



APPLICATION SUPPLEMENT
 DEVELOPMENT SERVICES DIVISION
 Time Frames/Point of Contact/Application
 Info/Appeal Rights

License Type	Completeness Review Time	Substantive Review Time	Overall Review Time	City Point of Contact	Point of Contact Phone	Application Forms and Checklists
New Commercial Building Permit including additions and amenities	20 working days (w.d.)	40 w.d.*	60 w.d.	Kim Clark at: Kim.Clark@chandleraz.gov Or Karen Betancourt at: Karen.Betancourt@Chandleraz.gov Or Daryl Racz at: Daryl.Racz@Chandleraz.gov	(480) 782-3024 or (480) 782-3053 or (480) 782-3053	UDM-075 UDM-059 FPB-012 WWDQ
Commercial Tenant Improvement Building Permit	20 w.d.	40 w.d.*	60 w.d.	LeeRay Hanly at: LeeRay.Hanly@chandleraz.gov	(480) 782-3138	UDM-075 UDM-071 FPB-012 WWDQ
Commercial Sprinkler or Fire Alarm System Building Permit	N/A	N/A	20 w.d.	LeeRay Hanly at: LeeRay.Hanly@chandleraz.gov	(480) 782-3138	UDM-075 FPB-017 FPB-018
Single Family or Pool Standard Plan Approval	Exempt	Exempt	20 w.d. turnaround per review	LeeRay Hanly at: LeeRay.Hanly@chandleraz.gov	(480) 782-3138	UDM-075 UDM-124
Single Family Residential Building or Pool Permit (constructed from Standard Plans)	Exempt	Exempt	10 w.d.	Gerardo Bonillas at: Gerardo.Bonillas@chandleraz.gov	480-782-3171	UDM-075
Single Family Custom Home or Custom Pool Building Permit	Exempt	Exempt	20 w.d. turnaround per review	LeeRay Hanly at: LeeRay.Hanly@chandleraz.gov	(480) 782-3138	UDM-075 UDM-124
Residential Miscellaneous including Solar PV and Solar Water Heaters	Exempt	Exempt	10 w.d.	LeeRay Hanly at: LeeRay.Hanly@chandleraz.gov	(480) 782-3138	UDM-075 UDM-125 UDM-168



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						UDM-169
Demolition Permits	Exempt	Exempt	10 w.d.	LeeRay Hanly at: LeeRay.Hanly@chandleraz.gov	(480) 782-3138	UDM-075
Certificate of Occupancy (C of O)	Exempt	Exempt	10 w.d.	Mike DeWys at: Michael.DeWys@chandleraz.gov	(480) 782-3104	UDM-011

*two (2) substantive reviews of twenty (20) working days each.

Notes:

Per ARS 9-835(C)9, the substantive and overall time frames do not include the time required for an applicant to obtain other non-municipal licenses or to participate in meetings as required by law.

Per ARS 9-835(E), if the City of Chandler finds the application to be incomplete, a notification of incompleteness will be made on www.chandleraz.gov/clics and the administrative completeness review time frame and overall time frames are suspended until all missing information is received from the applicant.



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General Notes Concerning The Regulatory Bill of Rights

Interpretations/Clarifications

In accordance with State Law ARS 9-836 an applicant may receive a clarification from the City of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement as provided in ARS 9-839.

Appeal Rights

The applicant has a right to appeal a license denial in accordance with State Law ARS 9-835. The applicant has ten (10) working days from the date of the license denial to appeal. The appeal shall be made, in writing, to the point of contact listed for the specific license type, in accordance with the provided table (ARS 9-832(5)(b) and ARS 9-835(1)2

Forms/Instructions/Information

Application forms, process guides, checklists and fee schedules can all be found in the Unified Development Manual ([UDM](#)) at udm.chandleraz.gov. The applicant is directed to the point of contact listed above if he/she has any questions regarding the licensing review process.

Withdrawal of Application

Applications will be deemed to be withdrawn by the applicant if an incomplete, complete, or substantively deficient application has not been acted upon by the applicant within 180 days of the determination of completeness, incompleteness or substantive deficiency.

Notifications/Application Status

May be viewed at www.chandleraz.gov/clics