



APPLICATION FOR COMMERCIAL BUILDING PERMIT:

APPLICANT TO PROVIDE ALL APPLICABLE INFORMATION
(PLEASE PRINT)

Lot # _____ Unit # _____

Subdivision: _____

Project Address: _____

Assessors Parcel Number: _____

Owner Name: _____

For Official Use Only: Permit # _____ Date Received: _____
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Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Contractor Name: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Contractor Licence #: _____ Transaction Privilege Tax #: _____

Architect or Engineer of Record: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Describe Building Project: _____

New Addition Alteration Repair Demolition

Occupant Load per area: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Number of Stories: _____ Type of Construction: _____

Floor Area: Basement: _____ 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____

Exits Required: Basement: _____ 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____

Building Use or Occupancy Classification: _____

(ex. Group M Type III – One Hour)

Automatic Fire Suppression: Yes _____ No _____ Full _____ Partial _____ Wet _____ Dry _____

Is city water requested? yes _____ no _____ City sewer? yes _____ no _____

(continued on next page)

**COMMERCIAL PLAN SUBMITTAL
TO INCLUDE THE FOLLOWING:**

PLANS: Two (2) copies of the complete signed and sealed architectural plans, One (1) PDF copy, to include:

- 1) Accurate lot sizes, Accurate property setbacks
- 2) Soils report, Grading and Drainage and Retention plan
- 3) Location of all existing buildings or structures
- 4) Proposed buildings or structures
- 5) Plans to include details of Site plan, Retention/Detention, Footers, Floor Plan, Mechanical, Structural, Framing, Electrical, Plumbing, Special systems ie emergency lights, exit signs, fire alarms, Roof plan, Ventilation, Elevations interior and exterior, Finish material and specifications, building specifications, ADA specifications and regulations.

SPECIFIC LOCATION:

- 1) Assessor's Parcel Number(s)
- 2) Subdivision name, if any
- 3) Lot number(s), if any

SANITARY PERMIT: If no city sewer services are available, obtain a signed letter of release from the Public Works Director. Take the release to Navajo County Public Works, then provide a copy of the Navajo County Sanitary System Permit back to the city.

DEPOSIT: A non-refundable plan review deposit for buildings or structures is as follows:

- 1) \$250.00
- 2) Actual cost if sent out to 3rd party reviewer

TIME LIMITATIONS: Up to ten (10) business days is required for commercial plan review. For projects larger than 2000 sq. ft. an additional one (1) day per 2000 sq. ft. of review may be required, or actual time of 3rd party.

REQUIRED INSPECTIONS: Property lines or survey markers must be clearly visible prior to any construction including footers, foundations, septic or sewer installation. Inspections are required for all phases of construction to include:

- 1) Footing Inspection – (Set backs, footings, re-bar)
- 2) Foundation/Stem – (Re-bar, grout, bond beams)
- 3) Under Slab Utilities (Drain and waste lines, water lines, pressure test)
- 4) Floor or Slab Prep. – (Compaction, vapor barrier, re-bar, re-wire)
- 5) Roof/Wall Sheathing Nailing – (6” edges, 12”fields)
- 6) Framing Inspection – (Frame, plumbing, rough electrical, chimneys, pipes, vents, HVAC ducts)
- 7) Electrical Service – (Conduit, shading, mounting, grounding)
- 8) Gas/Water/Sewer – (Outside service lines/inside domestic water (DWV @ 5psi/15 min water @100 psi/15 min.)
- 9) Insulation-(min R-15 or R-19 walls, R-38 ceilings)
- 10) Lath or Gypsum Nailing – (Gypsum - 7” nail space max. 16” screw space max.)
- 11) Final Gas/Water Top Out – (Gas @ 15 psi. for 15 minutes)
- 12) Exterior-Stucco prep/nailling – (paper, wire mesh, screed, attachment every 6”)
- 13) Final Inspection- (After cleanup, finish grading, parking and access, building is completed and ready for occupancy)
- 14) Other Inspection or Special inspections if required.

INSPECTION REQUESTS: Inspections request must be made with at least 24 hour prior notice. Improper request may result in postponement of inspection. **Work can not continue until inspections are completed.** When requesting an inspection please indicate the following:

- 1) Owners Name
- 2) Street address listed on permit
- 3) Permit Number
- 4) Contractor
- 5) Type of inspection requested
- 6) Special instructions, remarks, contact phone number.

CERTIFICATE OF OCCUPANCY: A newly constructed building **may not** be occupied until after the final inspection and a Certificate of Occupancy (C/O) is issued by the Building Official.

**COMPLIANCE WITH ALL BUILDING AND ZONING REGULATIONS IS MANDATORY. BECOME AWARE
OF ALL REQUIREMENTS PRIOR TO BEGINNING ANY PROJECT.**

(continued on next page)

Applicants are advised, a re-inspection fee of \$47.00 may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspections fees may also be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, or failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

Application for permits become void if construction is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Plans or other information submitted for review may thereafter be returned to the applicant or kept by the building official. Any person, business or company that conducts business within the town limits of Snowflake **MUST** have a current business license on file with the Town. For information call (928)536-7103.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name of Agent or Owner
(please print)

Signature of Agent

OR

Signature of Owner