



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

RESIDENTIAL ADDITIONS APPLICATION PACKET
(Additions, decks, garages/carports, etc.)

Building Codes and Standards

General Instructions

Application

Contractor's Licensing Verification

Sample Site Plan

Erosion Control Plan

Plan Review Checklist

Building Department Affidavit of Notice

Business License Application

Building and Plan Review Fees



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Building Codes and Standards

BUILDING CODE: International Code, Series 2006

PLUMBING CODE: International Plumbing Code, Series 2006

MECHANICAL CODE: International Mechanical Code, Series 2006

FIRE CODE: International Fire Code, Series 2006

ELECTRICAL CODE: NEC 2005

WIND LOAD: 90 MPH

SNOW LOAD: 4/12 or greater – 30 lbs live snow load

SNOW LOAD: less than 4/12 – 35 lbs live snow load

FROST LINE: 18 inches

EXPOSURE: C

SEISMIC ZONE: B

GAS TEST SPECIFICATIONS: Minimum of 3# PSI for 10 minutes
1/10th# increment gauge

AMERICAN NATIONAL STANDARD: ADA Accessibility '2006'



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GENERAL INSTRUCTIONS for RESIDENTIAL ADDITIONS APPLICATION

These are general instructions only. Please see the Plan Review Checklist for additional requirements.

- A) APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:
- 1) PLANS: Two (2) sets of plans measuring not more than twenty-four (24) by thirty-six (36) **drawn to scale** (including footing detail, framing detail, roof, floor, electrical, two elevations) and two (2) plot plans (site plans) showing accurate lot delineation, location of all existing buildings or structures, proposed building(s), showing ACTUAL (not minimum) setbacks. One (1) set of plans will be returned when approved.
 - 2) SPECIFIC LOCATION: Assessor's Plat Location/Book, Page and Parcel Number; i.e., 210-27-010A. Subdivision and lot number.
 - 3) SEPTIC SYSTEM: A copy of the Approved Sanitary System Permit is required.
 - 4) PLAN REVIEW DEPOSIT: A \$50.00, non-refundable plan review deposit for additions to dwellings. *This deposit will be deducted from the total permit cost at the time of issuance.*
- B) TIME FRAMES: Up to ten (10) business days may be required for plan review and approval. Upon approval, one set of plans will be returned.
- C) INSPECTIONS: It shall be the duty of the person doing the work authorized by a permit (or the owner) to notify the building safety department that such work is ready for inspection. The building safety department request that all inspection be called 24 hours in advance (Monday through Friday, between the hours of 8am and 5pm) prior to the needed inspection. Inspections called in Saturday and/or Sunday will be done the following Tuesday. No footing or foundation will be approved without clearly delineated, accurate property lines and property yard setbacks.

When requesting inspections, please indicate the following:

