



**CITY OF PEORIA**  
Community Development / Planning Division

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9875 North 85<sup>th</sup> Avenue  
Peoria, Arizona 85345  
623-773-7200  
[www.peoriaaz.gov/planning](http://www.peoriaaz.gov/planning)

**PLANNING INSPECTION CHECKLIST**

To schedule an inspection: Call 623-773-7662 or Fax form to 623-773-7245

Permit Number \_\_\_\_\_  
Project Name \_\_\_\_\_  
Project Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
e-mail address \_\_\_\_\_

**General Requirements**

- ❖ Building Exterior (consistent with approved Design Review)
  - colors
  - materials
  - awnings/window treatments
  - mechanical equipment (screened from view)
- ❖ Landscape \*
  - on-site
  - open space
  - R.O.W.
  - building frontage
  - parking islands
  - drainage/retention
  - future phase areas
- ❖ Parking Lot Area
  - stalls
  - lights
  - crosswalks
  - landscape requirements
- ❖ Trash Enclosure
  - location
  - dimensions
  - gates
  - exterior design review
- ❖ Miscellaneous
  - screen walls
  - fences
  - bike racks
  - benches
  - trails/paths
  - sidewalks
  - pedestrian amenities
  - cart containment system
  - site clean and free of debris
  - site plan conditions of approval

## PLANNING INSPECTION INFORMATION

- Do not call in for an inspection unless the work is ready for inspection
- Inspections are performed on Tuesdays & Thursdays between 8:00 am and 5:00 pm
- Call/fax deadline for inspections is 4:30 pm on Mondays for Tuesday inspections and 4:30 pm on Wednesdays for Thursday inspections
- A re-inspection fee may be imposed if the work is not completed and/or multiple inspections are required for approval
- This checklist is not all inclusive as individual sites may have additional requirements

\* Landscaping includes (but not limited to) trees, shrubs, groundcover, turf, decomposed granite, boulders, riprap, etc.

<b>PLANNING INSPECTORS</b>	<b>PHONE</b>
Lou Brannick, Development Plan Reviewer.....	623-773-7664
Monique Spivey, Associate Planner .....	623-773-5137

<b>CONTACT INFORMATION</b>	<b>PHONE</b>
Building Safety .....	623-773-7225
Building Inspection Request Line.....	623-773-7220
Planning Division.....	623-773-7200
Planning Inspection Request Line.....	623-773-7662
FAX .....	623-773-7245