



The information in this document is provided as a guideline for the completion of initial plan review turnaround times and the time frames applicable to the City of Nogales. Plan review timeframes for the first and second correction cycles are typically slightly reduced if the corrections are not significant. Applicant's revisions or changes to approved plans may add days to the plan review times.

City Plan Review Time Frames (Maximum)			ARS 9-835: Times Frames for Approval or Denial		
Type of Plan Review	Initial Plan Review Working Days	Re-submittals Working Days	Administrative Completeness Working Days	Substantive Review Working Days	Total Time Working Days
Building*					
New Commercial > \$5 Million Valuation	15	5	20	100	120
New Commercial < or = \$5 Million Valuation	10	5	15	90	105
Commercial Tenant Improvements	10	5	12	60	72
			10	35	45
Additions/Alterations/Signs	5	3	5	20	25
New Residential, Additions / Alterations	5	3	15	35	50
			7	15	22
Fire & Utilities					
Fire & Utility Plans: Fire Sprinklers, Alarms, Fire Places, AFES, Water & Sewer Plans	10	5	20	35	50
Engineering					
Engineering Commercial/Multifamily	10	5 days	15	30	45
Engineering - Residential	5	3 days	15	30	45

The table on the left represents maximum City of Nogales Staff Review times for specific project types. The table on the right represents the maximum overall time frames that a project may be under review allowed by Arizona State Statute.

Development requests requiring multiple permit applications will be reviewed concurrently to ensure a timely and efficient review of the application.

Step 1: Staff reviews all applications for Administrative Completeness to ensure all application requirements have been met. **Staff has three working days to notify the applicant whether the application is complete or not.** Once an application is deemed complete the substantive review time clock listed on the left table begins.

Step 2: Staff reviews the project, prepares review comments and notifies the applicant of any necessary project revisions.

Step 3: The applicant returns corrected plans to staff for a re-submittal.

Step 4: The re-submittal substantive review time clock on the left table begins. Staff notifies the applicant whether the applicant has successfully corrected the initial comments. The applicant is notified in writing whether the application is approved or denied. If the application is denied, the applicant will be required to re-submit a new application and be subject to applicable plan review charges.