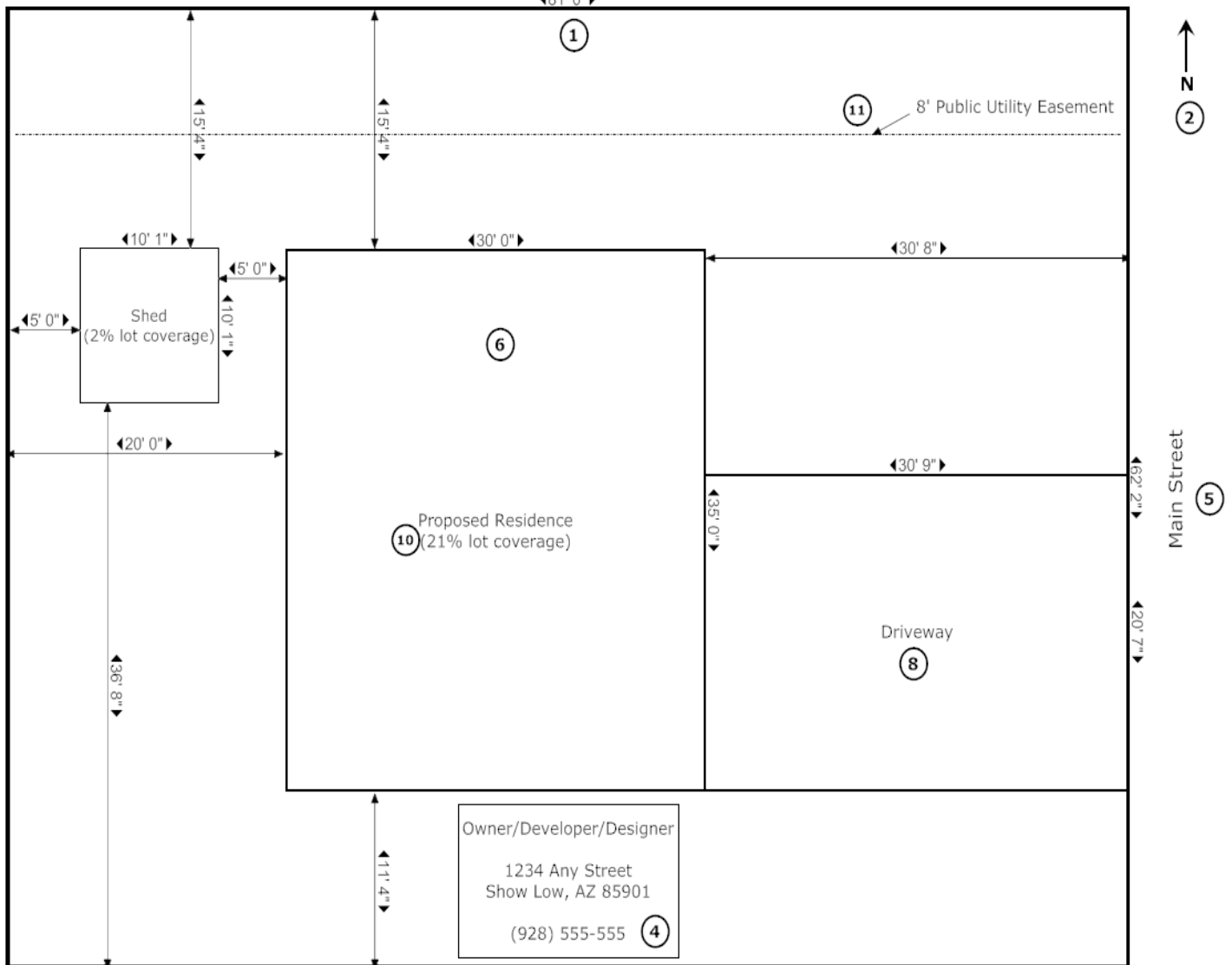
- 1) Owner's name
 - 2) Street address of project as listed on permit
 - 3) Permit number
 - 4) Contractor
 - 5) Subdivision and lot number
 - 6) Type of inspection requested
 - 7) Instructions, remarks, if any
- D) Newly constructed buildings may not be occupied until after the final inspection and a Certificate of Occupancy (C.O.), or at the least, a Temporary Certificate of Occupancy (T.C.O.), is issued by the Department of Building Inspection. If a T.C.O. is issued, another final inspection is required prior to the expiration date of the T.C.O., at which time all discrepancies noted on the T.C.O. must have been corrected. The builder is responsible for obtaining this inspection!

COMPLIANCE WITH THE CITY BUILDING CODES AND ZONING REGULATIONS IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT WITHIN THE CITY OF SHOW LOW.

BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT.

SAMPLE SITE PLAN

③ 1234 Any Street- A.P.N. 210-00-000



Minimum requirements for site plan (drawn to scale):

1. Lot dimensions.
2. North arrow.
3. The address and A.P.N. of the property.
4. The name, address and telephone number of the owner, developer and designer.
5. The location and name of any and all streets along the property boundary.
6. Location and size of both existing and proposed buildings and structures, including distances (showing actual, not minimum setbacks) from all structures to property boundaries.
7. If in a mobile home/RV park the distance between all nearest structures, including those not located on the property.
8. Location and dimensions of existing and proposed driveways.
9. Location and height of walls and fences.
10. Percentage of the site covered by any and all structures, both existing and proposed.
11. Locations, dimensions, and description of all existing or proposed easements.



