How do I schedule an inspection?

To schedule by telephone, call 602-506-3692. Have your permit tracking number and the inspection code / number ready. Don’t forget to schedule inspections for related or “Go To” permits.

To schedule online, visit https://acela.maricopa.gov/CitizenAccessMCOSS/ Enter your permit tracking number and select the appropriate inspection.

If you call or schedule BEFORE 2:30 p.m., an inspector will be onsite the following business day.

If scheduled on Friday before 2:30 p.m., it will be a Monday inspection, if Monday is not a recognized holiday.

If you call to schedule on a Friday after 2:30 p.m. or at any point over the weekend, the inspection will be set for Tuesday. If Monday is a holiday, then the inspection will be Wednesday.

Our focus is to provide safe and timely services for the citizens of unincorporated Maricopa County so they may responsibly develop and enjoy real property.

General information concerning Drainage and Building Safety inspection process.
**IMPORTANT:**

- Permit **expires 180 days** from the date issued or the last approved inspection.
- The permit is to be **posted & visible** from the street.
- A Zoning Clearance is for the sole purpose of the subject construction listed on the permit and does **NOT** convey the approval of any construction of structures that are not the subject of the issued permit.
- Failure to secure the required final inspections is a violation of the Maricopa County Zoning Ordinance & Drainage Regulations.

Some **MINOR** permit types require **ONE** inspection - Final Building Safety

Water Heater / Softener 900
Roof-Mounted Solar PV system
Wall Mounted Sign
Minor Electrical **(upgrade or replacement)**
Gas Line Repair **(if a yard line, schedule 819 first before covering/filling line)**

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**Re-Inspection Fees**

To avoid re-inspection fees, please be sure of the following:

- Have the permit POSTED in a conspicuous location for the inspector and visible from the street
  - Have the APPROVED plans onsite
  - Ensure ACCESS
  - Secure pets
- Be ready—have that portion of the work complete for the inspection scheduled.

Inspections are conducted between 8:00 AM and 2:00 PM. Inspection times cannot be guaranteed.

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Many projects require **BOTH** inspection disciplines—Drainage & Building Safety:

- Required DRAINAGE inspections are listed on the permit.
- Required Drainage inspections must be approved / passed prior to scheduling the next Building Safety inspection.

**Examples:**
A Finish Floor Elevation, coded as #155, is required before a Stem inspection coded as a #110 or Post-Tension or Monolithic Foundation inspection, coded as #120.

A Final Drainage inspection, #970 must be passed prior to scheduling a Final Building Safety inspection.

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**Getting started—**

Inspections are specific to the project / permit type. Common **FIRST** inspections are:

<table>
<thead>
<tr>
<th>Description</th>
<th>Inspection Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drainage Finished Floor Elevation</td>
<td>155</td>
</tr>
<tr>
<td>Footing—Conventional Foundation</td>
<td>105</td>
</tr>
<tr>
<td>Fence Foundation</td>
<td>150</td>
</tr>
<tr>
<td>Post-Tension or Monolithic Foundation</td>
<td>120</td>
</tr>
<tr>
<td>Under Floor Plumbing</td>
<td>205</td>
</tr>
</tbody>
</table>

Below are a few examples of permit types and related **FIRST** inspections:

**Manufactured Home**
- Finish Floor Elevation (if required—see permit) 155
- Setback Verification 610

**In Ground Pool**
- Pre-Gunite Inspection 710

**Pool Barrier or Block Wall over 6’ ht.**
- Fence Footing 150

**Retaining wall less than 4’ or drainage fence 6’ ht or less**
- Only requires Final Drainage Inspection 970

**New construction, Additions, Accessories, the type of foundation will dictate the first inspection**
- Finish Floor Elevation (if required—see permit) 155
- Footing—Conventional Foundation 105
- Post-Tension or Monolithic Pour 120
- Under Floor Plumbing (if included in project) 205

**Interior Remodel** (residential or commercial) with no change to foundation
- Under Floor Plumbing (if included in project) 205
- Without Plumbing, Strap and Sheer 370