



PINAL COUNTY
WIDE OPEN OPPORTUNITY

Permit Submittal Requirements on Recorded MLD's

When applying on the Parent Parcel within a **recorded** Minor Land Division;
(Awaiting the New County assessor parcels for the splits within the survey)

Please submit the following information to ensure the Community Development staff can process your application.

- Complete permit application. If you are not the property owner, a completed property owner authorization signed by the property owner.
- A site plan from the recorded survey of the Minor Land Division.
- The recorded warranty deed created for the specific parcel within the survey you are applying for.
- At Risk “Residential” Building Permit Application, this must be filled out with the MLD# and the acknowledgement of your signature that your permit will not get a final inspection until the new parcel number is assigned by the County Assessor. **(This is the responsibility of the applicant to inform Community Development with the new parcel number.)**
- Two sets of complete construction documents, (*online submittals only require one set of PDF plans only*) to fully describe the project including:
 - () Site Plan created from the recorded survey of the Minor Land Division.
 - () Foundation Plan
 - () Floor Plan
 - () Roof Framing Plan
 - () RESCheck report or Manual J & S
<https://www.energycodes.gov/rescheck>
 - () Exterior Elevations
 - () General Details for Framing and Foundation
 - () Electrical, Plumbing & Mechanical Plans
- Verify if the drawings must be designed and sealed by an Arizona registered architect and/or engineer.
STRUCTURAL DESIGN CRITERIA:
2018 IBC/IRC
Wind Speed: 115mph
Wind Exposure Category: C
Seismic Design Category: B
Roof Live Load: 20 psf minimum

Plan review fees are due at time of submittal and are based on the square footage of your project. Permits fees are due at time of permit issuance. The Criteria listed above are Community Developments submittal requirements for the submittal of permits on Parent Parcel within a recorded Minor Land Division.

If you have any Questions regarding this process, Please contact Community Development at 520-866-6442 and a Customer Service Specialist Senior will assist you in this process.

COMMUNITY DEVELOPMENT

31 North Pinal Street, Building F, PO Box 2973, Florence, AZ 85132 T 520-866-6442 FREE 888-431-1311 F 520-866-6517

www.pinalcountyaz.gov



PINAL COUNTY COMMUNITY DEVELOPMENT
BUILDING SAFETY DIVISION
31 N. PINAL ST. BLDG. F, FLORENCE, AZ 85132/520-866-6442
BUILDING PERMIT APPLICATION

Building Permit #

TYPE OF APPLICATION: COMMERCIAL [] RESIDENTIAL [] TENANT IMPROV [] REMODEL/ADDITIONS [] DEMO []

JOB/STREET ADDRESS:

PARCEL #: MLD# (IF APPLICABLE):

LEGAL DESCRIPTION: SUBDIVISION UNIT/BLOCK LOT

SECTION TOWNSHIP N/S RANGE E/W SIZE OF PARCEL

PROPERTY OWNER(S)/RENTER/TENANT PHONE

MAILING ADDRESS CITY ST ZIP

BUILDER/CONTRACTOR PHONE

MAILING ADDRESS CITY ST ZIP

LICENSE # & CLASS

CLASS OF WORK (check one) NEW [] ALTERATION [] ADDITION [] ESTIMATED VALUE \$

SETBACKS (FROM EAVES): FRONT [] LEFT SIDE [] RIGHT SIDE [] REAR []

The setbacks should be measured from either the property line or future road right-of-way, whichever is more restrictive.

HEIGHT OF BUILDING Are there any outdoor light fixtures on building? Check one: YES [] or NO []

IS THERE A WASH/ WATER COURSE ON THE PROPERTY? Check one: YES [] or NO [] INITIAL

IF YES, WHAT IS THE DISTANCE FROM BUILDING? NOTE: MIN. 50 FT. SETBACK REQ'D FROM THE EDGE OF WASH/WATER COURSE UNLESS OTHERWISE DETERMINED BY AN ENGINEER
A ONE TIME FEE OF \$20.00 MAY BE ASSESSED TO ALL PERMITS FROM THE PINAL COUNTY FLOOD CONTROL DISTRICT (FOR REVIEW OF WASHES, FLOOD PLAIN, FISSURES AND REGIONAL ROUTES) PAYABLE AT THE TIME OF PERMIT PICKUP.

