



TOWN OF CAREFREE
8 Sundial Circle
P.O. Box 740
Carefree, AZ 85377
(480) 488-3686 | Fax (480) 488-3845

SUMMARY OF BUILDING PERMIT PROCESS

1. Zoning Applications

Please make sure the proposed development is allowed pursuant to the Zoning Ordinance prior to applying for a building permit. Some development and land uses require approval of a zoning application prior to submitting a building permit (e.g., mountainside, rezoning, special use permit, variance, site plan review, lot split, etc.). For more information, please refer to the Zoning Ordinance which is available at www.carefree.org, or contact the carefree Planning & Zoning Department (see above contact information).

2. Other Agencies

Several external agencies oversee County, State, and Federal regulations, or specified aspects of development, such as dust control, air quality, water quality, stormwater management and flood control, taxes, septic, fire services, public safety, and utilities. Approvals from the applicable agencies will be required during the building permit process.

3. Pre-submittal Meeting

For new construction and major changes, it is highly recommended that applicants meet with both Building Department and Planning & Zoning staff prior to permit submittal to discuss the development and applicable requirements. Routine permits for small projects may not require a meeting, but it is always advisable to check.

4. Submittal of Plans and Fees

Only complete submittals will be accepted. Submittal checklists are available at Town Hall and the Town website, www.carefree.org.

5. Plan Review

Please allow typically 3-4 weeks for the first review and 2-3 weeks for second review. The review period could be less depending on the quantity of permits in review and project scope. Certain minor permits, such as gas lines, water heaters, or minor electrical permits could be approved in the same or next day following submittal.

6. Issue Permit

No work can be started until the building permit has been issued. When all applicable plans, documents and fees have been provided and applicable local, county, state, and Federal requirements have been met, the building permit will be issued. Noncompliance can result in double fees or other code compliance measures per the Town Code and Zoning Ordinance.

7. Inspections and Completion

Building and Zoning inspections must occur at necessary intervals, depending on the approved permit. Upon completion of any permitted work, a final inspection is required by both the Building and Zoning inspectors prior to utility clearances and issuance of the Certificate of Occupancy for new buildings or final inspection and close-out of the permit for additions, remodels, and other permitted work.