

**GRAHAM COUNTY PLANNING & ZONING DEPARTMENT**

921 W. THATCHER BLVD., SAFFORD, AZ 85546

TEL: (928) 428-0410, FAX: (928) 428-8825

**APPLICATION FOR BUILDING PERMIT**

This is **NOT** a permit and work should **NOT** proceed before an approved Building Permit is issued.

**PROOF OF OWNERSHIP AND SEPTIC APPROVAL ARE REQUIRED**

**(Incomplete applications will NOT be accepted)**

<b>OFFICE USE ONLY:</b>	
<b>SITE PERMIT #</b> _____	<b>(fee based on home valuation)</b>
<b>ADMINISTRATIVE FEE</b> ( <input type="checkbox"/> \$100); <b>ACCESSORY STRUCTURE</b> ( <input type="checkbox"/> \$50 Fee)	
<b>Total Fee due \$</b> _____	<b>Comments:</b> _____

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Parcel Number (APN) \_\_\_\_\_  
Construction Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Type of Project:  Residential  Commercial  Industrial  Other \_\_\_\_\_  
Type of Construction:  Frame  Frame/Stucco  Masonry  Metal  Other \_\_\_\_\_  
Description of Project \_\_\_\_\_ Estimated Cost: \_\_\_\_\_  
Plans Included?  Full Size  11 X 17  8½ X 11  
Subdivision Name \_\_\_\_\_  
Name of Contractor \_\_\_\_\_ Contractor's License # \_\_\_\_\_  
Livable Floor Area \_\_\_\_\_ Utility Area \_\_\_\_\_ Total Floor Area \_\_\_\_\_

**PROPERTY SETBACKS – (in feet) Include figures on plot plan:**

\_\_\_\_ Front Yard (20') \_\_\_\_ Rear Yard (25') \_\_\_\_ Right Side Yard (10') \_\_\_\_ Left Side Yard (10')

<b>UTILITY SOURCES -- (List Names of Utility Providers)*</b>	
ELECTRIC _____	GAS _____
WATER _____	SEWER: <input type="checkbox"/> Yes <input type="checkbox"/> No
PRIVATE WELL FOR DRINKING WATER <input type="checkbox"/> Yes <input type="checkbox"/> No	SEPTIC: <input type="checkbox"/> New <input type="checkbox"/> Existing
* <b>This permit does not grant any right(s) pertaining to utility services. Permission for utilities should be obtained prior to proceeding with this permit application. Septic Approval from the County Health Dept. is required before a building permit can be approved.</b>	

