

# 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  \$300 Fee  
FBB Installation  Fee calculated by size  
Accessory Structure  Fee calculated by size  
Temp RV  \$100

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) Plan # \_\_\_\_\_

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: (This installation permit is valid only at the location noted above and if moved will need a new permit)

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: \_\_\_\_\_

### List additional contractors performing work on next page.

### PROPERTY SETBACKS (in feet) -- Include figures on plot plan:

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

### UTILITY SOURCES -- (List Names of Utility Providers) \*

Electric: \_\_\_\_\_ Gas: \_\_\_\_\_ SEPTIC:  New  Existing  
Water: \_\_\_\_\_  Septic Approval Included  
PRIVATE WELL FOR DRINKING WATER:  Yes  No

**\* 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.**

**An Installation 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 \_\_\_\_\_

## ADDITIONAL CONTRACTORS PERFORMING WORK:

|                                       |                              |                      |
|---------------------------------------|------------------------------|----------------------|
| <b>Contractor Name:</b>               | <b>Contact Person:</b>       | <b>License No.:</b>  |
| <b>Scope of Work to be Performed:</b> | <b>Contact Phone Number:</b> | <b>License Type:</b> |
|                                       |                              |                      |
| <b>Contractor Name:</b>               | <b>Contact Person:</b>       | <b>License No.:</b>  |
| <b>Scope of Work to be Performed:</b> | <b>Contact Phone Number:</b> | <b>License Type:</b> |
|                                       |                              |                      |
| <b>Contractor Name:</b>               | <b>Contact Person:</b>       | <b>License No.:</b>  |
| <b>Scope of Work to be Performed:</b> | <b>Contact Phone Number:</b> | <b>License Type:</b> |
|                                       |                              |                      |
| <b>Contractor Name:</b>               | <b>Contact Person:</b>       | <b>License No.:</b>  |
| <b>Scope of Work to be Performed:</b> | <b>Contact Phone Number:</b> | <b>License Type:</b> |
|                                       |                              |                      |
| <b>Contractor Name:</b>               | <b>Contact Person:</b>       | <b>License No.:</b>  |
| <b>Scope of Work to be Performed:</b> | <b>Contact Phone Number:</b> | <b>License Type:</b> |
|                                       |                              |                      |
| <b>Contractor Name:</b>               | <b>Contact Person:</b>       | <b>License No.:</b>  |
| <b>Scope of Work to be Performed:</b> | <b>Contact Phone Number:</b> | <b>License Type:</b> |
|                                       |                              |                      |
| <b>Contractor Name:</b>               | <b>Contact Person:</b>       | <b>License No.:</b>  |
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GRAHAM COUNTY  
921 W. Thatcher Blvd. Safford, AZ 85546  
Phone 928-428-0410, Fax 928-428-8825

