



Planning Inspections

PROCESS GUIDE

City of Buckeye
Development Services Department
530 East Monroe Ave
Buckeye, Arizona 85326

Phone: 623.349.6211

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www.buckeyeaz.gov

Important Information:

- Planning Inspections are required prior to Certificate of Occupancy (C of O) for all non-residential projects except internal tenant improvements and prior to finalization of model home complexes as well as landscaping and amenities for residential subdivisions. See checklist below which may not be inclusive as individual sites may have additional requirements.
- All items inspected must be consistent with prior approvals (i.e. site plan, design review or landscape plan).
- Planning inspections cannot be conducted until the work is finished and must be scheduled at least 48 hours in advance of the requested inspection. Planning Inspections will only be conducted Monday – Thursday between 7:00 a.m. and 4:00 pm. After hours inspections cannot be accommodated.
- To schedule a planning inspection, contact the planner assigned to your project during the pre-construction meeting or visit the Inspection Portal at www.buckeyeaz.gov. If you do not know who the planner is please call 623-349-6211 or email planningandzoning@buckeyeaz.gov. Please have the following available to provide when you schedule your planning inspection:

Permit Number: _____

Project Name: _____

Project
Address/Location: _____

Contact Name: _____

Phone #: _____

E-mail: _____

- **Please note that the contact person must be available to meet the planner on site for the inspection.**

General Requirements

- ❖ **Architecture for all buildings, canopies, and structures**
 - color
 - material
 - design
 - roof top mechanical unit for screening

- ❖ **Landscaping for all areas with ground cover and plant material**
 - parking
 - perimeter
 - screening
 - building foundation
 - other open spaces

- ❖ **Paved Areas for parking lot paving and striping and unique parking lot elements such as:**
 - decorative pavement
 - car pool areas
 - compact or EV parking
 - crosswalks
 - on-site sidewalks and walkways
 - parking spaces
 - loading areas

- ❖ **Exterior Lighting**
 - free-standing fixtures and poles
 - accent lighting
 - building mounted fixtures

- ❖ **Amenity Areas**
 - plazas
 - benches
 - ramadas
 - bbqs
 - play equipment
 - trails
 - fire pits

- ❖ **Miscellaneous**
 - screen walls
 - fences
 - theme walls
 - bike racks
 - cart containment system
 - site clean and free of debris
 - site plan conditions of approval

❖ **Signs**

- **color**
- **material**
- **design**
- **location**