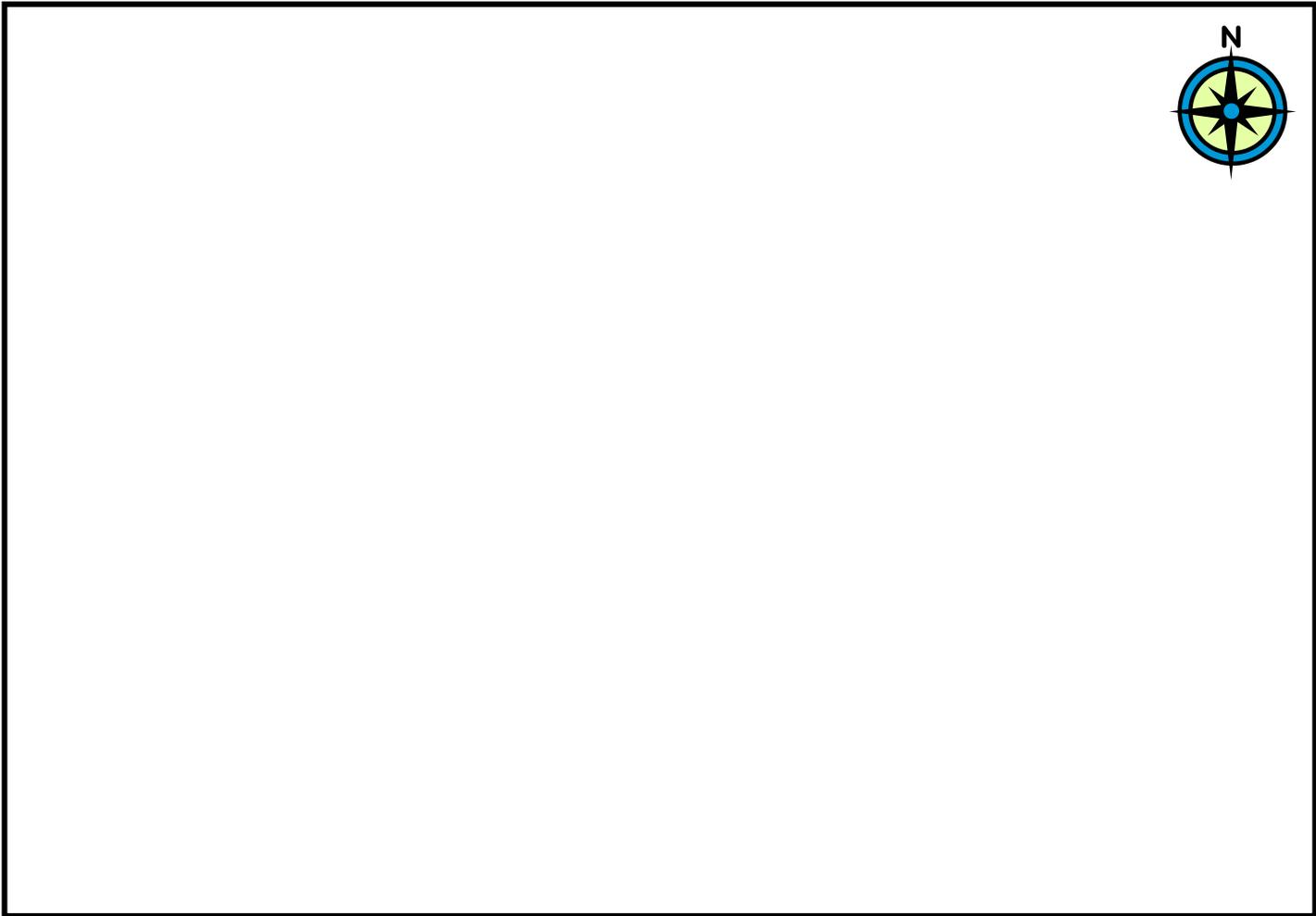
<b>A Building Permit is valid for a period of one (1) year and construction must commence within six (6) months</b> and be worked on diligently thereafter or this permit may be canceled upon notification. My signature confirms that the information provided is true and correct. I agree that an inspector may enter the property to perform inspections. Construction will conform to the plans submitted with corrections and adhere to all State and County laws. Applicant agrees to call for inspections when required and to obtain a final inspection before occupation of the structure. The applicant assumes all liability for accuracy of property lines.	
Printed Name _____	Date _____
Applicant Signature _____	

