

GRAHAM COUNTY PLANNING & ZONING DEPARTMENT

921 W. THATCHER BLVD., SAFFORD, AZ 85546

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

APPLICATION FOR INSTALLATION PERMIT

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

FOR OFFICE USE:
SITE PERMIT # _____ **INSTALLATION #** _____
M/H Installation **\$200 Fee**
FBB Installation **Fee calculated by size**
Accessory Structure **\$ 50 Fee**
Temp RV **\$100 a year**
Total Fee due \$ _____ **Comments:** _____

Applicant _____ Phone # _____
Mailing Address _____ City _____ Zip Code _____
Property Owner, if not applicant _____ Proof of ownership included
Parcel Number (APN) _____ Subdivision/Park Name _____
Installation Address _____ City _____ Zip Code _____
Altitude of site location Below 4500 ft. Above 4500 ft., additional snow load required

TYPE OF PROJECT (Check all that apply):
 HUD manufactured home Pre-HUD mobile home (Built prior to 6/15/1976)
 Awning Kit Vinyl Skirting Temp RV Park Model
Projects requiring state approved engineered plans: (plans must be included)
 Residential FBB (modular) Commercial FBB
 Wood, block or non-vinyl skirting Floodplain
 Attached custom made awnings Attached garage, storage or porch/deck
 Skirting or foundations as retention walls, pit set foundations.

UNIT INFORMATION:
Dealer _____ Manufacturer _____
Year _____ Size _____ Value _____
Serial # or VIN # _____ HUD/FBB # _____
Owner _____ Phone # _____
Mailing Address _____ City _____ Zip Code _____
Installer (Must be licensed) _____
Installer's License No. _____ Class _____
Installer's Contact Name _____ Email _____
***This installation permit is valid only at the location noted above and if moved will need a new permit**

PROPERTY SETBACKS (in feet) -- Include figures on plot plan:
____ Front Yard (20') ____ Rear Yard (25') ____ Right Side Yard (10') ____ Left Side Yard (10')

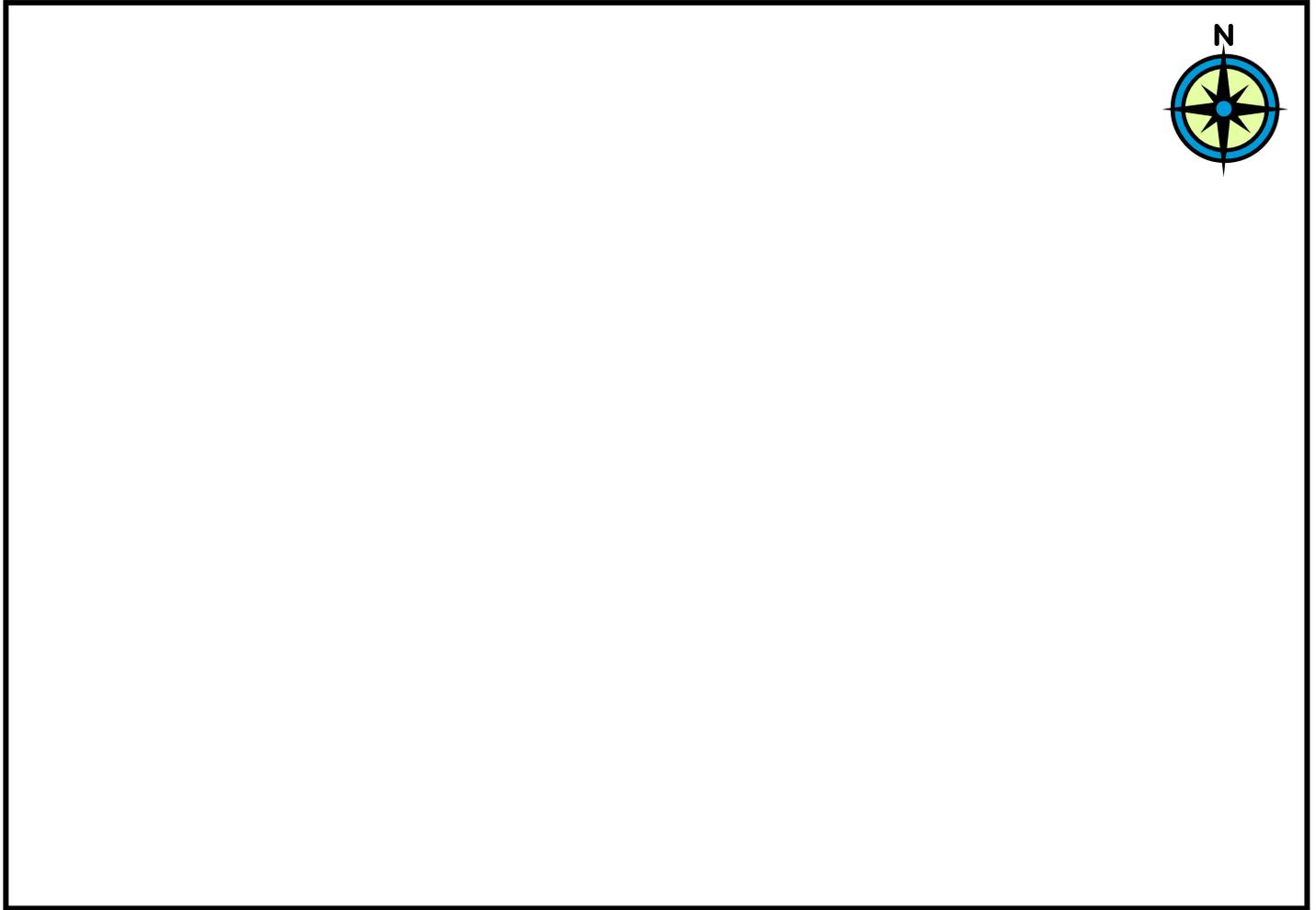
UTILITY SOURCES -- (List Names of Utility Providers) *
ELECTRIC _____ GAS _____ SEWER: Yes No
WATER _____ SEPTIC: New Existing
PRIVATE WELL FOR DRINKING WATER Yes No Septic Approval Included
*** This permit does not grant any right(s) pertaining to utility services. Permission for utilities should be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

