



January 23, 2012

**MEMO**

TO: Tenants and Tenant Representatives

FROM: Karen Maynard, AVP Tenant Coordination

SUBJECT: *City of Phoenix Annual Facilities Permitting Program*

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Macerich welcomes you to our center. We look forward to working with you as you prepare to open your store. In an effort to maintain the highest possible service to you, Macerich has entered the City of Phoenix Annual Facilities Permitting Program.

This program was designed to facilitate obtaining simple building permits in a timely manner for large centers like ours.

*The Annual Facilities Permit Program is an administrative system intended to simplify the permitting and inspection process for facilities, by allowing inspector review of plans and maintaining inspection staff who are familiar with the construction history of such facilities. Facilities electing to participate in this program are exempt from conventional permits for work regulated by the construction code when such work does not increase the floor area and is performed on existing buildings structures and utilities associated with the facility. This alternative permit process does not exempt or preempt compliance with other city, county, state, or federal laws or regulations, nor does it exempt work within the facilities to progress without the traditional inspection process prior to concealment. Through a cooperative effort with the participating facilities, Development Services staff provide plan review and inspection services through an assigned team, in a time frame suitable to the facility. The authority to provide this service is detailed in the Phoenix Building Construction Code Administrative Provisions, Section 116.*

*Prior to start of any work required to be inspected under the program, inspections staff is notified by the facility that plans, drawings, diagrams, or other data are ready for plan review. Upon notifications inspection staff may provide onsite plan review for smaller project, at their discretion. The onsite review services not only acts as a time saver for the customer, but also gives the inspector a better idea of the scope and nature of the project. If the plans are required to be prepared by a registered architect or engineer or of a nature which is too complex for onsite review, the inspector may require all applicable information be transferred to the facility section work site to perform a more detailed plan review. The inspector may seek the assistance of our registered plan staff through an internal plan review process. The customers contact the inspectors directly to schedule all inspections. All inspections performed as*

prescribed by traditional building permit services. The end result is a project completed within the desired time frame, which complies with recognized health and life safety standards. (<http://phoenix.gov/AFP/index.html>, December 28, 2006)

Tenants will deliver four sets of Landlord approved complete construction drawings with fire sprinkler plan to the City of Phoenix AFP Office. Upon completion of the plan review by the City, the tenant is contacted by the City with notice of approval or resubmittal requirements. The anticipated time for city review is ten to fifteen working days. Landlord will pay the fee for this process upfront and bill the Tenant or Contractor for reimbursement.

If you have further questions regarding this permitting program, please contact me or the Tenant Coordinator listed in the Design Criteria Manual for the property you are working on at 602-953-6200.

Sincerely,

*Karen L Maynard*

Assistant Vice President  
Tenant Coordination  
Macerich