



## NOTICE

### CHANGES TO APA PERMITTING PROCESS EFFECTIVE JANUARY 10, 2012

ALL FAXED APA PERMIT REQUESTS RECEIVED BY PDSD:

- WILL BE PROCESSED AND ALL DOCUMENTS FAXED BACK TO THE APPLICANT. THERE WILL BE NO FOLLOW UP USPS MAIL SENT WITH THE ORIGINAL PERMIT AND RECEIPT.
- EXPECT TO RECEIVE A FAXED COPY OF THE PERMIT, INSPECTION CARD AND YOUR RECEIPT IN THE RETURN FAX. IF YOU LOSE THE COPY OF YOUR PERMIT, THEY CAN BE REPRINTED FROM:

[PRO](#) (Property Research online)

ALL EMAIL APA REQUESTS RECEIVED BY PDSD:

- WILL BE PROCESSED AND ALL DOCUMENTS EMAILED BACK TO THE APPLICANT. THERE WILL BE NO FOLLOW UP USPS MAIL SENT WITH THE ORIGINAL PERMIT AND RECEIPT.
- EXPECT TO RECEIVE A FAXED COPY OF THE PERMIT, INSPECTION CARD AND YOUR RECEIPT IN THE RETURN FAX. IF YOU LOSE THE COPY OF YOUR PERMIT, THEY CAN BE REPRINTED FROM PRO.



*Planning and Development Services  
Doing our part in saving our resources and conserving budget dollars.*

# City of Tucson APA Permit Request

Fax to 520-791-4475 or Email to [COTDSDPermits@tucsonaz.gov](mailto:COTDSDPermits@tucsonaz.gov)

Date of request: \_\_\_\_\_ Company Name: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

APA Account #: \_\_\_\_\_ Project Address: \_\_\_\_\_

Unit/Ste #

Address verified in **PRO?** Y N

Activity Number: \_\_\_\_\_ (DSD Office Use ONLY)

Requests with a **Mechanical or Plumbing Template will be processed within 2 business days** after the day the request was received. PDSD reserves the right to close this account if the minimum balance of \$100.00 is not maintained.

<b>HEATING AND COOLING UNITS</b>	<b>Roof top work?</b>	<b>YES</b>	<b>NO</b>	<b>(circle one)</b>
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\_\_\_\_\_ **Gas Furnace**      \_\_\_\_\_ #BTUH    \_\_\_\_\_ Replace    \_\_\_\_\_ New

\_\_\_\_\_ **Heat Pump**      \_\_\_\_\_ #KW    \_\_\_\_\_ #Tons    \_\_\_\_\_ New    \_\_\_\_\_ Replace (what) \_\_\_\_\_

\_\_\_\_\_ **Gas Pack**      \_\_\_\_\_ #BTUH    \_\_\_\_\_ #Tons    \_\_\_\_\_ New    \_\_\_\_\_ Replace (what) \_\_\_\_\_

\_\_\_\_\_ **Split System/Gas**    \_\_\_\_\_ #BTUH    \_\_\_\_\_ #Tons    \_\_\_\_\_ New    \_\_\_\_\_ Replace (what) \_\_\_\_\_

\_\_\_\_\_ **Split System/Elec**    \_\_\_\_\_ #KW    \_\_\_\_\_ #Tons    \_\_\_\_\_ New    \_\_\_\_\_ Replace (what) \_\_\_\_\_

\_\_\_\_\_ **A/C Replacement**      \_\_\_\_\_ No. Units    \_\_\_\_\_ No. HP    **Replace (what)** \_\_\_\_\_

\_\_\_\_\_ **Furnace Replacement**    \_\_\_\_\_ No. Units    \_\_\_\_\_ No. BTU    **Replace (what)** \_\_\_\_\_

\_\_\_\_\_ **Water Softener**      \_\_\_\_\_ No. Units    \_\_\_\_\_ Replace    \_\_\_\_\_ Install

\_\_\_\_\_ **Replace Water Heater**    \_\_\_\_\_ No. Units    **Interior? Y or N**    \_\_\_\_\_ **W/H Variance?**

\_\_\_\_\_ **Reverse Osmosis** (only if not connected to faucet)    \_\_\_\_\_ No. Units

\_\_\_\_\_ **Electrical Upgrade**    From \_\_\_\_\_ (amps) To \_\_\_\_\_ (amps)    **New Service Y or N**

\_\_\_\_\_ **Electric Reconnect**      \_\_\_\_\_ Commercial    \_\_\_\_\_ Residential

\_\_\_\_\_ **Add Circuits**      \_\_\_\_\_ No. Circuits

\_\_\_\_\_ **Repair/Replace Gas line**    \_\_\_\_\_ no. Outlets    \_\_\_\_\_ No. Feet

\_\_\_\_\_ **Gas Reconnection**      \_\_\_\_\_ No. Outlets    \_\_\_\_\_ Commercial    \_\_\_\_\_ Residential

\_\_\_\_\_ **Replace yard water line**    \_\_\_\_\_ No. Feet

\_\_\_\_\_ **Replace interior water lines**    \_\_\_\_\_ No. Feet    \_\_\_\_\_ No. Fixtures