A Building Permit is valid for a period of one (1) year and construction must commence within six (6) months 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. Installation will conform to State guidelines and adhere to all State and County laws. Installer is responsible for calling for inspections. Final inspection must be passed before the home can be occupied. The applicant assumes all liability for accuracy of property lines.
Printed Name _____ Date _____
Applicant Signature _____

PLOT PLAN SKETCH

The applicant assumes all liability for accuracy of property lines.

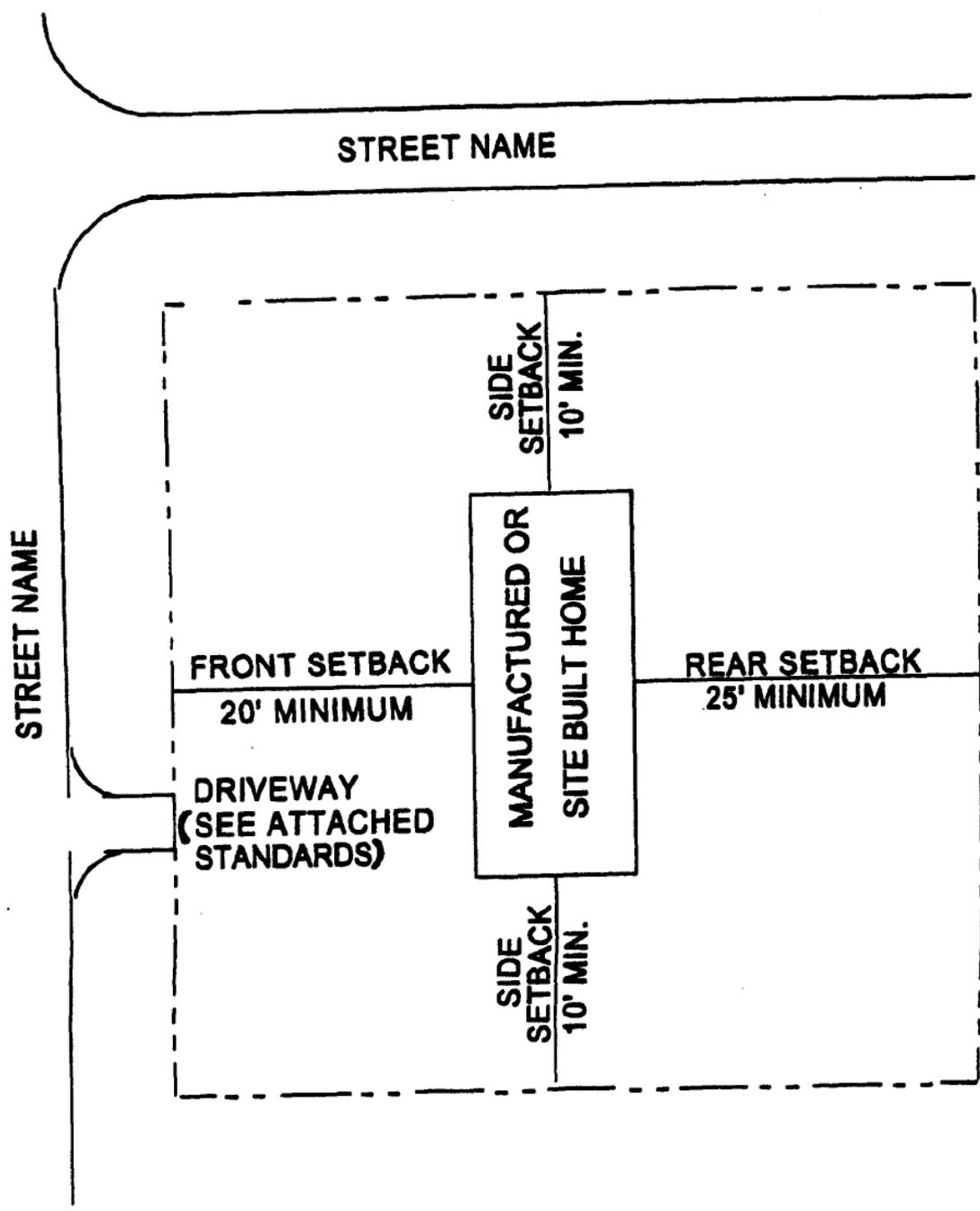
Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines 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)

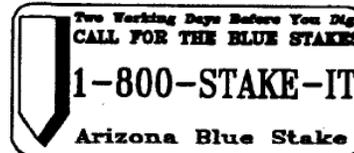
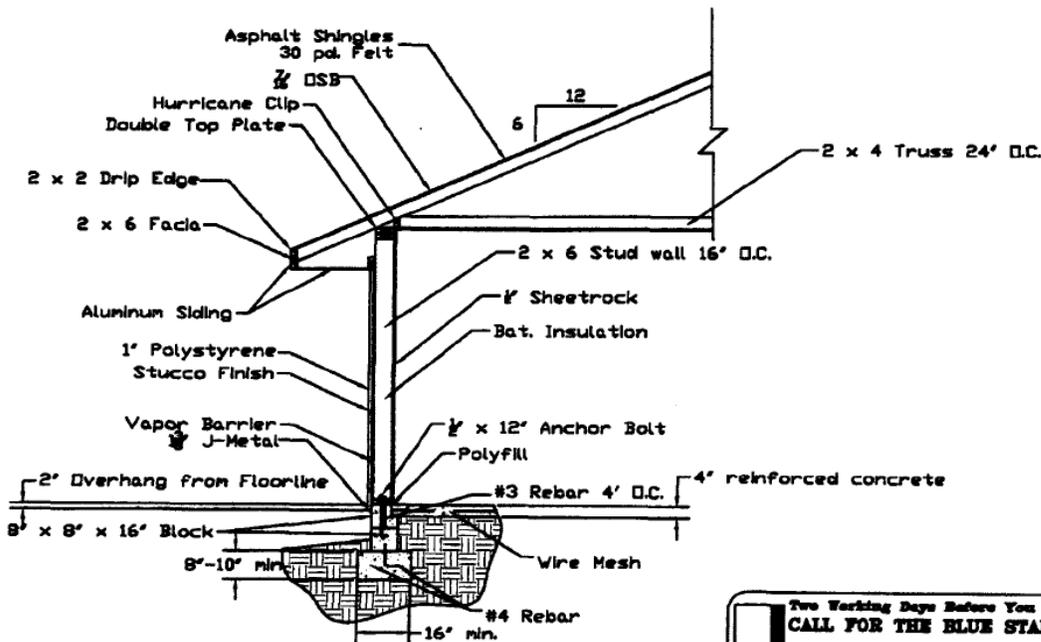
1. To scale floor plan
2. Roof framing plan
3. Front, rear & side elevations
4. Cross-section showing the following:
 - A. Footing & Stem wall
 - B. Wall section
 - C. Truss or roof framing

