response within five business days.

Standard Permit Conditions and Applicant Acknowledgment

The City of Avondale Building Services Division has standard conditions that apply to all issued permits. By reading and initialing each statement below, you acknowledge that you have read, understand, and agree to comply with all applicable permit conditions, codes, ordinances, and regulations.

_____ **IBC 105.7 / IBC 107.3.1 / IRC R105.7**

The approved building plans and a copy of the building permit shall be kept on the job site and made available for inspection until completion of the project.

_____ **IBC 502.1 / IRC R308.1**

The property address shall be visibly displayed at the site being inspected.

_____ **IBC 105.5 / IRC R105.5**

Every permit issued shall become invalid unless work authorized by the permit is commenced within 180 days of issuance or, after commencement, if more than 180 days pass between approved inspections. Extensions may be granted in writing by the Building Official upon written request demonstrating justifiable cause.

_____ **Avondale Fee Schedule**

Re-inspection fees may apply when an inspection fails twice. Once the required re-inspection fee has been paid, the next inspection may be scheduled.

_____ **IBC 1704.2.4 / IRC R106.5 / R109.1 / R109.1.5**

All required documentation, including close-out reports, pre-treatment certificates, special inspection reports, energy compliance reports, and third-party inspection or testing results, shall be maintained onsite in a conspicuous location and made available for each relevant inspection. All required close-out documentation must be submitted to the building inspector prior to final inspection.

_____ **IBC 107.2.1 / IEBC 106.3 / IRC R105.2 / R109.1**

The permit holder and all contractors are responsible for complying with all applicable federal, state, and local laws, codes, ordinances, and regulations in performing work authorized by this permit. The Maricopa County Air Quality Department (MCAQD) regulates all renovation and demolition activity within Maricopa County. An asbestos NESHAP notification must be submitted through the MCAQD AQD Online Portal at least ten (10) business days prior to the start of any regulated renovation or demolition project, in accordance with federal and local air quality regulations. For more information, visit:

<https://www.maricopa.gov/1701/Asbestos>

_____ **IBC Chapter 33**

Required safeguards during construction, including means of egress, fire protection, and sanitary facilities, shall be maintained at all times during demolition, construction, repair, or alteration work.

_____ **Avondale City Code Sections 4-164 and 4-165 — Construction Start and Stop Times**

Construction work under this permit shall occur only during the following hours:

• **Weekdays (Monday-Friday):**

- Summer period (May 1 - October 15): 5:00 a.m. to 7:00 p.m.
- Non-summer period (October 16 - April 30): 6:00 a.m. to 7:00 p.m.

• **Weekends and Holidays (Saturday, Sunday, and all City, State, and Federal holidays):**

- 7:00 a.m. to 7:00 p.m.

(In accordance with Ord. Nos. 1075-05 and 107-005, §1, 1/3/05, and Arizona State Law, SB 1182.)

_____ **Permit Limitations**

This permit authorizes only the work specifically described herein and applies to work performed on private property only. Any work within the public right-of-way or public domain, including but not limited to curbs, sidewalks, driveways, marquees, or similar improvements, shall require a separate permit.

Applicant Certification and Contractor Licensing Acknowledgement

I certify that I am the property owner or the owner's authorized agent and can provide written proof of such authorization upon request. I further certify that all information submitted with this application, including plans and supporting documents, is complete, true, and accurate to the best of my knowledge. I acknowledge that all work authorized under this permit shall comply with the City of Avondale's adopted and amended **2024 International Codes**, applicable city ordinances, and all other applicable federal, state, and local laws. I understand that, unless acting as an owner-builder as permitted under **A.R.S. § 32-1121**, all work must be performed by appropriately licensed contractors registered with the **Arizona Registrar of Contractors (ROC)**. I certify that the contractor(s) of record are properly licensed for the scope of work. Verification by the City does not relieve the applicant or contractor of responsibility for compliance with state licensing requirements. I understand that changes to the contractor or scope of work may require permit revision and approval prior to continuation of work or inspections, and that issuance of a permit does not authorize the violation of any law or regulation. I acknowledge that all work is subject to inspection by the City of Avondale and shall remain accessible and exposed until approved by the Building Official. I further acknowledge that required fees must be paid prior to permit issuance and inspections and that a City of Avondale business license may be required. I understand that false statements or misrepresentations may result in revocation, suspension, or denial of this permit.

My printed or digital signature certifies my agreement to and acceptance of the above conditions.

Applicant Signature: _____ **Date:** _____

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Please check the appropriate box below, this form is to be used when the owner is acting as their own contractor and/or hiring a licensed contractor to help with the project.

Project Name: _____ Project Address: _____

_____ A.R.S. 32-1121A.5 – I am the owner of the property.

I am doing the work **myself** or with duly **licensed contractors** (please list contractors below)

I will follow strict compliance with A.R.S. 32-1121 A.5. The property is intended for the sole occupancy of the owner, not intended for occupancy by members of the public, owner's employees, or business visitors, and the structures or appurtenances are NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.

A.R.S. 32-1121A.6 – I am the owner of this property acting as a developer.

I am building or improving structures or appurtenances to structures on my property for the **purpose of sale or rent**. I will contract for such a project with a general contractor licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors' names and license numbers shall be included in all sales documents.

I will be using the following licensed contractors on this project:

_____	_____
General Contractor	ROC License & Class Number
_____	_____
Mechanical Contractor	ROC License & Class Number
_____	_____
Electrical Contractor	ROC License & Class Number
_____	_____
Plumbing Contractor	ROC License & Class Number
_____	_____
Applicant Signature	Date



**PROPERTY OWNER'S AUTHORIZATION
FOR PERMITTING**

I/We _____ am/are the owner(s) of
Print Owner Name

Address: _____

I hereby authorize _____

to submit an application for the following:

I understand that as the property owner, I am responsible for any and all work done on my property including any permits, notices, orders, fees, inspections, violations, etc. All provisions of the City of Avondale Building Codes, Amendments, and City Ordinances, as well as any applicable county, state, and federal laws shall be complied with in doing this work.

Owner Signature

Date

Additional Signature Required only when permitting on leased land:

Lessee Acknowledgement

I understand as the property lessee, I am responsible to follow property owner's rules regarding site improvements, locations, size, and construction methods. I am responsible to follow applicable City of Avondale Building Codes, Amendments, City Ordinances, as well as applicable county, state and federal laws relating to this work.

Property Lessee

Date

CITY OF AVONDALE, BUILDING SERVICES DIVISION LEGAL NOTICE & DISCLAIMER

By engaging in any correspondence, telephone conversation, discussion, meeting, site visit, inspection, or any other communication with an employee of the City of Avondale Building Services Division, you agree and acknowledge that:

(Preliminary Information Only), any information, guidance, or opinion provided in any form other than a formal written determination, approval, or code interpretation issued by the Chief Building Official or their authorized designee is preliminary in nature and shall not be relied upon for permit issuance, construction, inspections, code compliance, or any other official purpose.

(No Substitution for Official Records), verbal statements, informal emails, or other communications from Building Services employees are not the equivalent of an issued permit, City reviewed plan-set, inspection approval, certificate of occupancy, temporary certificate of occupancy, or formal code interpretation under the City of Avondale's adopted building codes, amendments, and ordinances.

(Independent Verification Required), the recipient is solely responsible for independently verifying all applicable code requirements, site conditions, project details, and compliance obligations through review of official City records, adopted codes, and approved construction documents.

(Authority to Bind the City), only the Chief Building Official, or their formally designated representative, has the authority to issue official determinations, approvals, or interpretations binding the City of Avondale.

(Limitation of Liability), any error, omission, misstatement, or incorrect information whether verbal, written, electronic, or otherwise provided by any Building Services employee shall not create liability for the City of Avondale, its elected officials, officers, employees, or agents.