

BUILDING & CIVIL PERMIT APPLICATION

Permit Application #: BD-	Date:	BY:
Permit Application #: EN-	Sustainable Program:	Yes No
Permit Technician:	Plan Examiner:	

Who would you like us to contact for the review comments?

Owner: _____ Contractor: _____ Engineer/Architect: _____ Applicant: _____

Project Type: Residential: Commercial: Utility: Special Event:

Project Description: _____

Engineering Permit Type:
Right of way: _____ Grading & Drainage: _____

Project Location:

Assessor's Parcel # _____

Street Address: _____

Subdivision: _____ Lot: _____ Unit: _____

Applicant's Information

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Owner's Information

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Contractor's Information Building Contractor: Civil Contractor:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

License Class: _____ License #: _____ License Expiration Date: _____

Phone: _____ Cell Phone: _____

Email: _____

I hereby certify that the proposed work is authorized by the owner of recorded and that I have been Authorized by the owner to make this application as his/hers authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature: _____ Date: _____

SITE PLAN REQUIREMENTS

SITE PLANS are required to be submitted with all Permit Applications. Incomplete site plans will not be accepted. A checklist will be provided at the time of Permit submittal to ensure all elements are provided and will require signature by applicant to verify all information to be true and correct. **Site plan SHALL be on its own page.**

NOTE: One (1) complete set of plans shall be submitted for review.

NOTE: Planning and Zoning, Environmental Quality, Engineering and Environmental Health approvals are required for issuance of building permits.

NOTE:

- To contact the Planning and Zoning: telephone (928) 679-8850**
- To contact the Environmental Quality: telephone (928) 679-8850**
- To contact Engineering: telephone (928) 679-8881**
- To contact Right of Way: telephone (928) 679-8881**
- To contact the Environmental Health: telephone (928) 679-8750**

**SITE PLANS SHALL INCLUDE AT LEAST THE FOLLOWING INFORMATION:
INDIVIDUAL DIVISIONS MAY REQUIRE ADDITIONAL DETAILS**

SITE PLAN – Shall be drawn to one of these approved scales: **1" = 10'**, **1" = 20'**, **1" = 30'**, **1" = 40'**, **1" = 50'** or **1" = 60'**

Some subdivisions have a Homeowner Association (HOA) that requires the plans to be approved by the HOA before the Building Permit is accepted for review. **The applicant is responsible for determining if their project is subject to an HOA approval.**

GENERAL PROPERTY INFORMATION: REQUIRED

1. Show the entire property (parcel) by the plated property lines; include all property dimensions; and street (s) labeled.
2. Show the minimum required **setback lines** (front, sides and rear) conforming to the zoning district. This information is available from Community Development Planning and Zoning Division.
3. **Commercial:** Direction of slope on property and the direction of natural drainage - accurate topography shall be required.
4. **Residential:** Show the high and low elevations of the lot, show the finish floor height of the structures, when the slopes exceed 10% (1 foot for every 10 foot drop) on the site provide 2 feet contour lines. Show all cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.
7. Submittals for homes located in a county island designated as small Municipal Storm Sewer Systems (SMS4) are required to include a Stormwater Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI) from ADEQ. Coconino County SMS4s are located in [*Doney Park*](#) and near the [*Flagstaff Ranch Business Park*](#).

SITE PLAN REQUIREMENTS

EXISTING PROPERTY IMPROVEMENTS: REQUIRED

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).

PROPOSED PROPERTY IMPROVEMENTS: REQUIRED

1. Location and dimensions of all proposed structures in relation to property lines and other structures. Label all proposed structures and cross hatch for clarity.
2. Location of all proposed wells.
3. Location of all new septic tanks, leach fields and sewer lines.
4. Location of all new driveways and road improvements including type of material.
5. Show all utility connections and line directions:
 - a. Septic tank and Leach field location, reserve area and sewer line locations.
 - b. Water line location.
 - c. Gas line location.
 - d. Liquid propane gas tank location or natural gas meter location (dimension).
 - e. Underground liquid propane tank location (dimension).
 - f. Air conditioner location.
 - g. Electric meter location.
6. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
7. Fence locations. Describe type and height of fence.

A SURVEY OF THE PROPERTY BY A REGISTERED LAND SURVEYOR MAY BE REQUIRED IF ANY OF THE FOLLOWING APPLY:

1. The proposed construction is for a new structure, or an addition to an existing structure within a Special Floodplain Hazard area.
2. If the structure is to be built on a minimum setback line.
3. When the Building Official requires verification that the location of the structure (s) is in accordance with the approved plans.