



Project Guide



2024

480-832-0200

www.ventureoutmesa.com

PROJECT TIMELINE & CHECKLIST

VENTURE OUT MESA

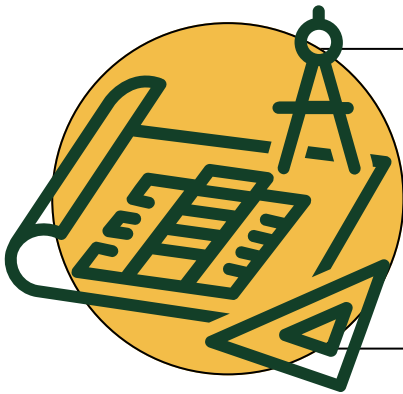


VENTURE OUT PERMIT

It is **mandatory** to obtain a permit authorizing the installation of a new Park Model or Recreational Vehicle, structures, or exterior alterations/lot improvements to an existing lot. A trash permit may also be requested.

INSPECTION & PHOTOS

Inspection and photos will be done prior to the approval of the Venture Out permit. If necessary, the lot must be brought to full compliance at the same time the project is being completed. Routine visual inspections and photo documentation are conducted on an as-needed basis by Venture Out staff.



CITY OF MESA PERMIT

Projects including structural, electrical, mechanical, or plumbing work will **usually** require a City of Mesa permit. Visit the Venture out office to obtain a VO Permit and to provide your City of Mesa permit.

FINAL INSPECTION

Once the work is completed and Venture Out has taken final photos, schedule your final inspection with the City of Mesa.

You can track the progress and issuance of your permit of your permit may be viewed through the [City of Mesa Online Permit portal](#)



HOMEOWNER'S GUIDE TO BUILDING PERMITS

CITY OF MESA

A construction permit or building permit may be required as part of a residential project for **new construction, for renovation or for expansion of an existing residence**. The following is a summary of when a permit is needed and how to go about obtaining a permit from the City of Mesa. The goal of permitting process is to make sure that all buildings are safe and free from hazards.

WHAT IS A BUILDING PERMIT?

A building permit is an official document issued by the City of Mesa that authorizes a specific construction activity. Generally, if a permit is required, the construction activity must be inspected during construction and after completion to ensure compliance with the City's building codes. Failure to obtain a permit can result in significant fines and penalties, and even demolition of unauthorized construction if it cannot be brought into compliance with code requirements.

Often the construction plans may be drawn by the homeowner, however, for some projects, the plan requires preparation by a licensed architect or engineer registered by the State of Arizona. Contact the Development Services staff at 480-644-4273 to find out if the design of your project requires a registered professional.

WHY DO I NEED A BUILDING PERMIT?

A permit ensures that construction complies with the City of Mesa building codes and zoning regulations. It is better to discover code discrepancies during the plan preparation process than after your project is under construction. The City of Mesa inspector may discover faulty materials, deviations from the approved plans or violations of codes and regulations that may result in an unsafe or hazardous condition for you and your family.



WHEN IS A BUILDING PERMIT REQUIRED?

CITY OF MESA

A building permit is required when any **structural change or major alteration is made to a building or when any new construction is undertaken**. Permits for building, mechanical, plumbing, and electrical work are required as outlined below. A permit may also be required to turn utilities back on after a fire. When the fire department turns off electrical and gas utilities because of a fire, a fire damage report is prepared by a Building Inspector. This report will state whether a permit is required to rebuild.

TYPE OF BUILD:



- Structures, such as tool and storage sheds, playhouse and similar one-story detached accessory structures (1, 2, 4)



- Fences more than 6ft high located on property zoned for single residence uses (1, 2 3)



- Retaining walls more than 4ft high measured from bottom of footing to top of the wall (1, 2 3, 5)



- Sidewalks & Driveways 30in greater above grade (1, 2 3, 6)



- Prefabricated, above ground swimming pools that are 18in or less deep with a capacity of 5,000 gallons (1, 2 3)



- Swings and other playground equipment (1)



- Light-gauge, premanufactured metal patio covers, awnings, and metal frame fabric covered shade structures (1, 2)



- Equal replacement of exterior potable water supply line to a building and exterior sanitation drainage line from a building. Backflow prevention, environmental protection, solid waste, storm water pollution control and work done with a public easement or City of Mesa right-of-way

1. The property is subject to the Desert Uplands Development Standards
2. The structure is located in a Historic Preservation Overlay District or on site designated as a historic landmark
3. The structure is located on a public easement
4. The floor area exceeds 200 sq. ft.
5. The wall is supporting a surcharge (additional load from another source such as a pool or driveway)
6. The sidewalk and driveway isn't over any basement or story below is not an accessible route.



WHEN IS A BUILDING PERMIT NOT REQUIRED?

CITY OF MESA

All projects, whether or not a permit is required, must comply with the 2018 International Residential Code, the Mesa City Code Title 4 Building Regulations and the City of Mesa Zoning Ordinance. Copies of codes are available online, at one of the Mesa Public Libraries, or at the Mesa City Clerk's office.

PROJECTS THAT DO NOT REQUIRE A BUILDING PERMIT:

- Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.
- Replacement of roofing material provided the replacement roofing material is similar to the existing material.
- Window awnings on detached 1 & 2 family dwellings supported by an exterior wall, projecting no more than 54" from the wall and not requiring additional support. Check the zoning ordinance for side or rear setbacks and the distance the awning can project into setbacks.
- Stopping leaks in drains, water, soil, waste, or vent pipes. Permits are required for removed and replacement of drains, water, soil, waste or vent pipes and concealed traps)
- Clearing stoppages or repairing leaks in pipes, valves, or fixtures, and the removal and re-installation of toilets. Permits are required for the removal and replacement of re-arrangement of valves, pipes, or fixtures.
- Temporary decorative lighting that doesn't require re-wiring and will be removed within 90 days.

FOR FURTHER QUESTIONS:

Contact the City of Mesa Development Services staff at 480-644-4273 to make an appointment with a residential examiner or visit City of Mesa at 55. N. Center St. M-F from 7am-6pm (excluding holidays). City of Mesa Staff is available to answer questions about residential permits, building codes and zoning ordinance requirements.



STEPS TO OBTAINING A PERMIT

CITY OF MESA

Application and plan submittal is now done electronically. When you have completed your drawings, go to the [Mesa E-Permit Portal](#) for instructions on uploading your plans. For further assistance, visit 55 N. Center St. M-F from 7am to 6pm or call 480-644-4273. A homeowner or contractor can submit the application for a permit, but it is the responsibility of the homeowner to ensure a permit is obtained.

WHAT IS NEEDED TO OBTAIN A PERMIT?

Construction Plans:

- **Plans for new home construction** should include site plan, code data sheet, architectural, structural, electrical, plumbing and mechanical plans, specifications and calculations, as applicable.
- **Plans for additions, remodels, accessory structures or other construction** should include site plan, code data sheet, architectural, structural, electrical, plumbing and mechanical plans, specifications and calculations as applicable.
- **Plans for swimming pools** should include site plan, structural, electrical and plumbing plans, specifications, as applicable.

HOW MUCH DOES A PERMIT COST?

Permit fees are based on the International Code Council valuation of the project. For valuations calculated to be less than \$25,000, permit fees will be based on the number of inspections required.

WHAT COMES NEXT?

Once a permit has been obtained, there are certain responsibilities places on the homeowner/contractor. The individual doing the work authorized by the permit must call for a City of Mesa inspection **prior to covering or concealing the work**. The required inspection must be scheduled and passed before work can continue or be concealed. Permits are valid for **180 days** after issued. **If you need to renew a permit, call the City of Mesa permit office before expiration at 480-644-4273.**



DO-IT-YOURSELF HOMEOWNER-BUILDER ASSISTANCE PROGRAM

CITY OF MESA

The City of Mesa can give you personal assistance with your Do-It-Yourself project. Our Specialists can help to ensure that your plans meet building code requirements and, when built per the plans, that your project can pass the required inspections. Typical projects covered under this program include:

- **Covered Patios**
- **Patio Enclosures**
- **Carports**
- **Carport Enclosures**
- **Decks**
- **Room Additions**
- **Bathroom Remodels**
- **Kitchen Remodels**
- **New Gas Piping & Appliances**
- **Electrical Upgrades**
- **Attached & Detached Gazebos, Ramadas and Pergolas**



HELPFUL LINKS & CONTACT INFORMATION

Venture Out Mesa: 5001 N. Main St. | 480-832-0200

Summer hours M-TH 7am-5pm
(Effective from 4/8/24 to 9/30/24)

