



# Commercial Permit Application Timelines Effective October 1, 2016

## ADMINISTRATIVE COMPLETENESS APPLICATION REVIEW TIMELINE A.R.S. § 11-1605

1 <sup>st</sup> County Review	15-business days	Accepted or Request for Information
1 <sup>st</sup> Applicant's Response	30-business days	Response or Request for More Time
2 <sup>nd</sup> County Review	15-business days	Accepted or Request for Information
2 <sup>nd</sup> Applicant's Response	30-business days	Response or Request for More Time
3 <sup>rd</sup> County Review	10-business days	Accepted or Void Permit Application

You will receive written notice that your application is administratively complete and your application has been accepted for review or that your application is incomplete and additional information is required to process your permit request. Cochise County's total administrative review time of your application will not exceed 40-business days.

**Applicant response times are required by Arizona statute:** If your permit application is not fully completed within this timeframe, the County may void your permit application. If you would like more time to respond to the Notice of Deficiencies, per A.R.S. § 11-1605 (F), you must provide a written or electronic explanation to the County of why you need more time. If the additional time you need to complete your application is extensive (30 or more business days) the County may void your permit application. You may re-apply when you have all the required information ready to submit.

## SUBSTANTIVE REVIEW TIMELINE A.R.S. § 11-1605

1 <sup>st</sup> County Review	45-business days	Approved Permit or Revisions Requested
1 <sup>st</sup> Applicant Response	60-business days	Response or Request for More Time
2 <sup>nd</sup> County Review	30-business days	Approved Permit or Revisions Requested
2 <sup>nd</sup> Applicant Response	60-business days	Response or Request for More Time
3 <sup>rd</sup> County Review	30-business days	Approved Permit or Denial Notice

You will receive written notice that your permit has been approved or that revisions/additional information are required to process your permit request. Cochise County's total substantive review time of your application will not exceed 105-business days.

If your project triggers a requirement for public hearings or approvals by a noncounty agency (e.g. Federal or State agency), the above timelines are suspended. The County may concurrently continue to review your permit application but the substantive review timeframe is not running until the outside agency review, approvals, permits/licenses are received. If your request is denied by outside agencies or other County Boards (e.g. the Board of Supervisors) your commercial permit application will also be voided or denied.

**Applicant response times are required by Arizona statute:** If you would like more time to respond to the Request for Corrections, per A.R.S. § 11-1605(G), you must provide a written or electronic explanation to the County of why you need more time. If the additional time needed to complete your application is extensive (60 or more business days) the County may deny your permit. You may re-apply when you have all the required information ready to submit.

If your project has complicated technical review documents, upon your request and, **by written or electronic agreement from the County**, the substantive review timeframe may be extended by no more than 60-business days, for a total substantive review time of 165-business days. A.R.S. §11-1605 (I)

**A BUSINESS DAY IS DEFINED AS ONE COMPLETE 8-HOUR WORKING DAY  
EXCLUDES WEEKENDS AND LEGAL HOLIDAYS**