PLOT PLAN SKETCH

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

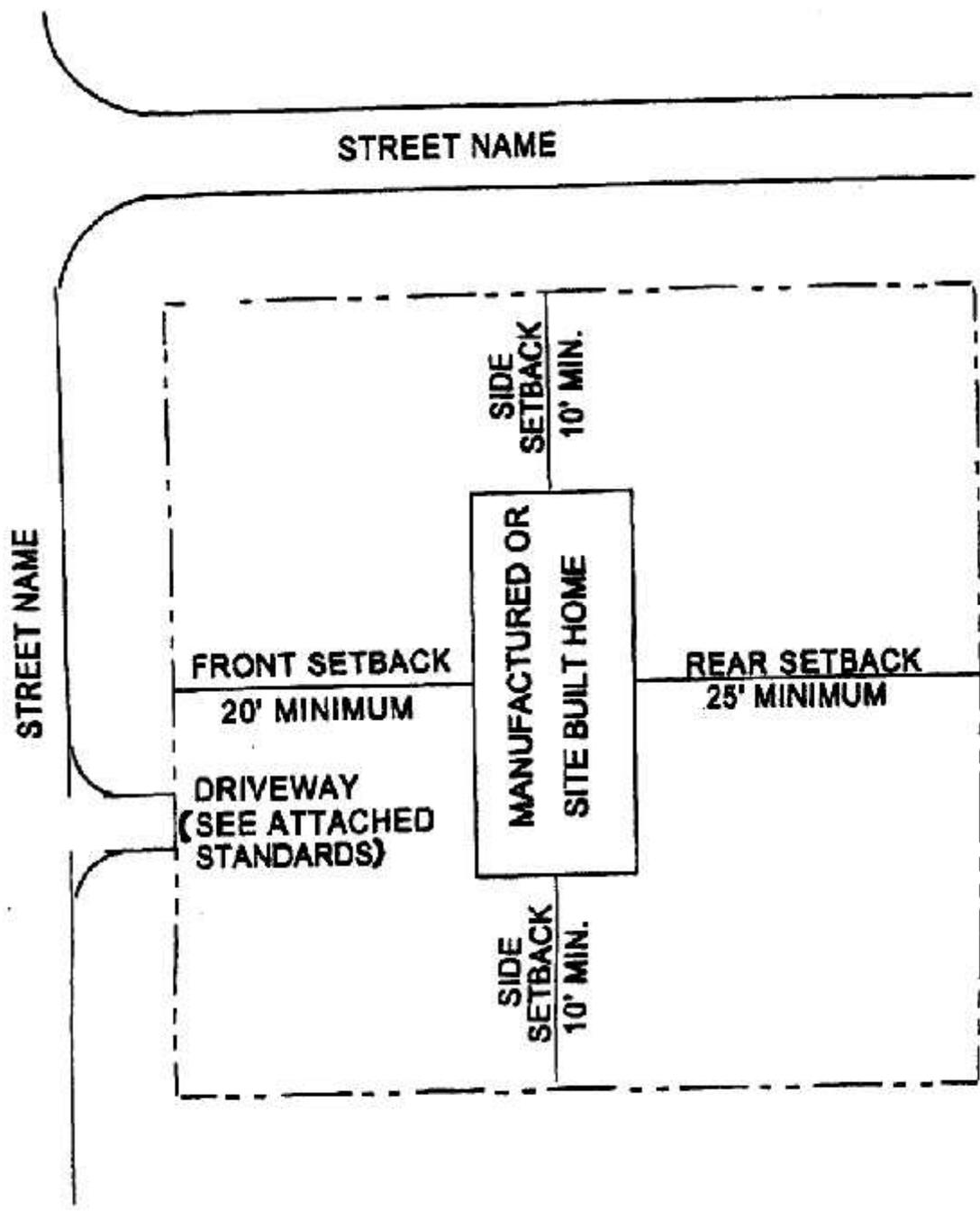
Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines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



**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

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**GRAHAM COUNTY  
DRAINAGE CLEARANCE**

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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  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Health (928) 428-1962

826 West Main Street, Safford, Arizona 85546

WIA (928) 428-7386

**WASTEWATER DISCLOSURE STATEMENT**

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

**ADDRESS:** \_\_\_\_\_

**Project Type:** Site Built Home \_\_\_\_\_ Mobile Home \_\_\_\_\_

**No. Bedrooms** \_\_\_\_\_

**Other** \_\_\_\_\_

Building projects that include the installation of septic systems require an additional permit from the Graham County Health Department. Builders and Contractors are encouraged to visit with the Health Dept. at the earliest opportunity to obtain information on septic system installation and permitting requirements. At a minimum, septic system permit requirements include a site suitability process, i.e., soils testing/borings, subsurface investigation and a determination if there is sufficient space available to meet setback and reserve area requirements. The site suitability process must be accomplished by an appropriately Licensed Contractor and in fact it is recommended that the entire project be accomplished by a licensed contractor who will also prepare the permit application. In order to be fully assured that the property that you intend to develop is suitable for a conventional septic system, you may want to have this work accomplished in advance of beginning any other building projects. On rare occasions it may be determined that a property is unsuitable for a conventional system, in which case an alternative wastewater system may need to be installed. Alternative systems are relatively expensive (\$10,000 or more), require more time to approve and install and require more maintenance.

**ACKNOWLEDGEMENT**

I understand and acknowledge that the issuance of a building permit from the Planning & Zoning Office does not include, nor does it assure that I may be able to obtain a permit from the Health Dept. for the installation of a conventional septic system. I also understand that I need to submit a copy of my Building Permit Application (Pg. 1) and Plot Plan with my application for a septic system permit.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graham County Staff Signature

\_\_\_\_\_  
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: