



## Building Development

### *Over-the-Counter Plan Review*

Over-the-Counter plan review provides the option to receive plan review and upon approval obtain a permit within 30 minutes. This service is being offered by appointment only. Below is a description of the types of reviews, appointment times, and contact information.

**Available Times:** Wednesday, 8:00 AM - 12:00 PM and 2:00 PM - 5:00 PM  
Thursday, 8:00 AM - 12:00 PM  
(*walk-in appts are not available*)

For residential scheduling, e-mail [otc.building@peoriaaz.gov](mailto:otc.building@peoriaaz.gov)

#### **Types of Reviews:**

##### ***Residential***

- Attached Patio Covers
- Gas Lines
- Swimming Pools
- Miscellaneous Minor Electrical and Plumbing
- Miscellaneous Residential 2<sup>nd</sup> and subsequent reviews if only Building Review remaining
- Standard Plans 3<sup>rd</sup> review if only Building Review remaining
- Solar (maximum 40 amp PV back fed breaker typical 8,000kw system with no de-rate, panel upgrade, sub-panels, micro inverters, revisions, etc.)
  1. Three (3) applications for each company per appointment.
  2. One (1) appointment per company per day.
  3. Solar applications must be submitted a minimum of 24 hours prior to requested appointment time.
  4. E-mail solar application to [otc.building@peoriaaz.gov](mailto:otc.building@peoriaaz.gov)
  5. Appointment will be confirmed once application(s) have been received.

##### ***Commercial***

- Miscellaneous commercial electrical permits for a new electrical system or an addition or modification to an existing electrical system provided the service does not exceed 225 amperes 120/208 volts, three phase, and fault current does not exceed 10K AIC. Please contact Jeff Sterling at 623-773-7230 to set up an appointment.
- 3<sup>rd</sup> review and miscellaneous commercial permit 2<sup>nd</sup> review, if only Building Review remaining (please contact the Building Plan Reviewer directly to setup an appointment).
  1. Architect of record or appointee shall be present during review.
  2. Contractor information must be provided along with valid City of Peoria Business and Registrar of Contractor license numbers.
  3. Payment of all outstanding fees.
  4. Grading permit must be issued by Site Development (if applicable).

For questions, please contact Building Development at (623) 773-7225 option 1.