City of Show Low

ENGINEERING DEPARTMENT

180 N. 9TH STREET

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Erosion Control Plan Submittal Guidelines

Pursuant to City Code, Chapter 20, an erosion control permit is required prior to conducting the following activities on a property or site:

1. Activities including, but not limited to: construction, landscaping, removal of vegetation, stockpiling of soil or construction debris, grading, filling, excavating, trenching, drilling, transport of fill, utility work, etc. that disturbs 500 square feet or more of land surface area.

- OR -

2. Activities as described in subsection 1 or in this subsection that disturb less than 500 square feet of land surface and are located within 50 feet of any pond, lake, river, stream, corridor, canal, or wetland.
3. Exemptions: Landscaping activities in conjunction with a single-family residence shall be exempt from compliance with this Chapter. "Landscaping Activities" means: the installation or removal of vegetation and minor landscaping features. It does not include installation or removal of more than 50 cubic yards of fill, or installation of large site features like parking pads, swimming pools or structures as defined in Chapter 20 of the City Code, which are not exempt if the activity involved would otherwise require an erosion control permit under this section. (Developmental landscaping done for several single family residences at the same time).

The new Erosion Control Permit fee structure is included in the Building Permit Fee.

Once your plan is reviewed and a final version is approved, you are responsible for implementing the measures laid out in the approved plan prior to starting construction. Additionally, you are required to schedule and Initial Erosion Control inspection (after measure are in place), as well as a Pre-Footings Inspection (after excavation is complete). Please use the City's 24-hour inspection hotline for this purpose.

If you have any further questions, please contact the Building Department.



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Erosion Control Permitting Guidelines

1. Pick up the Erosion Control Permit Application at the Building Department Service Counter. The application may also be downloaded from the City of Show Low's website at www.showlowaz.gov. (See previous page of this packet.)
2. Complete the application and submit it at the Building Department Service Counter with a site plan that meets the criteria outlined on the front page of this permit application packet.
3. The permit application will be reviewed. Any necessary changes will be made to the site plan to bring it into compliance with the City of Show Low Code (Chapter 20) and our adopted erosion control manual. Once reviewed, an Erosion Control Permit Number will be issued and the approved permit will be placed in the Building Department project file.
4. The permit can then be picked up and fees paid at the time of Building/Demo Permit issuance.
5. Once issued, it is the Builder's responsibility to implement the measures on the approved site plan and call in for an Erosion Control inspection from the Building Department scheduled for the same day that clearing or grading work will begin on the site. The inspection card must be posted on site to receive this inspection.
Note: In order for the inspection to be scheduled for the day that you pick up the permit, it will have to be phoned in the day before you intend to pick up or before 7:00 a.m. that morning.
6. Initial and Pre-footing Erosion Control Inspections are required for each site. Both of these inspections must be signed off on the yellow inspection card issued by the Building Department in order to get a Footings Inspection from the Building Department.
7. All soils site must be sufficiently stabilized to receive occupancy from the Building Department. This means that soils must either have established vegetative cover, or permanent ground cover (mulch, straw, wood chips, compost, rock). All temporary erosion control measures must be left in place until this condition has been satisfied. At the point, they should be removed from the site.