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PLOT PLAN SKETCH

*The applicant assumes all liability for accuracy of property lines.*

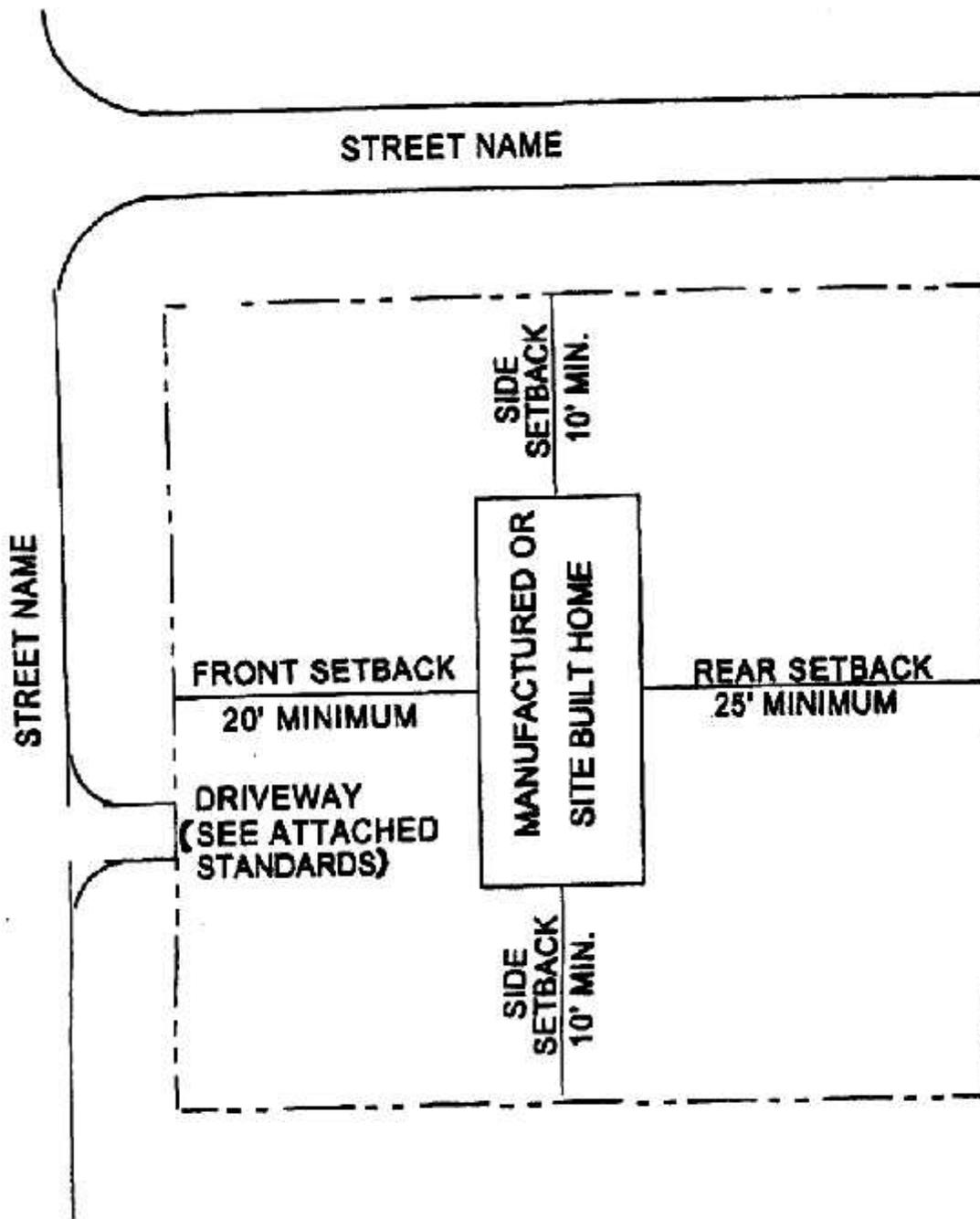
Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, water well, electric yard line and meter, gas lines and tanks, any terrain features that affect structure location such as washes, creeks, ditches within 20 feet of the property, and location and dimensions of easements on the property.



Name \_\_\_\_\_ Address \_\_\_\_\_  
(please print)

I/we certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been shown.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Scale \_\_\_\_\_  
(Owner or Authorized Representative)



