

Town of Snowflake

Revised 12-2011

APPLICATION REQUIREMENTS FOR BUILDING PERMIT:

This page is for information only and is not required to be returned with plans submittal.

PLANS:

- 1) Two (2) sets of plans (1 set required to be in PDF format) compliant with the **2006 International Residential Code**. Plans less than 18"x24" in size will not be accepted, 1/4"=1' scale minimum.
 - a. Plan sheet legend on first page listing each sheet number and headings
 - b. Plan sheets and details to include foundation, footers, walls, framing, sheer wall method and locations, electrical, mechanical, plumbing, trusses or rafters, floor plan, stairs, handrails/guardrails, attic/floor ventilation methods and calculations and elevations showing floor, wall, and roof heights.
 - c. Square footage listed separately for of each floor living area, bonus rooms, garage, porches and patios
- 2) Site plan showing the following:
 - a. Assessors parcel number
 - b. The specific location, address if previously assigned
 - c. Subdivision name, lot number, if any
 - d. Accurate lot size
 - e. Location of all existing buildings or structures
 - f. Location of proposed buildings or structures
 - g. Accurate yard setbacks
 - h. North arrow
 - i. Existing streets and nearest cross streets

The Town of Snowflake does not enforce Deed restrictions or C.C. & R's. It is your responsibility to follow all property regulations.

SANITARY PERMIT: If no city sewer services are available, obtain a signed letter of release from the Public Works Director. Submit the release to the Navajo County Public Works Dept. and then provide a copy of the Navajo County Sanitary System Permit to the building department.

DEPOSIT: A \$100.00 non-refundable deposit for buildings or structures to be paid upon plan submittal.

TIME LIMITATIONS: We make every attempt to issue permits within ten (10) business days for residential plans. Some plan reviews may require additional time. Your plan will be reviewed on a first-come first-serve basis. Plan review fees are \$100.00. Building plans may be sent to a 3rd party for review. The person submitting the plans is responsible for any cost associated with 3rd party reviews.

REQUIRED INSPECTIONS: Property lines or survey markers must be clearly visible prior to any construction including footers, foundations, septic or sewer installation.

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The Inspection Card must be clearly visible on site and maintained in a legible and usable condition. Inspections are required for all phases of construction and include:

- 1) Footing Inspection – (Set backs, footings, re-bar)
- 2) Foundation/Stem – (Re-bar, grout, bond beams)
- 3) Under Slab Utilities (Drain and waste lines, water lines, pressure test.)
- 4) Floor or Slab Prep. – (compaction, vapor barrier, re-bar, re-wire)
- 5) Roof/Wall Sheathing Nailing – (nails must be within 6” at edges, 12” fields on all panels)
- 6) Framing Inspection – (Frame, plumbing, gas lines, rough electrical, chimneys, pipes, vents, HVAC ducts, attic access, mechanical equipment access)
- 7) Electrical Service – (House #s on outside panel, conduit, shading, mounting, ufer-ground)
- 8) Gas/Water/Sewer – (Outside service lines and inside domestic water (test gas lines @ 15 psi, water @ 100 psi, sewer @ 5 psi, gage must be present and showing pressure)
- 9) Insulation- (Min. Walls=R16, Basement walls=R9 min, Ceilings=R38 where possible or R30)
- 10) Interior Lath or Gypsum Nailing – (Gypsum - 7” nail space max. 12” screw space max.)
- 11) Final Gas/Water Top Out – (Gas @ 15 psi. for 15 minutes)
- 12) Exterior-Stucco prep nailing – (paper and wire mesh attached every 6”, weep screed elevated 2” above grade)
- 13) Final Inspection- (After cleanup, finish grading, building is completed, address is on home and ready for occupancy)
- 14) Other Inspection If Required (Elevation Certification, Solar, Etc.)

INSPECTION REQUESTS: Inspections request must be made at least 24 hour prior to when the inspection is desired. Inspections will be conducted Monday through Friday. Improper request may result in postponement of inspection. **Work cannot continue until inspections are completed and Inspection Card is signed by inspector.** Failure to obtain inspection signature will halt construction and in some cases require any continued work to be removed. Check your inspection card after scheduled inspection to verify inspector signature and if work may commence.