City of Show Low

ENGINEERING DEPARTMENT

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Erosion Control Site Plan Requirements

Your Erosion Control Permit Application **will not** be processed until a site plan is submitted addressing the following items:

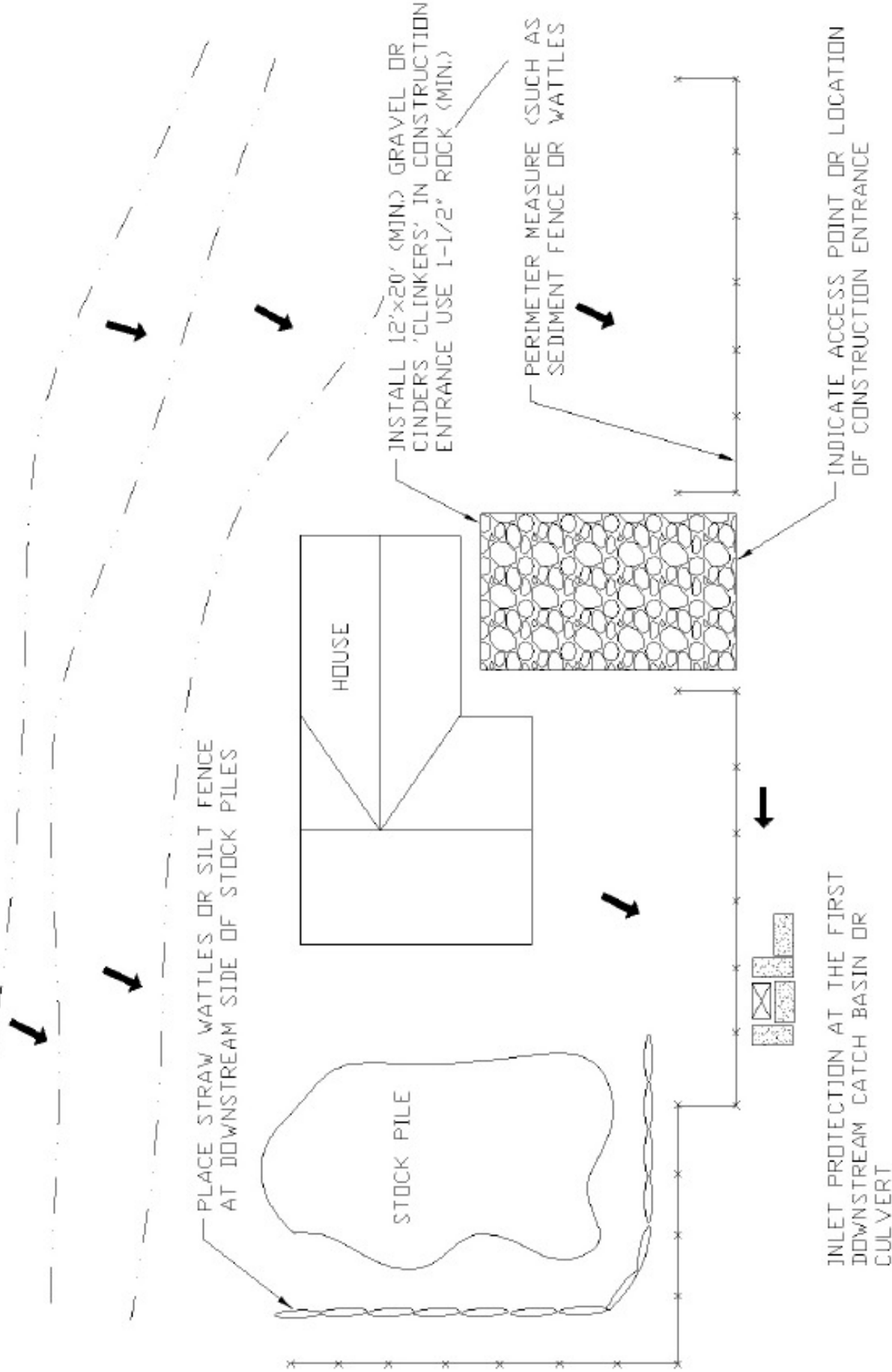
1. Location of all site disturbances associated with your project.
2. Corner elevations, contours, or arrows clearly marking the direction of stormwater flow on the site.
3. *Access points (construction entrance, existing paved driveway, or access protected with alternative materials such as wood chips, plywood, etc.)
4. Perimeter containment measures (sediment fence, compost filter berm, existing structures, etc.)
5. **Inlet protection (choose the most appropriate measure of the situation. Biobags or non-woven catch basin inserts can be used).
6. Stockpiling/staging areas.
7. Erosion control measures shall be maintained throughout the length of the project.

