



EFFECTIVE JUNE 24, 2015

ALL FAXED APA PERMIT REQUESTS RECEIVED BY PDSD:

- WILL BE PROCESSED AND ALL DOCUMENTS FAXED BACK TO THE APPLICANT. THERE WILL BE NO FOLLOW UP USPS MAIL SENT WITH THE ORIGINAL PERMIT AND RECEIPT.
- EXPECT TO RECEIVE A FAXED COPY OF THE PERMIT, INSPECTION CARD AND YOUR RECEIPT IN THE RETURN FAX. IF YOU LOSE THE COPY OF YOUR PERMIT, THEY CAN BE REPRINTED FROM:

[PRO](#) (Property Research online)

ALL EMAIL APA REQUESTS RECEIVED BY PDSD:

- WILL BE PROCESSED AND ALL DOCUMENTS EMAILED BACK TO THE APPLICANT. THERE WILL BE NO FOLLOW UP USPS MAIL SENT WITH THE ORIGINAL PERMIT AND RECEIPT.
- EXPECT TO RECEIVE A FAXED COPY OF THE PERMIT, INSPECTION CARD AND YOUR RECEIPT IN THE RETURN FAX. IF YOU LOSE THE COPY OF YOUR PERMIT, THEY CAN BE REPRINTED FROM PRO.



*Planning and Development Services
Doing our part in saving our resources and conserving budget dollars.*



Advance Payment Account Application
City of Tucson

Development Services Department
201 N. Stone Ave. 520-791-5550 (PH)
520-791-4475 (Fax)

DSD Account No. _____
For office use only

PDSB reserves the right to close this account if the minimum balance of \$100.00 is not maintained.

Date: _____ Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone No. _____

Contractor License No: _____ License type: _____

Persons authorized to use this account (print legibly): Use back of sheet for if needed.

1. _____ 2. _____

3. _____ 4. _____

**ANY CHANGES TO AUTHORIZED USERS MUST BE SUBMITTED IN WRITING.
CHANGES NOT SUBMITTED IN WRITING WILL NOT BE PERMITTED.**

I consent to allow the City of Tucson, Development Services Department to withdraw permit and permit-related fees from my advance payment account. I understand I must maintain a \$100.00 balance and that there is a service charge for each transaction of \$6.00 for phone request and .50 cents in person. Development Services Department will mail copies of the permit issued and the receipt. I understand that the City of Tucson, Development Services Department is not responsible for unauthorized uses of my account.

Signed: _____ Printed Name: _____

I CONSENT TO FOLLOW ALL OF THE GUIDELINES SET FORTH BELOW TO PULL PERMITS THROUGH MY APA ACCOUNT. I FURTHER UNDERSTAND THAT A PERMIT MAY BE REVOKED IF THE SCOPE OF WORK DOES NOT MATCH THESE GUIDELINES AND NO REFUND WILL BE ISSUED.

PAGES 1 THROUGH 3 MUST BE SIGNED AND INITIALED WHERE INDICATED AND MAILED OR FAXED BACK TO THE CITY OF TUCSON DEVELOPMENT SERVICES.

Signed: _____ Printed Name: _____

Advanced Payment Account (APA) Directions

Contractors may open an Advanced Payment Account with a minimum deposit of \$100.00 The APA voicemail and fax service is for simple permits, not for permits that require plan review or detailed work.

Those permits must be purchased in person at the Development Services Dept.: 201 N. Stone Ave, Tucson, AZ 85701. Hours are Monday – Friday 8:00 AM to 4:00 PM.

Account Balance – A \$100.00 balance must be maintained to keep this account active. It is your responsibility to ensure there are sufficient funds available in your account to process requested transactions. If there are insufficient funds to process a permit, it will not be processed. We will attempt to contact you and relay this information. Accounts with no activity for six months or more or accounts not maintaining the minimum balance of \$100.00 will be closed and a check mailed for the amount of the balance in the account to the account address on file. Your account information is always available online at <http://www.tucsonaz.gov/webapp/DevSvcsWebApp/Apa>.

Faxing the permit request - Use only the form we provide (a copy is attached). The fax telephone number to use is (520) 791-4475. Telephoning the permit request - Make sure to speak slowly and clearly. Failure to leave accurate information may result in a delay in issuing your permit. Please make sure you have the following information before you leave your message at (520) 791-4536.

1. Your name and the name of your company
3. A telephone number we can call to tell you your activity number
4. Your APA Account number.
5. The complete job address including any applicable space or unit numbers.
6. Detailed information as to the type of work to be done. Please state details such as:
 - amperage of electrical service upgrades or installations
 - number of BTU's for furnaces
 - amount of HP for air conditioners

Message processing - Messages are removed from the APA voicemail by 2:00 p.m. daily. If you call before 2:00 p.m., your permit requests will be processed by 3:30 p.m. If you call after 2:00 p.m., your permit requests will be processed the following workday.

Fax processing – Faxed and emailed requests received by 2:00 p.m. daily will be processed by 3:30 p.m. the same day unless there is a mechanical or plumbing template attached for review. Faxed/emailed requests after 2:00 p.m. without an attached template will be processed by 3:30 p.m. the next business day. **Requests with a template will be processed within 2 business days after the day the request was received.**

Every attempt will be made to contact you with a permit number by 3:15 the day the permits are processed. If we contact you after 3:30 and an inspection is needed for the following business day, we will hand write the inspection for you. If you have requested more than 10 permits at a time, every attempt will be made to issue the permits that day. If this is not possible, staff will telephone you and advise you when the permits will be completed.

