

Plan Review Turnaround Times

A 10-day completeness review is conducted on each application before plan review begins, along with a 5-day completeness review for subsequent submissions. The completeness review does not begin until the day after all necessary documentation is uploaded to the VIP Portal and all relevant fees are paid. These plan review turnaround times are estimates and may change due to size of submittal, work load and staffing considerations. Maricopa City Hall is open Monday through Thursday, 7AM – 6PM. A permit that is received on Friday will not be marked received until the following Monday.

Project Type	First Review (Weeks) Unless otherwise noted	Subsequent Reviews (Weeks) Unless otherwise noted
Building Permits		
Additions/Alterations	2	1
AFES (Fire Sprinkler)	2	1
Commercial New	4	3
Commercial Revisions	2	1
Electrical	1	3 Business Days
Fire	1	1
Plumbing	3 Business Days	3 Business Days
Residential New (includes Multi-Family)	3	2
Residential Revisions	2	1
Tenant Improvements	2	1
Miscellaneous	2	1
Engineering Permits		
Full Street Closure	3	1
Map of Dedications	4	3
Master Drainage Reports (if submitted separately)	4	3
Off-Site Improvements (Right of Way) ¹	4	3
On-Site Improvements (Non-residential) ¹	4	3
Other Cases	1	2 Business Days
Subdivision Improvement Plans	4	4
Traffic Control Plans	1	3 Business Days
Traffic Impact Analysis	2	2
Urgent ROW Permits	Same Day (please call)	N/A
Fire Permits		
Above Ground Fire Line	1	2 Business Days
Above Ground Fuel Tanks 1,000 to 5,000 gals.	2	1
Above Ground Fuel Tanks Installation up to 1000 gals.	2	1
Fire Alarm Plans	2	1
Fire Flow Test	1	2 Business Days
Fire Pumps	1	2 Business Days
Fire Sprinklers	2	1
Fireworks Display-Sales	3	2 Business Days
Flammable Gas (Propane) Self-Serve	2	2 Business Days
Flammable Gas (Propane) Tank	1	2 Business Days
Food Trucks	1	2 Business Days
General Hazmat Permit	3	1
Kitchen Fire Suppression Systems	1	2 Business Days
Tents and Canopies	3	2 Business Days
Underground Fire Line	1	2 Business Days
Underground Fuel Tank Removal	2	1
Planning and Zoning Permits		
Abandonment	3	2
Address Change	3	2
Administrative Design Review ¹	3	2
Annexation	3	2
Appeal Application	2	1
Commercial Final Plat	4	3
Comprehensive Sign Plan	3	2
Conditional Use Permit ^{1 2}	3	2
Conditional Use Permit – Wireless	3	2
Development Review Permit (Major) ^{1 2}	3	2
Development Review Permit (Minor) ¹	3	2
Fact Finding	2	N/A
General Plan Amendment (Major) ^{1 2 3}	4	3
General Plan Amendment (Minor) ^{1 2 3}	3	2
Lot Combination	2	1
Lot Split ¹	3	2
Minor Land Division ¹	3	2
Planned Area Development (Major)	4	3
Planned Area Development (Minor)	3	2
Planned Area Development Amendment (Major/Minor)	3	3
Pre-Application	3	N/A
Replat Application	3	2
Rezoning ^{1 2 3}	4	3
Sign Permit	1	1
Street Name Change ³	3	2
Subdivision Final Plat ^{1 3}	4	3
Subdivision Pre-Plat ^{1 2 3}	4	3
Subdivision Pre-Plat Extension Request ^{1 2 3}	3	3
Temporary Sign Permit	1 Business Day	1 Business Day
Temporary Use Permit – Model Home Complex, Special Events ^{1 4}	2	1
Text Amendment	4	3
Variance ^{1 5}	3	2
Waiver Permit	2	1
Zoning Permit ¹	3	3
Zoning Permit – Adaptive Reuse	2	1
Zoning Permit – Clearance (Antenna, Donation Box, Family Day Care, Group Homes, Mobile Vendors, Seasonal Sales)	2	1

¹ Requires a preliminary application.

² Requires approval from Planning & Zoning Commission

³ Requires approval from City Council

⁴ Requires approval from Hearing Officer

⁵ Requires approval from Board of Adjustment