*Item #3 is required base measures. These measures must be shown on your plan, or a narrative description of why these measures are not necessary must be presented with the plan. In the case that a narrative explanation is provided, the site will be assessed at the initial inspection and a determination will be made at the time as the measures that will be necessary.

**Inlet protection is always required.

See attached sample site plan

CORNER ELEVATIONS, CONTOURS, OR THE DIRECTION OF FLOW SHOULD BE INDICATED ON THE SITE PLAN



PLACE STRAW WATTLES OR SILT FENCE AT DOWNSTREAM SIDE OF STOCK PILES

HOUSE

STOCK PILE

INSTALL 12"x20" (MIN.) GRAVEL OR CINDERS 'CLINKERS' IN CONSTRUCTION ENTRANCE USE 1-1/2" ROCK (MIN.)

PERIMETER MEASURE (SUCH AS SEDIMENT FENCE OR WATTLES)

INDICATE ACCESS POINT OR LOCATION OF CONSTRUCTION ENTRANCE

INLET PROTECTION AT THE FIRST DOWNSTREAM CATCH BASIN OR CULVERT



City of Show Low
 ENGINEERING DEPARTMENT
 180 N. 9TH STREET
 SHOW LOW, AZ 85901

BP# _____
 Issued by _____
For City Use Only

Erosion Control Permit Application

| | |
|---------------------------------------|--|
| General Contractor Information | Building Permit Application No.: |
| Name: | Parcel ID No. (APN): |
| Address: | |
| City, State, Zip: | Subdivision Name: |
| Phone: Cell: | Site Address: |
| Owner Information | Location from Nearest Intersection: |
| Name: | <i>Feet</i> |
| Address: | Job Site (circle one): Private Public |
| City, State, Zip: | Amount of Work Area to be Excavated: <i>Square Feet</i> |
| Phone: Cell: | Existing & Proposed Site Runoff Drains (circle one): Ditch Pipe Creek Catch basin |
| 24-Hour Emergency Contact | Other: |
| Name: | Soil Disposal: |
| Address: | Disposal Location Address: |
| City, State, Zip: | Estimated Amount: <i>Cubic Feet</i> |
| Phone: Cell: | |

**** Erosion control measures MUST be in place prior to any stripping, grading, or excavation work and shall remain until excavation component is complete and disturbed areas are re-vegetated or protected.**

 Owner/Applicant Signature

 Date



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PERMIT #: _____ PROJECT ADDRESS: _____

APPLICANT: _____ PROJECT TYPE: _____

- SEE CORRECTIONS NOTED ON PLANS
- ANSWER QUESTIONS ON PLAN REVIEW PACKET
- SEE ATTACHED LIST
- CLOUD AND DELTA ALL RED LINES

PRE-CONSTRUCTION MEETING REQUIRED
(FOR OFFICE USE ONLY)

YES _____ NO _____

After reviewing the first submittal for construction plans, the plan reviewer will determine if a pre-construction meeting will be required. If so, we will be in contact with the owner/contractor as soon as possible.

When completed, please return to: City of Show Low, 180 N. 9th Street, Show Low, AZ 85901
Please direct any questions to: Justen Tregaskes, Planning and Zoning Director (928) 532-4041

Business License Application

♣ City of Show Low ♣

(Application fee: \$25.00)

Name of business: _____
Name of applicant: _____ Relationship to business: _____
Phone: _____ Cell: _____
Email: _____

Physical address*: _____ Mailing address (if different): _____

*If this business is located in a residence within the City of Show Low, you will also need a Home Occupation Permit.