**\*CORNER LOT MAY REQUIRE  
FRONT SETBACK FROM EACH  
STREET**

## SAMPLE PLOT PLAN

# Plan Requirements

## 2 Sets of Plans (including)

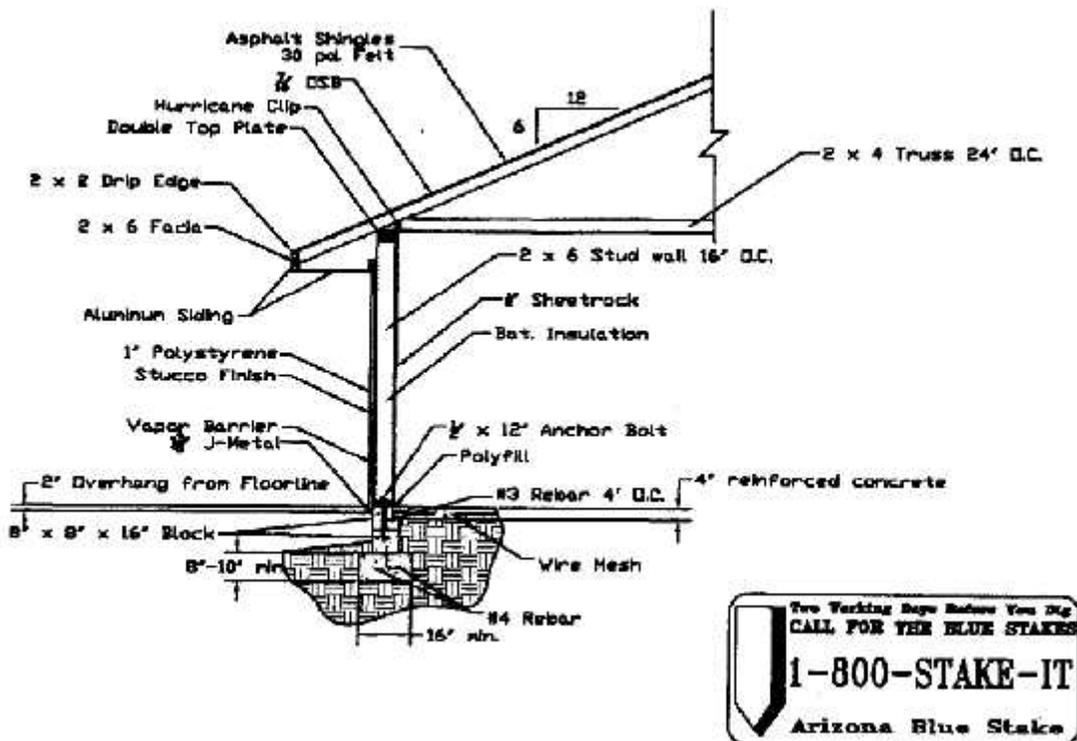
1. To scale floor plan
2. Roof framing plan
3. Front, rear & side elevations
4. Cross-section showing the following:
  - A. Footing & Stem wall
  - B. Wall section
  - C. Truss or roof framing

### Site Permit Definition

Any one story detached structures, provided the floor area does not exceed 200 square feet will not require a permit. Any addition to a residential or commercial structure that requires plumbing, electrical, or mechanical must have a permit and will be subject to the inspection process. Any proposed structure or building will require a zoning clearance.

### Sample

Scale: 1/4"=1'





**GRAHAM COUNTY HIGHWAY DEPARTMENT**  
**3400 W. 8<sup>th</sup> St., THATCHER AZ 85552**

**DRIVEWAY REQUIREMENT ACKNOWLEDGEMENT**

All building projects require a driveway permit from the Graham County Highway Department. Owner/Contractor should visit with the Highway Department at their earliest opportunity to obtain information on the requirements for the driveway, in order to avoid delays.

**OWNER:** \_\_\_\_\_ **PARCEL #** \_\_\_\_\_

**ACKNOWLEDGEMENT**

I have been in contact with the Graham County Highway Department and will contact them for final inspection on the driveway work performed. A Certificate of Occupancy cannot be issued by the Graham County Building Official until the driveway is approved by the Highway Department.

\_\_\_\_\_  
Owner/Contractor Signature

\_\_\_\_\_  
Date

Contact:  Owner  Contractor      Contact Number: \_\_\_\_\_

Owner/Contractor has contacted the Highway Department regarding the driveway on their building project.

\_\_\_\_\_  
Highway Department Staff Signature

\_\_\_\_\_  
Date

## **GRAHAM COUNTY DRAINAGE CLEARANCE**

A Grading and Drainage Plan prepared by a registered professional engineer OR a Drainage Clearance Form filled out by a registered professional engineer is required if:

1. Your property is located in Eureka Springs, Thunderbird Valley, Thunderbird Hills or Sunset View subdivisions. In these subdivisions drainage clearance is required whether or not your property is in a flood hazard zone. If your property is in a flood hazard zone you are also required to obtain a Floodplain Permit from Graham County Engineering.

OR

2. The Graham County Engineer determines that Drainage Clearance is necessary.

A building permit will not be issued until the Graham County Engineer has approved the Grading and Drainage Plan or the Drainage Clearance Form prepared, signed and stamped by a registered professional engineer.

Items that are required in the Grading and Drainage Plan are listed in the attached State Standard 6-96. The Drainage Clearance Form is obtained from Graham County Engineering Dept.