Fall/Winter hours M-F 8am-3:30pm

info@ventureoutmesa.com

City of Mesa Development Services: 55 N. Center St. | 480-644-4273

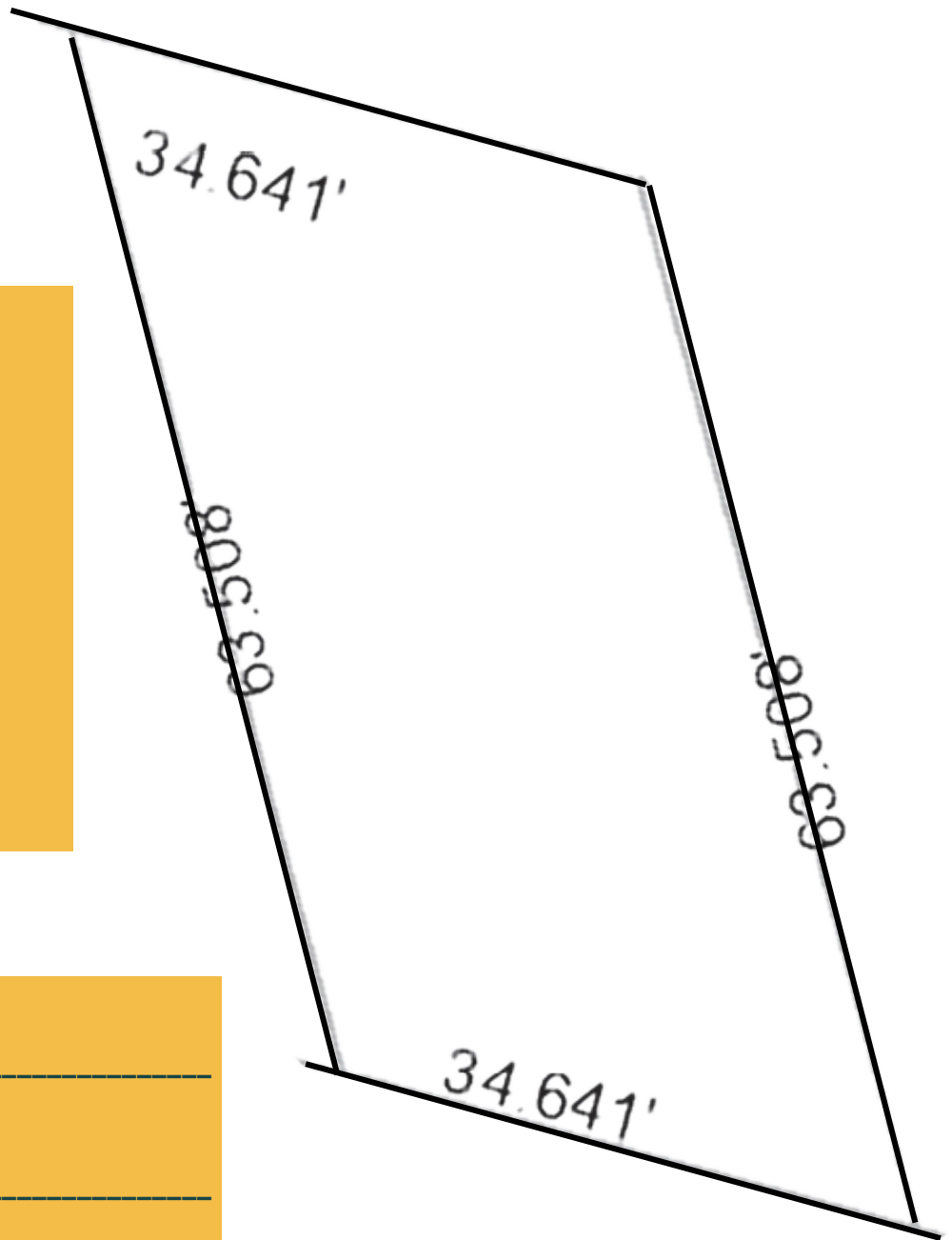
Hours of Operation: M-F from 7am to 6pm

[Mesa City Ordinance Code Site](#) | [Mesa City Zoning Ordinance Site](#)

VENTURE OUT MESA
5001 E. MAIN ST. MESA, AZ 85205
480-832-0200



LOT DESIGN FORM



NOTES:

NAME:

LOT ADDRESS:

PHONE #

***PLEASE DO NOT USE THIS FORM TO
REPLACE AN OFFICIAL LOT SURVEY**