Site Permit Definition

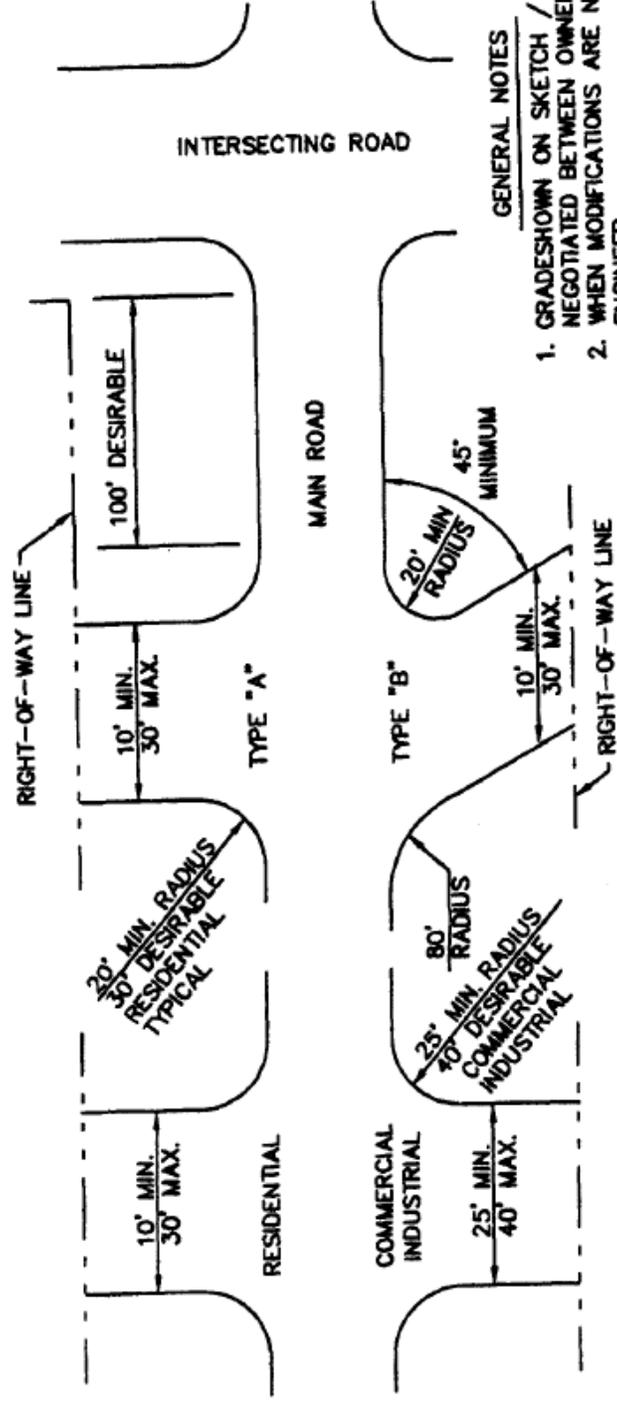
Any one story detached structures, provided the floor area does not exceed 200 square feet will not require a permit. Any addition to a residential or commercial structure that requires plumbing, electrical, or mechanical must have a permit and will be subject to the inspection process. Any proposed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

