



EFFECTIVE FEBRUARY 16th, 2016

THERE IS NO LONGER A MESSAGE PHONE LINE FOR APA'S. PERMIT APPLICATIONS MUST BE SENT BY E-MAIL OR FAX.

E-MAIL: <mailto:COTDSDPermits@Tucsonaz.gov>

Fax Number: 520-791-4475

ALL APA REQUESTS RECEIVED BY PDSB BY EITHER EMAIL OR FAX:

- WILL BE PROCESSED AND ALL DOCUMENTS E-MAILED OR FAXED BACK TO THE APPLICANT. THERE WILL BE NO FOLLOW UP USPS MAIL SENT WITH THE ORIGINAL DOCUMENTS.
- APPLICATIONS RECEIVED PRIOR TO 2:00 PM MON-FRI WILL BE PROCESSED BY 3:00 PM THE FOLLOWING BUSINESS DAY. APPLICATIONS WITH A GAS OR MECHANICAL TEMPLATE WILL BE PROCESSED WITHIN 2 BUSINESS DAYS.
- EXPECT TO RECEIVE AN E-MAILED OR FAXED COPY OF THE PERMIT, INSPECTION CARD, AND RECEIPT. IF YOU LOSE THE COPY OF YOUR PERMIT, THEY CAN BE REPRINTED FROM PRO:

[PRO](#) (Property Research online)

**PLEASE NOTE: WE WILL ONLY ISSUE AND FAX/E-MAIL SINGLE TRADE PERMITS REQUIRING NO PLAN REVIEW.
(GAS LINE OR MECHANICAL UPGRADE TEMPLATES ARE ACCEPTED)**

**THE APA MAY BE USED FOR ALL PERMIT TRANSACTIONS.
PLAN SUBMITTAL AND MULTIPLE REVIEWS REQUIRE SUBMITTAL OR
PERMIT ISSUANCE IN PERSON AT THE PERMIT COUNTER.**



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



Advance Payment Account Application
City of Tucson
Planning and Development Services Department
201 N. Stone Ave. 520-791-5550 (PH)
520-791-4475 (Fax)

PDS Account No. _____ <small>For office use only</small>
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PDS 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, Planning and Development Services Department to withdraw 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 \$6.60 for mail requests and .55 cents for faxed, e-mail, or in-person transactions. Planning and Development Services Department will fax or email copies of the permit issued and the receipt. I understand that the City of Tucson, Planning and 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 AND/OR MAKE PERMIT PAYMENTS 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 RETURNED WITH DEPOSIT TO THE CITY OF TUCSON PDS.

Signed: _____ Printed Name: _____

Advanced Payment Account (APA) Directions

Contractors may open an Advanced Payment Account with a minimum deposit of \$100.00 The APA email and fax service is for simple permits, not for permits that require plan review or detailed work. Those permits must be issued in person at COT PDS: 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>.

Emailing the permit request: . Attach a PDF copy of the form we provide (a copy is attached) and any required Plumbing or Mechanical templates. The email to use is: COTDSDPermits@Tucsonaz.gov

Faxing the permit request - Fax only the form we provide (a copy is attached) and any Plumbing or Mechanical templates. The fax number to use is (520) 791-4475.

Faxed and emailed requests received by 2:00 p.m. daily will be processed by 3:00 p.m. the following business day unless there is a mechanical or plumbing template attached for review.

Requests with a template received prior to 2:00 pm will be processed within 2 business days after the day the request was received.

Every attempt will be made to provide 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 your permits the following business day. If this is not possible, staff will telephone or email you and advise you when the permits will be completed.**

IMPORTANT CONTACT INFORMATION:

To request an inspection	520-791-3111
To fax permit requests	520-791-4475

To speak to the Permit Counter Staff: 520-791-5550 extension 7.

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

Email applications or request inspections: COTDSDPERMITS@tucsonaz.gov

For a Gasline Template: <https://www.tucsonaz.gov/files/pdsd/permits/Gas%20Piping%20Template.pdf>

For a Mechanical Template: https://www.tucsonaz.gov/files/pdsd/permits/Air_Conditioning_Template.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. All life safety issues must be addressed
Pressure test required on entire system
Gas Repair: New piping not considered repair (template required for new piping)
Pressure test required on entire system
Replace Gas Line:.....Template is required
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

NOTE: Load and sizing calculations are required for HVAC equipment

- Replace existing furnace**..... Replace Interior like for like (**specify size**).
New 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
Install new gas pack on roof**A template must be submitted by fax or email.**
Install new heat pump on roof..... **A template must be submitted by fax or email.**
Replace gas pack on roof..... **Like for like only (specify size)(no gas line work on APA)**
Replace heat pump on roof..... **Like for like only (specify size).**
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.

New and replacement HVAC equipment require load and sizing calcs.

ELECTRICAL

- Adding circuits ***Max of 2 (No special Use conditions or exterior lighting allowed on APA)
Electric Reconnect..... Residential or Commercial (new services not allowed on APA)
Electric Upgrade..... Up to a maximum 200 Amps (same location)
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 ElectricalNot 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: _____ Unit #: _____

COMMERCIAL PROPERTY _____ RESIDENTIAL PROPERTY _____

Activity Number: _____ (DSD Office Use ONLY)

HEATING AND COOLING UNITS	Roof top work?	YES	NO	(circle one)
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_____ 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) up to _____ amps (**200 amps MAXIMUM allowed**)

_____ Electrical Reconnect _____ Commercial _____ Residential

_____ Add Circuits _____ No. Circuits (**maximum of 2 allowed**)

_____ 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

- **Important Change** Effective 8/1/16 All APA requests are a 24 to 48 hour turn around. Requests with a Mechanical or Plumbing Template will be processed within 2 to 3 business days after the day the request was received.