



City of Flagstaff
Building Safety & Code Compliance Section
211 West Aspen Avenue
Flagstaff, Arizona 86001
<https://www.flagstaff.az.gov/494/Building-Safety>

Residential Building Permits Plan Review Process and Timeframes

Overview

In accordance with Arizona Revised Statutes (ARS) § 9-835 and 9-836, this document contains timeframes for review periods when applying for a Residential Building Permit. Please note that a building containing 3 or more dwelling units is considered a commercial building and reviewed under different codes than single- and two-family dwellings.

IMPORTANT NOTES - PLEASE REVIEW TO AVOID DELAYS:

If your project is in a Historic District or Overlay, approval from the Heritage Preservation Commission or a Cultural Resource Study may be required *prior* submitting your application. Visit the [Heritage Preservation](#) website for more information.

Process and Review Timeframes

A Residential Building Permit Application must be completed in its entirety along with PDF of construction documents which consist of plans/drawings and supporting documentation (geotechnical report, structural calculations, etc.). A plan review deposit is required. The [Residential Administrative Completeness Review Checklist](#) is used to determine whether the submittal is administratively complete.

Construction documents submitted for a building permit will be reviewed in two stages. The first stage is Administrative Completeness Review to check that plans are complete enough to conduct a thorough code review. The second stage is Substantive Review which is a review for code compliance.

Administrative Completeness Review Stage Timeframe:

An Administrative Completeness Review will take place to determine if the application and plans are administratively complete to conduct a substantive review of the plans. The Administrative Completeness Review timeframe is as follows:

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|--|------------------------|
| • Small Residential Plans* | 10 working days |
| • New Single-Family Dwelling | 10 working days |
| • New Two-Family Dwelling (duplex) | 10 working days |
| • Revisions (changes to approved plans) | 10 working days |

Working days exclude weekends, Holidays, and other days City offices are closed.

*These plans include, but are not limited to additions, garages, decks, remodels, repairs, carports, storage sheds greater than 200 SF in area, ramadas, green houses, sun rooms.

When the application and/or building plans are deemed to be incomplete, City Staff will issue a written notice of the deficiencies of the application or building plans. The applicant will then need to address the deficiencies and re-submit. During this time, the Administrative Completeness Review timeframe and Overall timeframes will be suspended until the resubmittal has been received. The application will not be deemed complete until all requested deficiencies or information has been received.

Substantive Review Stage and Timeframes:

Once the application is deemed administratively complete, Substantive Review will begin. The application and submitted documents will be reviewed by various City departments to codes and ordinances adopted by the City Staff based on the nature of the work proposed. Failure to respond to **all** requested information prior to exhausting the overall time frame will result in the application being denied. The applicant is required to re-apply and re-start the process with one-half of the plan review deposit fee assessed.

During Substantive Review, City Staff may request additional information from the applicant in accordance with ARS § 9-835. The time frame is suspended when applicant receives the request for additional information in the form of a Substantive Review Comment Letter. Substantive Review timeframes are as follows:

- **Small Residential Plans** **25 working days**
- **New Single-Family Dwelling** **35 working days**
- **New Two-Family Dwelling (duplex)** **35 working days**
- **Revisions (changes in approved plans)** **10 working days**

Overall Timeframes:

- **Small Residential Plans** **35 working days**
- **New Single-Family Dwelling** **45 working days**
- **New Two-Family Dwelling (duplex)** **45 working days**
- **Revisions (changes in approved plans)** **20 working days**

In accordance with ARS § 9-835, by mutual written or electronic agreement, the City and an applicant may extend the substantive review time frame and the overall time frame. An extension of the substantive review time frame and the overall time frame may not exceed fifty percent of the overall time frame.

In accordance with International Building Code (IBC) as adopted by City of Flagstaff, any application that remains incomplete or not pursued in good faith for a period of 180 days will be cancelled. **All plan review deposits are non-refundable.** See [Building Permit Application Time Limitation](#).