When requesting an inspection please provide the following:

- 1) Owners Name
- 2) Street address listed on permit
- 3) Permit Number
- 4) Contractor
- 5) Type of inspection requested
- 6) Special instructions, remarks, contact phone number.

CERTIFICATE OF OCCUPANCY: A newly constructed building **may not** be occupied until after the final inspection and a Certificate of Occupancy (C/O) is issued by the Building Official, **NO EXCEPTIONS.** It is the Owner or Agents responsibility to schedule all inspections.

COMPLIANCE WITH ALL BUILDING AND ZONING REGULATIONS IS MANDATORY.
BECOME AWARE OF ALL REQUIREMENTS PRIOR TO BEGINNING ANY PROJECT.



THIS PAGE IS REQUIRED AND MUST BE COMPLETED AND RETURNED ALONG WITH BUILDING PLANS:

PROJECT ADDRESS: _____

PROPERTY PARCEL # _____

OWNER: _____

MAILING ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

DESCRIPTION OF BUILDING PROJECT: _____

TYPE OF WORK: NEW _____ ADDITION _____ ALTERATION _____ REPAIR _____

MODULAR _____ DEMOLITION _____ GRADING/EXCAVATION _____ OTHER _____

SQUARE FEET:

LIVABLE SPACE: FIRST FLOOR _____ SECOND FLOOR _____ BASEMENT _____

GARAGE _____ PORCH/PATIO _____ DECKS _____ OTHER _____

IS CITY WATER REQUESTED: YES _____ NO _____

IS CITY SEWER REQUESTED: YES _____ NO _____

Applicants are advised, a re-inspection fee of \$47.00 may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspections fees may also be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, or failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

Application for permits become void if construction is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Plans or other information submitted for review may thereafter be returned to the applicant or destroyed by the building official. Any person, business or company that conducts business within the town limits of Snowflake **MUST** have a current business license on file with the Town. For information call 536-7103 ext 254.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name of Agent or Owner
(please print)

Signature of Agent or Owner

Date



OWNER/BUILDER DECLARATION OF INTENT

THIS PAGE IS REQUIRED AND MUST BE COMPLETED AND RETURNED ALONG WITH BUILDING PLANS IF PERMIT APPLICATION IS FOR A NEW RESIDENTIAL STRUCTURE.

Effective April 1, 2006, The Town of Snowflake is requiring this form to be completed by all homebuilders. Each homebuilder is required to certify whether the home is for their own occupancy or is intended to be sold. In addition, each homebuilder is required to list all subcontractors, and contractors who performed work on their home, the amounts paid for each contract, and their respective State of Arizona Transaction Privilege Tax Number. (Sales tax number issued by the State). This list will be reviewed by the Town's sales tax auditors to determine and track sales tax payments made to the Town. This form will be retained on file in the Town of Snowflake. If you have any questions, please feel free to call the Finance Department at 928-536-7103, ext. 254.

☐ I am constructing improvements to real property for my own use. I do not intend to sell the improved real property within twenty-four (24) months after completion. I understand that all construction contractors, managers, or others responsible for general supervision, utilized in connection with this project are liable for the payment of the Town of Snowflake privilege (sales) tax. I further understand that if I sell the project within twenty-four (24) months after completion, I am liable for privilege (sales) tax on the sales price less applicable credits for taxes previously paid.

OR

☐ I am constructing improvements to real property, which I intend to sell after completion. I declare liability for the payment of the Town of Snowflake privilege (sales) tax that I understand is due and payable upon the full sales price at close of escrow or transfer of title. I further understand that if the project is not sold within twenty-four (24) months after completion, I am liable for the payment of all privilege (sales) tax on construction costs previously claimed as exempt (including land).

NO INSPECTIONS WILL BE DONE UNTIL THIS FORM IS COMPLETED AND RETURNED

Name

Telephone No.

Home Address

Project Address

Signature

Date

Permit No.

IF YOU ARE CONSTRUCTING A NEW RESIDENTIAL HOME AND ARE ACTING AS YOUR OWN CONTRACTOR, YOU MUST SUBMIT A LIST OF ANY SUBCONTRACTORS YOU HIRE.

Keep and Complete this form. Return completed form when scheduling the final inspection.

[illegible]