Brief description of nature of business: _____

Type of business: Corporation L.L.C. Partnership Sole Proprietor

If a corporation or L.L.C., state where incorporated: _____
Statutory Agent: _____
Arizona Transaction Privilege Tax Number: _____
Contractor's license number (if applicable): _____
Emergency contact name: _____ Phone: _____

Owners/officers of business (required)

| Name | Date of birth |
|------|---------------|
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Required attachments (if applicable):

- A list of officers/owners/managers of the business and their addresses.
- Affidavit demonstrating lawful presence in the United States with required document.
- A copy of the Arizona Transaction Privilege Tax documentation.
- If business involves food, a copy of Navajo County Health Department approval.
- A list of hazardous materials or hazardous wastes which will be used or stored by the business.
- Copies of any additional licensing, registration, or permit requirements, i.e. professional, medical, technical, contractors, real estate, etc.

For Office Use Only

Police warrant check: _____ Date: _____
P & Z: _____ Date: _____
Affidavit with document provided: Yes _____ No _____ Date: _____

License:
Date Paid: _____ Amt:\$ _____ Date Issued: _____ #: _____



AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a business license, grant, contract or loan) must demonstrate that he/she is lawfully present in the United States through the presentation of one (1) of the following documents.

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- Arizona Driver License issued after 1996.**
Print first 4 numbers/letters on license:

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|--|--|--|--|
- Arizona Non-Operating Identification License.**
Print first 4 numbers/letters on license:

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- Birth Certificate or Delayed Birth Certificate issued in any state, territory or possession of the United States**
Year of birth: _____ Place of birth: _____
- U. S. Certificate of Birth Abroad.**
Year of birth: _____ Place of birth: _____
- U. S. Passport.**
Print first 4 numbers/letters on passport:

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- Foreign Passport with a United States Visa.**
Print first 4 numbers/letters on passport:

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Print first 4 numbers/letters on visa:

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- I-94 Form with a photograph.**
Print first 4 numbers on I-94:

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- USCIS Employment Authorization Document (EAD).**
Print first 4 numbers/letters on EAD:

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or Permanent Resident Card (acceptable alternative):

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|--|--|--|--|
- Refugee Travel Document.**
Date of issuance: _____; Refugee Country: _____
- U. S. Certificate of Naturalization.**
Print first 4 numbers/letters of CIS Reg. No.:

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|
- U.S. Certificate of Citizenship.**
Date of issuance: _____; Place of issuance: _____
- Tribal Certificate of Indian Blood.**
Date of issuance: _____; Name of tribe _____
- Tribal or Bureau of Indian Affairs Affidavit of Birth.**
Year of birth: _____ Place of birth: _____

I swear or affirm, under penalty of perjury, that I presented the document marked above to the City of Show Low, that I am lawfully present in the United States, that the document I presented to establish this presence is true, and that I am the person stated on the document.

Signature

Business/Company

Print Name

Address

Date: _____

City, State, Zip Code

For Office Use Only:

Employee Name: _____ Date: _____

Promptly report all observed violations of federal immigration law to (866) 347-2423 or by emailing azicereport@dhs.gov.

Reported violation (check if applicable); Date/Time Reported: _____



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BUILDING AND PLAN REVIEW FEES

Building Permit Fees. Fees are formulated by the 1997 Uniform Building Code fee schedule. Please contact Building Safety Department personnel for assistance in calculating this fee. The building permit application and documents (plans) shall be active for 180 days from the date of application. If the permit has not been issued by that time, the documents (plans) shall be returned to the applicant and the deposit forfeited to the city.

Plan Review Fees. The plan review fee shall be based on 20% of the building permit fee, as outlined in the 1997 Uniform Building Code. A deposit for all additions to residences shall be received at the time of application and plan submittal which will be applied to the plan review fee. If the permit has not been issued within 180 days from the date of application, the documents (plans) shall be returned to the applicant and the deposit forfeited to the city.