

BUILDING PERMIT APPLICATIONS REQUIRE THE FOLLOWING INFORMATION IN ORDER TO BE ACCEPTED:

PAGE ONE:

- INFORMATION ON APPLICANT:
 - Full name
 - Mailing Address
 - Parcel Number (APN)
 - Construction Address (If property is vacant land, an address will be assigned)
 - Property owner if not applicant. A Special Power of Attorney may be required if Applicant is not property owner.
- CHECK TYPE OF PROJECT
- CHECK TYPE OF CONSTRUCTION
- LIST DESCRIPTION OF PROJECT
- CHECK SIZE OF PLANS THAT YOU HAVE PROVIDED. (11X17 or Full size preferred)
PLOT PLAN MUST BE INCLUDED SEPERATELY
- IF PROPERTY IS IN A SUBDIVISION, LIST IT HERE.
- GIVE NAME OF CONTRACTOR AND LICENSE NUMBER
- GIVE SIZE OF STRUCTURE; LIVABLE, UTILITY & TOTAL
- INCLUDE SETBACKS IN FEET. MINIMUM SETBACKS ARE LISTED IN PARENTHESIS.
- LIST UTILITY SOURCES THAT SERVE YOUR PARCEL.
- APPLICANT SIGNATURE, IF NOT PROPERTY OWNER POWER OF ATTORNEY NEEDS TO BE INCLUDED.

PAGE TWO:

PLOT PLAN SKETCH: MUST BE 8X10 AND SEPARATE FROM BUILDING PLANS

Show your project here. Include any **existing structures, septic, well, and driveway**. The distance from the center of your driveway to the parcel line is how we address your property. Accuracy is crucial.

PAGE THREE: This page is a sample to show how the plot plan should be done.

PAGE FOUR: This page is for your information showing what is required on your plans.

PAGE FIVE: This page is for your information regarding floodplain requirements in certain areas.

PAGE SIX

SOIL INVESTIGATION REPORT WAIVER

Graham County does not have a soils department to do soil testing. This waiver needs your signature showing that you understand that. Check any condition that applies.

PAGE SEVEN

SPECIAL POWER OF ATTORNEY

In the case where the applicant is **not** the property owner, this SPECIAL POWER OF ATTORNEY gives the applicant his/her permission to file.

PAGE EIGHT

DRIVEWAY REQUIREMENT ACKNOWLEDGEMENT

Applicant is required by Graham County Highway Department to inform them of the project. This page needs to be signed by the Highway Department and returned with application.

PAGE NINE

WASTEWATER DISCLOSURE STATEMENT

This Disclosure Statement is for a new septic system. Fill out and sign and we will e-mail to the Health Department. If you plan to use an existing system, you will need to go to the Health Department and get a "Wastewater Clearance Letter".

ONCE YOUR PERMIT IS APPROVED, THE FOLLOWING INSPECTIONS NEED TO BE SCHEDULED:

(Placard and address must be posted on the property first):

- FOOTINGS (Before you pour cement)
- STEM WALL
- UNDERGROUND PLUMBING
- ROOF SHEATHING/SHEER WALL
- INTERIM INSPECTION (Right before sheetrock)
 - FRAMING
 - TOP OUT PLUMBING
 - ROUGH ELECTRICAL
 - ROUGH MECHANICAL
 - GAS PRESSURE TEST
- DRYWALL NAILING
- FINAL

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)

OFFICE USE ONLY:	SITE PERMIT # _____
Fee based on home/structure valuation plus ADMINISTRATIVE FEE of \$100);	
Comments: _____	

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')

UTILITY SOURCES -- (List Names of Utility Providers)*	
ELECTRIC _____	GAS _____
WATER _____	SEWER: <input type="checkbox"/> Yes <input type="checkbox"/> No SEPTIC: <input type="checkbox"/> New <input type="checkbox"/> Existing
PRIVATE WELL FOR DRINKING WATER <input type="checkbox"/> Yes <input type="checkbox"/> 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.	

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. 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 _____	

GRAHAM COUNTY
921 W. Thatcher Blvd. Safford, AZ 85546
Phone 928-428-0410, Email: mlayton@graham.az.gov

PLOT PLAN SKETCH

The applicant assumes all liability for accuracy of property lines.

DRAW: Locations of all proposed and existing structures and utilities.

