

ANNUAL FACILITIES PERMIT (AFP)

General:

The Annual Facilities Permit (AFP) is intended to simplify the permitting and inspection process for qualified facilities by allowing inspectors to review plans and maintain familiarity with the construction history of the facility.

Qualified Facility:

To qualify as a participant in the AFP program, the facility must be a firm, corporation, or political entity engaged in manufacturing, processing, service or property management, that occupies and controls specialized buildings and building service equipment to the extent that full-time personnel are required to manage, operate or maintain such buildings and equipment in compliance with all of the provisions of all local, state and federal codes. The qualified facility must also retain an agent as defined below.

Agent:

A full time or contract employee of the qualified facility, who is an architect or engineer registered and residing in the State of Arizona and who is responsible for complying with the substantive provisions of building and construction regulations of the Town of Gilbert and all other related state and federal laws and regulations. The agent, as authorized by the rules established by the Arizona Board of Technical Registration, must assure work has been performed in compliance with all applicable codes.

Limitations:

- Existing buildings with occupancy types A, B, E, F, I, M, and S
- 2,500 sq. feet or less of affected area
- Adding or moving up to 10 fire sprinkler heads (Fire sprinkler and/or alarm plans must accompany building plan submittal)
- May include changes to SES

Excluded:

- Changes requiring Civil, Fire (more than 10 heads), or Planning review
- Hazardous occupancies, locations, and/or materials (extensions to medical gas piping ok)
- Change of use or occupancy classification
- Projects that increase floor area or changes that drive additional system development fees
- Changes to the exiting of the building

Fees:

- \$820.00 fee for annual permit
- Each project will be charged based on the valuation, fire & permit fee (see fee schedule).



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Internal process:

- Plan Review & Inspections Specialist (PRIS) will check the plans for completeness and verify the project fits the program.
- PRIS has permit processed and issued over the counter (or electronically) with fees charged as noted above.
- A separate permit will be issued for each project and attached/tied to the main AFP permit. Inspections will be tracked on each separate permit associated with the specific project.
- PRIS will perform field plan reviews/inspections as requested by applicant. There is no formal plan review for this program.