REGULATIONS GOVERNING

PERMIT SUBMITTAL REQUIREMENTS

PINAL COUNTY BUILDING SAFETY DEPARTMENT
P.O. BOX 1610, FLORENCE, AZ. 85232
31 N. PINAL STREET, BLDG F
(520) 866-6455 FAX (520) 866-6517

INFORMATION BULLETIN

004

Apr 11, 2008

Please submit the following information completely so that the Department of Building Safety staff can expediently process your application. Representatives of Community Development Services will assist you with any questions regarding the requirements listed below. **Please note that all applications and submittals must be made in person at the Florence County complex or a district office. Applications cannot be accepted by mail and will be returned.** Plan review fees are due upon submittal acceptance. Permit fees are due when permit is obtained. Cash payments are limited to $10 or less per transaction.

( ) VERIFICATION OF ZONING CLEARANCE. Check with Planning and Development Services.
Note: If property has undergone a Minor Land Division or changed ownership, a copy of the **recorded deed** must accompany the submittal. If applicant is not legal owner, a signed Authorization Form must be submitted.

( ) VERIFICATION OF FLOOD ZONE. Check with Public Works.

( ) HEALTH DEPARTMENT CLEARANCE.

( ) VERIFICATION OF DUST CONTROL PERMITS FROM AIR QUALITY. Methods of proposed dust control must be approved by the Air Quality Control Department and permits obtained prior to construction. Check with Air Quality Control.

( ) ZONING/BUILDING PERMIT APPLICATION(S). ONE FOR EACH STRUCTURE. Fill in all blanks completely where applicable. Available online at:
http://pinalcountyaz.gov/Departments/BuildingSafety/Pages/FormsCodes.aspx

( ) THREE (3) SITE PLANS, **drawn to Engineering scale**, (1"=10', 1"=20',etc) displaying property lines, existing and proposed structures located by dimension from property lines, setbacks, existing and proposed utilities, easements and rights of way. Show all washes, if any, and significant drainage features. Please do not use a "Grading" and/ or "Drainage" plan for this requirement. **(At least one of the required drawings must be on 8.5" X 11" or 11" x 17" size paper)**

( ) FIRE DISTRICT or plan for fire protection for commercial projects.

( ) TWO (2) SETS OF COMPLETE CONSTRUCTION DOCUMENTS, (Drawings and any Required Notes), AS APPROPRIATE TO FULLY DESCRIBE THE PROJECT, **(3 sets for Commercial projects.),** including:

( )	Foundation Plan	( )	Elevations
( )	Floor Plan	( )	General Details for Framing and Foundation
( )	Roof Framing Plan	( )	Electrical, Plumbing & Mechanical Plan

Plans must be drawn to scale on substantial paper, minimum size 11" X 17", and be of sufficient clarity to indicate location, nature and extent of proposed work.

( ) VERIFY IF ANY OR ALL DRAWINGS MUST BE DESIGNED AND SEALED BY AN ARIZONA REGISTERED ARCHITECT AND /OR ENGINEER.

( ) PLAN CHECK FEE ( ) CONCEPT REVIEW, IF REQUIRED

( ) DEVELOPMENT FEE ASSESSMENT REQUIRED

FLORENCE OFFICE: 8:30 - 4:30 MON - FRI
IMPACT FEE COORDINATOR….. (520) 866-6321
BUILDING SAFETY..... (520) 866-6455
PLANNING & DEVMNT..... (520) 866-6442

DISTRICT OFFICES: 8:00 - 12:00 MON & WED
APACHE JUNCTION..... (480) 982-4381
CASA GRANDE..... (520) 866-7443
ORACLE.....8:00 - 10:00..... (520) 896-2195

COMMUNITY DEVELOPMENT SERVICES, BUILDING F, 31 N. PINAL ST., FLORENCE, AZ 85232
COUNTY HEALTH DEPT.: (520) 866-6864 AIR QUALITY CONTROL: (520) 866-6929