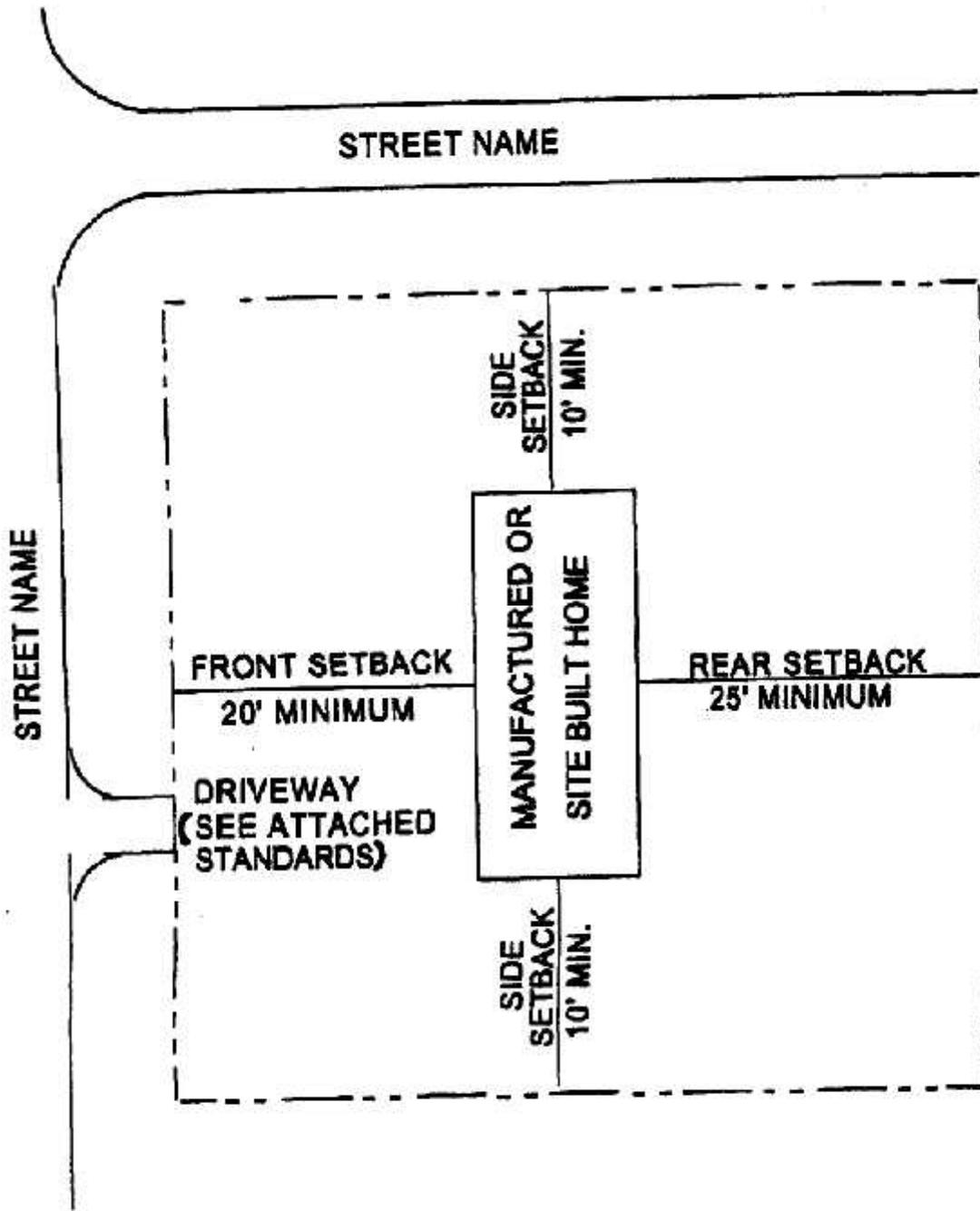
NOTE: All distances (in feet) between structures, driveways, and property lines. Include setbacks.



Name _____ Parcel Number _____
(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:

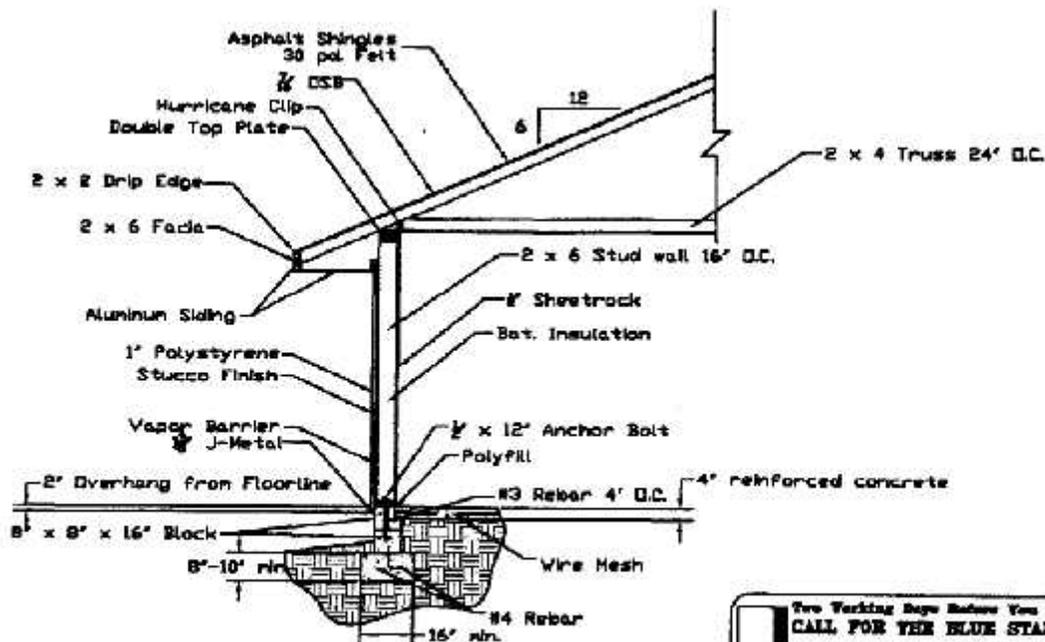
1. To scale floor plan
2. Roof framing plan
3. Front, rear & side elevations
4. Cross-section showing the following:
 - A. Footing & Stem wall
 - B. Wall section
 - C. Truss or roof framing

Site Permit Definition

All structures require a permit, including fences. 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
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 _____

GRAHAM COUNTY PLANNING & ZONING/COMMUNITY DEVELOPMENT

921 W. Thatcher Blvd., Safford, AZ 85546/Ph. (928) 428-0410 Fax (928) 428-8825



**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:



GRAHAM COUNTY HIGHWAY DEPARTMENT

3400 W. 8th 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
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