

## Engineering Permit Checklist

- Complete “Contractor” portion of attached Engineering Permit Application. Be sure to include AZROC and Buckeye Business license numbers and/or provide copies of each.  
*Any Contractor working in City ROW must hold a current AZROC Class A or KA license.*
- Signed/Sealed Engineer’s Cost Estimate  
*Required for construction of all improvements within the public right-of-ways.*
- Public Infrastructure Assurance Agreement (PIAA)  
*Required for construction of all improvements within the public right-of-ways.*
- Certificate of Insurance (City’s insurance requirements attached)  
*City of Buckeye must be listed as additional insured.*
- Maricopa County Dust Control Permit  
*Required for all sites greater than 1/10 of an acre or 4,356 sq. ft.*
- ADEQ Notice of Intent (NOI) or No Discharge Certificate (NDC)  
*Required for all sites greater than one acre.*
- MCESD Approval to Construct (ATC)
- Pre-Construction Meeting Request Form

### NOTES:

1. A traffic control plan will be required when there will be work taking place in or adjacent to City ROW.
2. Material submittals are only required if material being used is not included on the Approved Materials List. *Approved Materials List will be distributed during the Preconstruction Meeting.*
3. No work shall commence until after preconstruction meeting has been held and all required items listed above have been received and all fees have been paid.
4. All design plans, reports, and preliminary construction documentation are required to be approved prior to permit issuance and commencement of construction.