



BUILDING PERMIT REVIEW AND

CONSTRUCTION CHECKLIST

The following information is intended to be a guide for review and approval of any Building Safety permit application submitted to the Town of Fountain Hills (TOFH) that will also need to be reviewed and approved by the Fountain Hills Sanitary District (FHSD). Since every project is different, the Sanitary District reserves the right to request additional information to ensure each project is in compliance with all District requirements, regulations, and approvals.

PERMIT REVIEW AND APPROVAL

1. Building permit application is submitted to Town Development Services Department for review through the TOPPS online portal.
2. FHSD reviews the building permit along with various Town departments (zoning, fire safety, etc.).
 - a. If proposed work is within a public utility easement (PUE) that contains any facility owned and maintained by FHSD, applicant must contact the Sanitary District office to apply for an easement encroachment permit. If an encroachment permit can be granted, it must be included in the resubmittal of the Building Safety permit application to the TOFH.
 - b. If proposed work is within a public utility easement (PUE) that the TOFH requires to be abandoned, applicant must contact the Sanitary District office to apply for a request of no objection to the abandonment by the Sanitary District. If no objection to the abandonment can be granted, that letter must be included in the resubmittal of the Building Safety permit application to the TOFH.
3. Application is approved by FHSD and all Town departments (may require resubmittals after comments are received).
4. Town staff notifies applicant that all approvals have been given on the permit.
5. Town staff notifies applicant that they must contact FHSD to execute a sewer service agreement, prior to release of approved permit.*
6. Applicant executes sewer service agreement at FHSD and pays all connection fees per latest fee schedule. *
7. Applicant provides a copy of sewer service agreement to the Town Building Safety Department to verify applicant has completed all necessary FHSD requirements. *
8. The applicant completes final paperwork with Town staff to receive the building permit.

**** This step applies only to new construction of residential or commercial buildings.***

CONSTRUCTION INSPECTION(S) AND ACCEPTANCE

1. Permittee begins construction in accordance with building permit.
2. If project requires connection to an existing lateral on an FHSD owned sewer, applicant must request a connection inspection through the TOPPS online portal.
3. Once FHSD receives the inspection request through the TOPPS online portal, an internal work order is generated.
4. If project requires constructing a new sewer lateral or manhole on an existing FHSD owned sewer, the contractor must contact FHSD staff before construction to coordinate the correct location and installation procedure.
5. FHSD staff performs connection inspection. If project passes the connection inspection, FHSD staff attaches a beige sticker in a conspicuous location at the project site to be easily seen. If project fails the connection inspection, FHSD staff attaches a red sticker in a conspicuous location at the project site to be easily seen. Applicant cannot backfill over connection point until beige sticker has been left on site, indicating FHSD approval. All inspection results are also noted by FHSD staff on the TOPPS online portal.
6. Once project is complete, applicant must request a final through the TOPPS online portal.
7. Once FHSD receives the final inspection request through the TOPPS online portal, an internal work order is generated.
8. FHSD staff performs final inspection. If project passes the final inspection, FHSD staff attaches a green sticker inside nearest electrical panel, indicating FHSD approval. If the project fails the final inspection, FHSD staff attaches a red sticker inside the nearest electrical panel. FHSD notes all inspection results on the TOPPS online portal.
9. Town staff performs necessary final inspection(s).
10. If the green sticker is visible and the TOPPS online portal shows FHSD final approval, Town staff gives final approval of construction.
11. If no green sticker is visible on site and/or FHSD staff has noted on the TOPPS online portal that the project has not passed the final inspection, Town staff contacts FHSD (480-837-9444) to resolve matter before issuing Certificate of Occupancy.