



TOWN OF SUPERIOR
199 N LOBB AVE, SUPERIOR, AZ 85173/520-689-5752

PRE-BUILDING PERMIT- MEETING REQUEST

A zoning clearance will not be issued until the project has received site plan approval. A site plan is approved only when all the components are in compliance with all zoning and land development requirements.

To schedule a pre-application meeting you must provide: 1.) Completed application form below, 2.) One copy of a scaled preliminary site plan on 11x 17 paper, 3.) A brief narrative describing the proposed use and 4.) A submittal fee of \$200.00 and deliver them to Town of Superior Permitting Department, 199 N Lobb Ave, Superior, AZ 85173. Your site plan will be reviewed, and requirements and/or issues discussed at the pre-application meeting. To determine if you are subject to Town Impact Fees, please contact the Impact Fee Coordinator, at (520) 689-5752.

Development/Project Name: _____

Development/Project Address: _____

Contact Name: _____

Contact/Firm Address: _____

Contact's phone _____ email _____

Project Specifics-

Use/Occupancy Classification (mark all that apply)-

Table with 2 columns of occupancy classification options, each with a checkbox. Includes categories like ASSEMBLY, BUSINESS, MERCANTILE, STORAGE, FACTORY, INSTITUTIONAL, and RESIDENTIAL.

If mixed use: [] separated [] non-separated

[] New Construction [] Tenant Improvement [] Remodel

Size of site: _____ [] acres [] sq. ft.

Number of proposed buildings: [] 1 [] 2-5 [] >5

Is site platted? [] Yes [] No [] Unknown

No. of proposed suites/units (or dwellings): _____

Anticipated permit submittal date: _____

Estimated Cost of Construction: _____

Targeted construction start date: _____

Proposed height: _____

Targeted Occupancy Date: _____

Brief Description of Project: _____

Staff/Agencies Requested for Meeting:

- [] Building Plan Reviewer [] Fire and Medical District
[] Zoning Plan Reviewer (zoning/landscape/design) [] Other: _____
[] Development Services Engineer (grading/SWPPs)

Please see attached Requirements

PRE-BUILDING PERMIT APPLICATION – MEETING REQUEST

The intent of the “Pre-Building Permit Application Meeting” is to determine if there are any glaring code issues or missing documentation that would prevent timely plan review and permitting. It does not replace our building permit plan review process and is not intended to be in-depth or all-encompassing. It is offered as a courtesy and there is no charge for the first meeting.

- Architectural Site plan- must show accessible route for site and accessible parking.
- Code Summary (This can be included on the plans or in a separate document) – Include:
 - codes used for design
 - building construction type
 - occupancy classification
 - fire sprinkler information
 - whether mixed uses are separated or not
 - allowable area per Table 506.2 (2018 IBC)
 - whether any frontage increase has been utilized
 - occupant loads
- Architectural, Structural, Mechanical, Electrical and Plumbing plans that are a minimum of 70% complete
- Landscape Plan (optional)
- Signage Plan (optional)

The Town of Superior has adopted new Administrative Code and the following building codes:

2018 IBC	2017 NEC
2018 IRC	2018 IPMC
2018 IFC	2018 IFGC
2018 IPC	2018 ISPSC
2018 IMC	2018 IECC