



PERMITS ARE REQUIRED FOR:

- New construction or addition
- Alterations and repairs
- Demolition work
- Change the occupancy of a building
- Any work done to electrical, gas, mechanical or plumbing systems , e.g. water heater or AC replacement

PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

- One-story detached structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
- Landscaping retaining walls not over 48” in height
- Sidewalks and flat concrete work. New or widened driveways may require zoning approval
- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- Prefabricated swimming pools less than 18 inches deep.
- Swings and other playground equipment.

- Window awnings that do not project more that 54 inches from the exterior wall and do not require additional support.
- Energy efficient windows and added insulation
- Reroofing, provided:
 - * The existing roof structure, including roof sheathing is not being changed or modified in any way.
 - * All reroofing is done in compliance with adopted codes
 - * The weight of the new roofing material is equal to or less than the existing/removed roofing material. New roofing material may need **Design Review** approval.



BUILDING PERMIT APPLICATION:

Application for Plan Review and Building Permit can be found on-line at: www.litchfield-park.org or visit the Building Safety Department located at City Hall.

**FOR MORE INFO CALL
623-935-1066 or email :
building@litchfield-park.org**

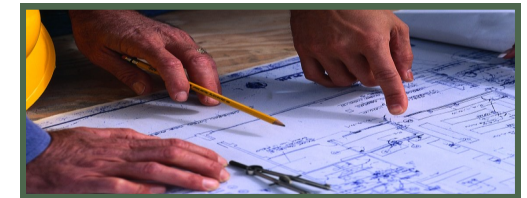
DESIGN REVIEW

If the projects design causes alterations to the exterior of the building, the City’s Design Review Board (DRB) must approve the project before a building permit application can be accepted.

Any deviation from the City’s current Zoning Code, such as:

- Required building setbacks
- Over maximum allowed building height
- Over maximum allowed lot coverage, etc.

must be approved by the City’s Board of Adjustment before a building permit application can be submitted.



Most building permit applications require construction documents, such as a site plan, floor plan, framing, electrical and structural details.

For more information see:

**Building Safety Brochure No. 3
“Construction Documents”**

or go online to:

www.litchfield-park.org

Building Permit Steps

1. Contact Building Dept. to see if permit is required.
2. Verify if project must go through Design Review Board approval process.
3. Prepare construction documents
4. Submit completed application along with construction documents.
5. Plan Review process - to verify if construction plans comply with the adopted codes.
6. Plans Approved— Permit is issued and work can begin!
7. Remember to call in for inspections when required.



For more information, visit the entire "Guidelines When Building Within the City" series online at www.litchfield-park.org



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Building Permit Application

2

*Part of the
"Guidelines When Building Within the City"
Series*



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