



**Type of Submittal** **Estimated Initial Processing Time**

Owner/Builder – New SFR	1 to 1 ½ hours
Owner/Builder – Addition	45 minutes
Owner/Builder – Accessory Structure	45 minutes
Commercial Tenant Improvement (TI)	1 to 1 ½ hours
Signs/Monuments	45 minutes
Mobile Homes – Private Land	1 hour
Mobile Home – In a Park	30 minutes
Park Models	30 minutes
Solar-Roof or Ground (Max per day is 3)	1 hour
Walls	45 minutes
Septic Permit – New	30 minutes

**Over the Counter Approvals** **Estimated Total Processing Time**

MPE –Electrical/Gas Line/Hot Water-Plumbing	45 minutes
Demolition	45 minutes
Burn Permits	30 minutes
Dust Permits	30 minutes
Dog Tags	30 minutes

**Type of Permits That Can Be Submitted On-line**

- BUILDING STANDARD PLANS
- BUILDING STANDARD PERMITS
- COMMERCIAL/TENANT IMPROVEMENT PERMITS
- MECHANICAL, PLUMBING & ELECTRICAL PERMITS (MPE)
- POOL/SPA PERMIT
- SINGLE FAMILY RESIDENCE PERMIT SOLAR PERMIT

**Mandatory On-line Submittal**

Site Plan Review (Pre-app to be submitted in Florence  
 Subdivision Office) (Pre-app to be submitted in  
 Florence Office)

## **IMPORTANT NOTICE**

PLEASE ARRIVE AN HOUR BEFORE CLOSING, TO ENSURE THERE IS ENOUGH TIME FOR SUBMITTAL.

MULTIPLE SUBMITTALS AS WELL AS LARGER PROJECTS WIL REQUIRE MORE TIME; PLEASE MAKE TIME ALLOWANCES.

IF YOU DO NOT ARRIVE WITH ADEQUATE AMOUNT OF TIME NEEDED TO FUFILL A SUCCESSFUL SUBMITTAL OF YOUR PERMIT(S), YOU MAY BE ASKED TO RETURN THE FOLLOWING BUSINESS DAY.

### **Apache Junction**

Monday

8:30AM to 3:30PM

Thursday

8:30AM to 12:30PM

### **Florence**

Monday - Friday

8:00AM to 4:30PM

### **Oracle**

Tuesday

8:30AM to 12:30PM

### **Casa Grande**

Wednesday

8:30AM to 12:30PM