Sample

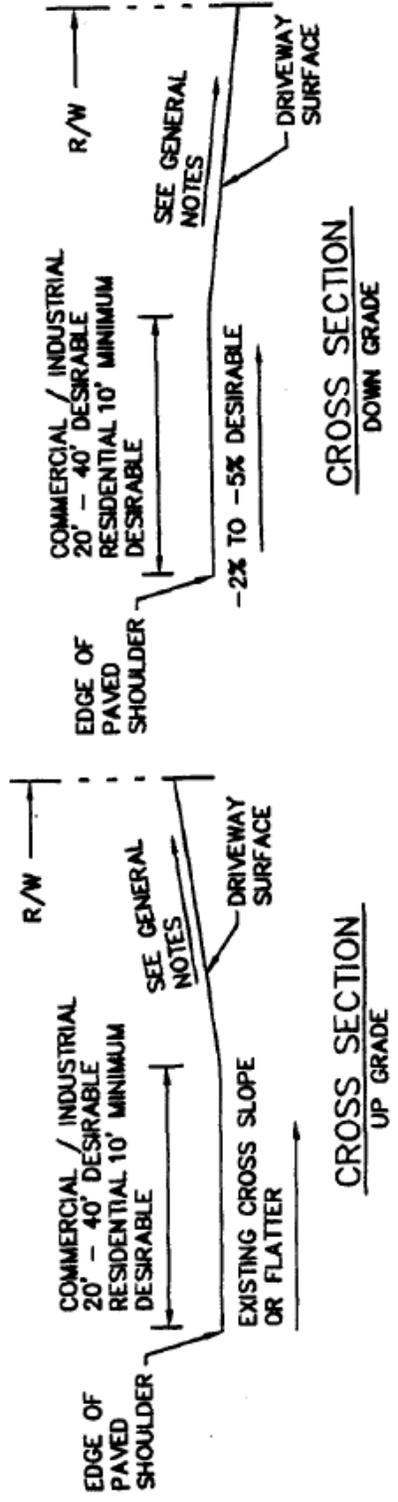
Scale: $\frac{1}{4}''=1'$



Graham County Standards for Driveways and Driveway Turnouts



- GENERAL NOTES**
1. GRADES SHOWN ON SKETCH / PLAN OR AS NEGOTIATED BETWEEN OWNER AND ENGINEER.
 2. WHEN MODIFICATIONS ARE NEEDED, CONTACT ENGINEER.
 3. SEE DRIVEWAY STANDARDS SHEETS FOR OTHER GENERAL NOTES.



**DRIVEWAY PERMIT APPLICATION
TO USE GRAHAM COUNTY ROADS /DEDICATED STREETS
AND TO WORK IN THE COUNTY RIGHT-OF-WAY/ROADWAY**

Application for a permit to enter upon and use a portion of Graham County roads or dedicated streets for installing a driveway, a driveway turnout and/or driveway culvert, as determined by County staff.

LOCATION OF WORK _____
(parcel number and street address, if known)

FOR AND IN CONSIDERATION of granting this permit for the purpose of obtaining access onto a County road or dedicated street the applicant agrees to the following conditions.

CONDITIONS FOR RESIDENTIAL DRIVEWAYS

(to provide access to a single family residence, a duplex, or an apartment building containing five or fewer units)

1. Applicant assumes the responsibility and all liability for any damage to said street/road, or injury to any person while using said street/road in a lawful manner, caused by or arising out of the exercise of this permit.
2. Maintenance of driveway and/or culvert shall be the sole responsibility of the property owner and will in no way be the responsibility of Graham County. All work shall be at the sole cost and expense of the applicant and shall be done at such time and in a manner as to be the least inconvenient to the traveling public. No driveway will be approved that causes a public hazard.
3. All culverts shall be set at the apparent flow line of the ditch. No construction done under this permit shall alter the existing characteristics of the street/roadway or drainage ditch without **PRIOR PERMISSION** from the County Engineer's Office.
4. Any and all work performed within a County right-of-way or maintained road shall require a Utility Cut Permit issued by the County Engineer's Office and shall be subject to whatever conditions and inspections deemed necessary by the County Engineer.
5. Applicant shall replace all signs and appurtenances moved or damaged during construction and maintain the work area in a clean and orderly condition. Excess excavation, debris, etc. will not be permitted to accumulate on the street/road surface or shoulder areas. The applicant shall put in order the entire work area covered by this permit to the satisfaction of the County.

See the attached Construction Standards sketch for a driveway with turnouts. Driveway turnouts shall be shown on a building permit sketch along with notations indicating surface material type, width and length, and radius shown graphically.

Applicant's Name _____ Phone # _____
(please print)

Mailing Address _____ Signature _____

PERMIT# <input style="width: 150px; height: 20px;" type="text"/>	Official Use Only
Recommendation: _____	

Acceptance: _____ 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.

**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 _____

_____ |

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 _____



**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: