

Congratulations on obtaining your permit! The permit and plans are now available for download and replication. You **must** print a full-size plan set and have it available on site for all inspections. Inspections **will not** be conducted without the printed approved plans and permit available on site. Additional fees may apply in the event inspections are requested and the permit and plans are not available. For questions, please contact our office at 623.932.3004, opt 2.

In addition, for all civil engineering permits, you will need to provide a full size and half size set of the stamped approved plans, as well as a copy of the permit, to the Development Center located at 14455 W Van Buren St, Bldg D, Goodyear, AZ 85338. This must be done prior to scheduling your pre-construction meeting. Pre-construction meetings for civil work and civil inspections must be scheduled directly with the inspector listed on the permit.

More information to assist you in the inspection process is outlined below:

- Building permits will remain valid for 180 days from the date issued, and will continue to allow an additional 180 days from each **passed** inspection, throughout the construction process.
- Civil Engineering permits will remain valid for 180 days from the date issued with the exception of traffic control, which will expire on the date reflected on the permit.
- In the event an inspection is not requested within the 180 days provided, the permit will expire.
 - For civil permits, an extension may be requested by emailing us at engineeringplanreview@goodyearaz.gov. Extended permits will be provided via email.
 - For Building Permits, there will be a requirement of an additional permit fee to reinstate the permit. This may be requested by emailing us at buildingsafety@goodyearaz.gov.
- A copy of the job inspection card has been placed in the approval folder for your use. This must also be on site for all building permits for the inspectors at the time of each inspection. In the event this form has been misplaced, you may download another copy from the approval folder in our Electronic Plan Review system. Please keep in mind, to obtain another copy that includes all past inspection information, there will be a \$100.00 fee that must be received in advance. Please contact our office at the number below when this is the case.
- A copy of the Inspection Brochure applicable for your project has been placed in the approval folder for your use. Although this does not specify only those that apply to your scope of work, it does provide you with all inspection codes, and descriptions to assist you in determining what inspection to request. There are also options to use in scheduling and cancelling your inspections whether you prefer to do this online or via our IVR system.
- For commercial projects, a Certificate of Occupancy form has been placed in the approval folder for your use. Once construction has been completed, and building safety, planning and civil inspections (as applicable) have been performed, you may email the signed form to buildingsafety@goodyearaz.gov and we will prepare your certificate to place in the approval folder in our Electronic Plan Review system. The original signed form will act as a temporary certificate of occupancy while we complete the formal certificate.

For questions, please contact our office at 623.932.3004, opt 2.