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**GRAHAM COUNTY PLANNING & ZONING DEPARTMENT  
APPLICATION FOR SOILS INVESTIGATION REPORT WAIVER**

The International Code Council (ICC), International Residential Code Chapter 4 Section R401.4 provides the building official with authority to require a soils analysis, which would be made by a licensed architect or engineer. In lieu of the above, the owner of the property or his/her agent may attest to the on-site soil conditions and agrees to follow minimum County standard.

I, \_\_\_\_\_ (please print), being the owner or duly authorized representative of the owner of the property located at \_\_\_\_\_ with parcel number (APN) \_\_\_\_\_, hereby requests the requirements of the IRC relative to the requirement of a soils report be waived for the following reasons:

Please initial all conditions that apply at the building site:

- |                                                                                                              |                                                                                          |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| _____ No fill on site                                                                                        | _____ No expansive soil on site                                                          |
| _____ Undisturbed soil                                                                                       | _____ Existing structures have no foundation problems                                    |
| _____ Existing soil will be removed and replaced with engineered fill.                                       | _____ Footings will extend through fill and into undisturbed soil to the required depth. |
| _____ Soils have been classified by an Arizona architect or engineer who has designed the foundation system. | _____ Other _____<br>_____<br>_____                                                      |

I/We agree to abide by any additional requirements the County may impose as a condition of granting this request, or alternatively, I/We will exercise the option to retain an Arizona registered civil engineer in the private sector to submit an alternative design for review and approval.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**WAIVER REQUEST DENIED:** Your request for waiver of soils investigation report cannot be granted for this project. Investigation of the site and County records indicate problem soil conditions in the immediate area. A soils report and recommendation by an Arizona registered civil engineer will be required.

**WAIVER REQUEST GRANTED:** Based on the design submitted as shown on the plans.

**WAIVER REQUEST GRANTED SUBJECT TO THE FOLLOWING:** The applicable design conditions contained herein must be incorporated into the plans for the proposed project. This department reserves the right to impose additional conditions or to require a soils report if the foundation inspection by the building inspector discloses conditions which, in his/her professional opinion, warrant such action. The applicant agrees to hold the County harmless and free of any liability as a result of granting this waiver.

1. All footings shall be a minimum of \_\_\_\_\_ feet below undisturbed natural grade unless deeper footings are required to satisfy structural requirements.
2. A minimum of \_\_\_\_\_ grade 40 steel rebars shall be installed. All footings and rebar to be continuous.
3. A minimum of \_\_\_\_\_ grade 40 steel rebars at \_\_\_\_\_ o.c. vertically.
4. A minimum of \_\_\_\_\_ grade 40 steel rebars horizontally at \_\_\_\_\_ o.c., vertically as bond beams.
5. A minimum of \_\_\_\_\_ grade 40 steel rebars each way are required for each footing supporting this structure.

Department Authorization \_\_\_\_\_ Date \_\_\_\_\_

GRAHAM COUNTY PLANNING & ZONING/COMMUNITY DEVELOPMENT

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**Special Power of Attorney  
Authorization for Permit Application  
And Zoning Hearing Application**

**PROPERTY OWNER'S INFORMATION:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

*WHEREAS*, the above property owner is seeking to develop or improve real property in the unincorporated area(s) of Graham County, Arizona, which will require the filing, processing, and payment of certain zoning, construction and inspection permits and reports, both from the County and related agencies, and

*WHEREAS*, the owner elects to designate an agent with authority to file and process all necessary permits and information related to property zoning and improvement, including the authority to pay fees and consent to inspections,

*NOW THEREFORE*, the undersigned owner hereby designates (please print name) \_\_\_\_\_, as agent to file the permit applications and related documents with Graham County, with such authority to continue to \_\_\_\_\_, 20\_\_\_\_, or the application process is complete, whichever is later, or as may be earlier revoked in writing.

\_\_\_\_\_

\_\_\_\_\_, Owner(s)

State of \_\_\_\_\_

County of \_\_\_\_\_,ss.

The foregoing special power of attorney for construction and zoning permit application was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is/are personally known by me or have produced identification.

\_\_\_\_\_  
Notary Public

My Commission Expires: