



Pursuant to IRC Section R301.1.5, a survey may be required when a structure is built less than two feet from or into any required building code and/or zoning ordinance setback, or where other special circumstances exist. The survey must be completed by an Arizona registered land surveyor. These requirements do not apply to recently platted subdivisions that are currently in production or fences unless there are discrepancies encountered in the field that would require the property lines to be identified by a licensed surveyor.

PERMIT APPLICATION REQUIREMENTS

Applicant is to complete the following information at the time of application:

Project Address: _____

Applicant Name (please print): _____

Applicant Signature: _____ **Date:** _____

I hereby affirm that I am the project owner or the owner's designated representative and that I have been made aware of the survey requirements for this project.

INSPECTION REQUIREMENTS

1. All property corners must be verified (existing pins) or set by an Arizona registered land surveyor prior to the footing inspection.
2. Registered land surveyor is to complete this form at the time of survey. This form must be presented to the building inspector at the footing inspection.
3. After all foundation forms have been set and prior to pouring the foundation, the building inspector must verify the setback requirements for the proposed construction. Failure to maintain required building code and/or zoning ordinance setbacks may require additional approvals.

TO BE COMPLETED BY REGISTERED LAND SURVEYOR		
Project Name	Project Address	Permit No.
Project Owner	Mailing Address	Phone No.
Surveyor Name	Address	Phone No.
<p>I hereby affirm that I have been designated by the Owner/Owner's agent as the Land Surveyor responsible for the survey requirements for this project as set forth above. I agree to and understand the survey requirements for this project. I have surveyed the above project and have verified the location of all existing property pins and/or set new property pins at all property corners.</p>		
<p>(Seal, Sign and Date)</p>		

STAFF INSTRUCTIONS

Plan Reviewer: Verify that the proposed construction complies with all applicable building code and/or zoning ordinance setback requirements. Obtain copies of any special approvals for encroachment into setbacks (i.e., building code modification, variance). Notify the applicant that a survey will be required for this project. Applicant is to sign this form confirming notice of survey requirements. Note in the scope of the permit, "All property corners must be identified or set by an Arizona registered land surveyor prior to the footing inspection." Attach this form to the site plan (both sets).

Building Inspector: Obtain this form at footing inspection. Verify that property pins have been located and/or set. Verify that proposed construction meets all building code and/or zoning ordinance setbacks. Forward this form to the Records section of Planning & Development.

Records Staff: Place this form with the project records. Scan into SIRE with the other related documents.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.