



**DEVELOPMENT SERVICES DEPARTMENT**  
**Building Safety Division**



<b>REQUIREMENT / PROCEDURE</b>		13-RP-001	
<b>Subject:</b>	Permits by Email External Requirements		
<b>Effective Date:</b>	04/23/13	<b>Revised Date:</b>	01/15/16

**GENERAL REQUIREMENTS**

To provide accuracy and consistency with accepting applications and issuing applicable permits by email.

Applications will be submitted to: [bdg.permits@goodyearaz.gov](mailto:bdg.permits@goodyearaz.gov).

The customer shall submit the following applications to our office by email only. The application and plan review fees, if applicable, will be accepted, and will have a substantive review time of 2 business days. To encourage success of the Permits by Email program, permits allowed to be submitted by email will no longer be reviewed as an over-the counter review. The exception will be a homeowner submitting application/plans; this will be accepted over the counter, but processed within two business days.

Applications will be processed and, if approved, all fees will be collected. The permit and, if applicable, associated plans will be scanned and emailed back to the applicant. **ONLY 8 ½ X 11 DOCUMENTS WILL BE ACCEPTED FOR PROCESSING. DO NOT EMAIL DOCUMENTS THAT ARE ON COLOR PAPER.**

Fees will only be collected using one of the following methods:

- Escrow Account
- Credit Card over-the-phone (Development fees cannot be charged)

**PROCESSING TIMES**

New single family dwelling - 5 business days

All other applications – Permits or review comments will be completed within 2 working days of receipt of email

**APPLICATIONS ACCEPTED BY EMAIL (WITHOUT PLANS):**

- |   |  |
|---|--|
| • Gas meter clearance                             | • Residential irrigation (vacuum breaker only)     |
| • Electric meter clearance/ De-rate               | • Residential irrigation (electrical timer only)   |
| • Water heater replacement                        | • Model home sales office back to garage           |
| • Temporary power (max. 200 amps.)                | • Water softener (install/replace)                 |
| • Residential electric panel (max. 200 amps)      | • Fire sprinkler (with fire standard plan on file) |
| • Misc. residential electric work                 | • Photovoltaic ***                                 |
| • A/C replacement (like for like only)            | • Solar Water Heater ***                           |
| • New Residential Propane (LPG) tanks (500lb max) | • Solar Pool Pump ***                              |

\*\*\* Require plans to be available on site for the inspector.

**Photovoltaic** (Separate electrical permit fees for electrical panel upgrades or de-rate of panel will be charged)

The following plans are required to be available to the field inspector:

- Completed Photovoltaic System Plan Check Worksheet, Array Mounting, Module, and inverter cut sheets
- Electrical plans shall be provided for electrical service panel upgrade or de-rate of existing electrical panel.

**Solar Water Heater / Solar Pool Pump**

- Floor plan locating water heater/ pool pump, Roof plan locating panels, and Manufacturer's specifications are required on site for the inspector.

**APPLICATIONS ACCEPTED BY EMAIL (WITH PLANS):**

**APPLICATIONS WITH PLANS ARE REVIEWED IN THE FIELD BY THE INSPECTOR : A re-inspection fee of \$100.00 will be assessed if the required plans/permits are not available for the inspector in the field:**

- Gas line
- New Standard Single Family Dwelling \*\*\*
- Pools/ Spas \*\*\*
- Aluma-wood lattice or solid patio covers \*\*\*

\*\*\* Require plans to be available on site for the inspector.

**Pool / Spas** (Custom Pools: DO NOT QUALIFY UNDER THIS PROGRAM)

- Copy of City of Goodyear Approved (stamped) engineered pool standards available on site for inspection.

**Aluma-wood lattice or solid patio covers**

The application shall be submitted with the following:

- Plot plan (Provide "ICCES/ ESR REPORT #" on application description)

The following plans are required to be available to the field inspector:

- Sealed engineered standards highlighted with specific requirements for the project.

Prepared By:

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Approved By:

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