

Building Plan Review and Inspection Processes

A. Plan Review Process

1. Training in each jurisdiction's plan review process shall be conducted before any plan review commences.
2. All City staff performing plan review shall be added to Coconino County Smart Gov for record-keeping purposes. All County staff performing plan review shall be added to City of Flagstaff Innoprise for record-keeping purposes.
3. Intake of building permit submittals shall be handled by the Authority Having Jurisdiction (AHJ).
4. The Administrative Review of the building permit application shall be completed by the AHJ.
5. Project types transmitted for review are limited to:
 - a. Residential - County to City/City to County:
 - i. Small Residential^{1,2}
 - ii. Single-Family Dwelling²
 - b. Commercial - City to County Only:
 - i. Tenant Improvement/Remodel²
 - ii. Small Commercial Building^{2,3}
6. Once Administrative Review has been completed, the review shall be transmitted via Bluebeam Session Invite (email) for Substantive Review. A copy of the building permit application and all required materials (construction document drawings, calculations, material specifications, etc.) submitted for review shall be transmitted.
7. Substantive Review times are as follows:
 - a. Residential
 - i. Small Residential: Not to exceed 25 working days total
 - ii. Single-Family Dwelling: Not to exceed 35 working days total
 - b. Commercial
 - i. Tenant Improvement/Remodel: Not to exceed 35 working days total
 - ii. Small Commercial Building: Not to exceed 50 working days total
8. Each AHJ shall be notified of any issues in completing a review within the stated review times.
9. The following applies to Substantive Reviews which are not approved:
 - a. County plan review "Request for Additional Information" (RAI): Staff shall use the Bluebeam Session, and any redlines on the plan set as the correction list. A written comment letter is necessary. The Bluebeam Session shall be transmitted to County staff.
 - b. City plan review "Return for Corrections": Staff shall compose a written comment letter on City letterhead (to be provided) and drawing redlines in the Bluebeam session for transmittal back to City staff.

10. Each AHJ shall transmit Building Safety comments (along with any other AHJ reviewing department comments) and drawing redlines to the applicant.
11. Upon receipt of a Substantive Review resubmittal, the AHJ shall transmit the resubmittal materials to the reviewing staff via Bluebeam Invite (email).
12. A reviewer shall remain the reviewer until the building permit application is approved or denied.
13. Upon approval, conditional approval^{4,5}, or denial⁶ of a building permit application, staff shall email the AHJ with notification of the building permit status, including any information pertaining to reason(s) for conditional approval or denial.
14. Upon approval of all required reviews, the AHJ shall calculate fees and complete the necessary processing (inspection record card, plan stamps, and approval steps.) to ready the permit for issuance.

¹ These plans include but are not limited to additions, garages, decks, remodels (interior/exterior) repairs, carports, storage sheds greater than 200 SF, ramadas, greenhouses, sunrooms.

² Each AHJ will perform fire sprinkler plan review, when applicable.

³ These plans include restaurants, gas stations, mini-storage facilities, and the like.

⁴ For County review, staff may "conditionally approve" building permits by redlining minor items on the construction documents. City Staff will receive the level 1 and level 2 correction list document. Level one (1) items will always constitute a Request for Additional Information (RFAI). The level two (2) items are what the County considers minor and may be redlined on the plan set. However, in some cases, the number of level 2 corrections may require an RFAI from the customer. City staff shall include these items in the email confirmation sent to County staff to record redlines to the Smart Gov permit tracking system.

⁵ For City review, staff may "conditionally approve" building permits by redlining minor items on the construction documents. An example of a minor item is a redline on the sheet index indicating a sheet included in the drawing set but not listed on the sheet index. Another example is the receipt of a completed Certificate of Special Inspections. County staff shall include these items in the email confirmation sent to City staff for City staff to record redlines to paper drawing sets or to request missing items indicated by the reviewer.

⁶ Each AHJ shall determine if the building permit application is denied.

B. Building Inspection Process

All Coconino County Building Division Inspectors will participate in a City of Flagstaff sponsored training. During this training, County staff will be introduced to and learn the City of Flagstaff's web based computerized inspection software. Information about how inspections are to be conducted within the City of Flagstaff will be delivered by the City's Building Official/Lead Building Inspector.

All City of Flagstaff Building Inspectors will participate in a Coconino County sponsored training. During this training, City of Flagstaff will be introduced to and learn Coconino County's web based computerized inspection software. Information about how inspections are to be conducted within unincorporated Coconino County will be delivered by the County's Building Official/Lead Building Inspector.

Training days for process familiarization, Code knowledge, and experience can be scheduled by the Building Official of either jurisdiction, with time and workloads permitting.



In the event the City of Flagstaff experiences a workload not able to be handled by their current staffing, the Building Official for the City of Flagstaff will contact the Building Official for Coconino County. A non-formal request for assistance with inspections will be made. If Coconino County's inspection staff can assist, without detriment to the Coconino County inspection schedule, inspection personnel will be dispatched.

In the event of a declared emergency or natural disaster, the City of Flagstaff will make a formal request for assistance from the Coconino County Building Official. Coconino County Inspectors will be dispatched as necessary.

In the event Coconino County experiences a workload not able to be handled by their current staffing, the Building Official for Coconino County will contact the Building Official for the City of Flagstaff. A non-formal request for assistance with the inspections will be made. If the City of Flagstaff's inspection staff can assist, without detriment to the City of Flagstaff's inspection schedule, inspection personnel will be dispatched. City of Flagstaff inspection staff responding will not be required to travel more than 30 miles from incorporated Coconino County for any inspections.

In the event of a declared emergency or natural disaster, Coconino County will make a formal request for assistance from the City of Flagstaff's Building Official. City of Flagstaff Building Inspectors will be dispatched as necessary.

Each employee responding to a call for assistance will use their own jurisdictions issued equipment. Coconino County employees will only use their issued vehicles, computers, and cell phones during IGA responses. City of Flagstaff employees will only use their issued vehicles, computers, and cell phones during IGA responses.

All written documentation of inspections completed, correction notices, deficiency reports, and/or utility authorizations, will be completed by the inspector conducting the inspection. Any documentation collected from contractors, homeowners, and/or third-party firms, will be delivered by the inspector to the jurisdiction issuing that permit. All pertinent information, documentation, and inspection results will be entered into the jurisdictions permit tracking program by the end of shift.

At no time will a Coconino County employee identify themselves as City of Flagstaff employees. And no City of Flagstaff employee may identify themselves as Coconino County employees.

All policies and procedures governing the jurisdictional employee will remain in place while performing work under the IGA.