



Purpose

This document will serve as the guideline for the plan review and submittal process for modernizations and upgrades to an existing elevator, dumbwaiter, moving walkway, escalator, or other such conveyances.

Depending on the scope of the project and building conditions, additional permit(s) may be required for Electrical, Structural, Plumbing/Mechanical, and/or Fire inspections.

Plan Submittal

1. Plan Submittal: The developer will submit 11”X17” (Ledger) plans to the Elevator Section at the Planning and Development Inspections building located at 438 W. Adams Phoenix, AZ.
 - a. Plans will need to include:
 - i. An [Elevator Permit Application](#)
 - ii. The Permit Application shall be included with each plan.
 - iii. The fully complete Permit Applications and plans shall submitted individually and then bundled per project.
 - iv. Architect review stamps shall be on all drawing pages, and Engineering review stamps on each page containing loads, calculations, sills, pits, reactions and pounds. §R4-30-304
 - b. Submittals shall be placed in the Elevator Incoming bin at the front counter at the 438 W. Adams building, and the log-in registry shall be signed and dated with contact information.
 - i. The Elevator Section will check the Elevator Incoming bin once daily during normal business hours of 8:00 AM to 4:00 PM.
 - ii. The Elevator Section will log-in the plans as a Large Plan Review By Elevator (LPBE) within two business days and will begin the plan review timeline.
 - c. At the time of Plan Submittal, the plan review fee will be due. The fee will be based on valuation from Table A of the fee ordinance approved in Chapter 9 of the Phoenix City Code. [Planning & Development Department Fee Schedule](#)
 - d. The customer will be contacted by the Elevator Senior Technician to provide fees due, and payments may be made via phone by calling 602-262-7853 or in person at the 438 W Adams Street building.

Plan Review

1. Plan Review: The plan review is typically processed within 15 days but may take up to 30.
2. Approved Plans: The customer will be contacted by the Elevator Section when the plan review has been completed and the stamped approved plans will be returned.
 - a. Optionally the customer can choose to come to 438 W. Adams and collect the plans from the Elevator outgoing bin.
 - b. If corrections were required, the process would be the same as above item 1, but will be noted as a correction and shall include the original submittal and the revised set.
3. Once the plans have been approved the Elevator Contractor may purchase the Elevator Permit (ELEV) and schedule the required inspections.

Key Contacts

Senior Elevator Engineering Technician:	602-262-5073
Elevator Building Code Examiner (Plan Reviewer):	602-501-1408
Elevator Email:	elevator.inspections@phoenix.gov