Important contact information:

To request a permit 520-791-4536

To request an inspection 520-791-3111

To fax permit requests 520-791-4475

For your APA account balance <http://www.tucsonaz.gov/webapp/DevSvcsWebApp/Apa>

For questions about your account email us at COTDSDPERMITS@tucsonaz.gov

For a Gasline Template:

http://www.tucsonaz.gov/dsd/Permit_Review_/Residential/GAS_LINE_DIAGRAM_LAYOUT.pdf

For a Mechanical Template:

http://www.tucsonaz.gov/dsd/Permit_Review_/Residential/HVAC_UPGRADE.pdf

Allowable permits and permit descriptions with explanations:

PLUMBING

- Water Heater replacement:** Replace at original location
- Water heater relocation:** Replace to a new location
- Water Softener replacement:** Replace at Original location
- Add Water Softener:** Install new (building never had one)
- Water yard line piping:** Repair or replace from meter to building
- Water interior re-pipe:** Replace interior building water distribution system.
- Water interior repair:** Repair existing water system interior to building
- Gas Reconnect:** No new piping allowed. Pressure test required on entire system and any life safety issues will be addressed.
- Gas Repair:** Pressure test required on entire system and any life safety issues will be addressed.
- Re-Route gas line**.....Not an allowable fax or phone APA permit

****** Repair, Re-route, Connect or Re-connect to the sewer requires you to come into Development Services for the permit and a review by Pima County Wastewater is required. ******

MECHANICAL

- Replace existing furnace**..... Replace Interior like for like (**specify size**).
- Replace furnace**..... Include new electric circuit (**specify, add coil & condenser**)
- Add to existing furnace**..... Adding coil & condenser includes new electric circuit for condenser.
- Replace existing split system**..... Specify size & location **-roof top mounted units require plans submitted on the template.**
- Install new gas pack on roof** **A template must be submitted by fax.**
- Install new heat pump on roof**..... **A template must be submitted by fax.**
- Replace gas pack on roof**..... **Like for like only (specify size).(no addition of gas lines) load calcs may be required, A template must be submitted.**
- Replace heat pump on roof**..... **Like for like only (specify size) (what you are replacing- load calcs may be required, A template must be submitted.**
- Replace condensing unit**..... Specify size and what you are replacing- load calcs required
- Install evaporative Cooler**..... New cooler only. Replace like for like doesn't require a permit.

ELECTRICAL

- Adding circuits *** Number of circuits * maximum of 4 (No special Use conditions allowed)
- Electric Reconnect**..... Residential or Commercial (no new service allowed on APA)
- Electric Upgrade**..... From ___# of Amps to ___# of Amps (nothing over 200 Amps)
- Replace Electric Service**..... Commercial or Residential (nothing over 200 Amps)
- Electric overhead to underground**.....Not an allowable fax or phone APA permit
- Add sub panel**.....Not an allowable fax or phone APA permit
- Reroute Electrical**Not an allowable fax or phone APA permit

I HAVE READ AND AGREE TO FOLLOW ALL OF THE GUIDELINES SET FORTH TO PULL PERMITS THROUGH MY APA ACCOUNT. I FURTHER UNDERSTAND THAT A PERMIT MAY BE REVOKED IF THE SCOPE OF WORK DOES NOT MATCH THESE GUIDELINES AND NO REFUND WILL BE ISSUED.

Signed: _____ Printed Name: _____

Apa # _____ Company Name _____ Date _____

City of Tucson APA Permit Request
Fax to 520-791-4475
COTDSDPERMITS@tucsonaz.gov
Complete all blanks, write legibly, do not abbreviate.

Date of request: _____ Company Name: _____

Authorized by: _____ Phone No.: _____ Fax No.: _____

APA Account #: _____ Project Address: _____

Activity Number: _____ (DSD Office Use ONLY)

HEATING AND COOLING UNITS Roof top work? YES NO (circle one)

PDSB reserves the right to close this account if the minimum balance of \$100.00 is not maintained

_____ **Gas Furnace** _____ #BTUH _____ Replace _____ New

_____ **Heat Pump** _____ #KW _____ #Tons _____ New _____ Replace (what) _____

_____ **Gas Pack** _____ #BTUH _____ #Tons _____ New _____ Replace (what) _____

_____ **Split System/Gas** _____ #BTUH _____ #Tons _____ New _____ Replace (what) _____

_____ **Split System/Elec** _____ #KW _____ #Tons _____ New _____ Replace (what) _____

_____ **A/C Replacement** _____ No. Units _____ No. HP **Replace (what)** _____

_____ **Furnace Replacement** _____ No. Units _____ No. BTU **Replace (what)** _____

_____ **Water Softener** _____ No. Units _____ Replace _____ Install

_____ **Replace Water Heater** _____ No. Units **Interior? Y or N**

_____ **Electrical Upgrade** From _____ (amps) To _____ (amps) **New Service Y or N**

_____ **Electric Reconnect** _____ Commercial _____ Residential

_____ **Add Circuits** _____ No. Circuits

_____ **Repair/Replace Gas line** _____ no. Outlets _____ No. Feet (template required)

_____ **Gas Reconnection** _____ No. Outlets _____ Commercial _____ Residential

_____ **Replace yard water line** _____ No. Feet

_____ **Replace interior water lines** _____ No. Feet _____ No. Fixtures

*******Requests with a Mechanical or Plumbing Template will be processed within 2 business days after the day the request was received.*******