RESIDENTIAL/COMMERCIAL SQUARE FOOTAGE: BASEMENT [] 1ST FLOOR [] 2ND FLOOR [] GARAGE []

CARPOR/PORCHES TOTAL SQUARE FOOTAGE # OF STORIES # OF BEDROOMS

ADDITIONS SQUARE FOOTAGE: LIVABLE [] GARAGE [] REMODEL [] CARPORT/PORCHES/ENCLOSURES []

UTILITIES (check applicable): SEWER [] SEPTIC [] GAS [] LPG [] ELEC [] WATER [] WELL []

SANITARY DISTRICT: GAS CO: ELECTRIC CO:

EXISTING USE: PROPOSED USE:

Do you plan on having a home occupation? (Please check one) Yes [] or No [] Initial:

NOTE: (For Commercial FBB/ temporary trailers must provide :) SERIAL# INSIGNIA#

OFFICE WHERE YOU WANT TO PICK UP PERMIT: Check one: Florence [] Casa Grande [] Apache Jct [] Oracle []

CONTACT PERSON (WHO DO WE CONTACT WHEN PERMIT IS READY FOR PICKUP AND/OR QUESTIONS?):

NAME PHONE EMAIL

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT GUARANTEE APPROVAL OF THE ACTUAL CONSTRUCTION. I HEREBY CERTIFY THAT THE INFORMATION ON THIS APPLICATION AND ALL RELATED SUBMITTALS ARE TRUE AND CORRECT.

PRINT NAME PLEASE

X SIGNATURE OF OWNER/ AGENT

DATE OF APPLICATION

*****OFFICE USE ONLY*****

SPECIAL CONDITIONS:

AREA: N S E W IFA: Category: ZONING FEE: TYPE OF CONSTR:

NON CONF: Livable/sq ft: Total: FLOOD FEE: OCC. CLASS:

ZONE: Parks: Credits: ADDRESS FEE: ACT. VALUE

Septic Clearance: Y N P/S: SUBMITTAL FEE: OCCUPANT LOAD:

CCO: Streets: PLAN REVIEW SPRINKLERED: Y or N

Rev: AUG 2019 PERMIT FEE: PLAN REVIEWER:

**PINAL COUNTY COMMUNITY
DEVELOPMENT**

31 N. PINAL ST. BLDG. F, FLORENCE, AZ
85132/520-866-6442

(Incomplete applications will not be accepted)

PROPERTY OWNER AUTHORIZATION FORM

I, _____, hereby authorize:
Property owner

Applicant

To make application for the following:

Description of work

APN: _____

Address: _____

City: _____

As property owner, I understand that I am responsible for any and all work that will result from the issuance of required permits, orders or notices concerning violations, including all fees the County may charge for reviews, inspections, etc. In doing this work, all provisions of the Pinal County Development Services Code, along with State and Federal laws shall be complied with.

(Print) Property Owner Name

(Print) Property Owner Title

Property Owner Signature

Phone number

Date

(Please provide form with application)



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RESIDENTIAL PLAN REVIEWS

FM: Dale Garcia, Chief Building Official

DATE: March 22, 2021

SUBJECT: At Risk “Residential” Building Permit Applications

In some circumstances, applicants for a residential building permit are required to go through pre-approval processes in order to receive a building permit. For example, variance approvals, minor land division, legal non-conforming, etc. If you are required to go through any such process, you may choose to have your building plans reviewed concurrently with any other application processes.

There are some risks involved in proceeding in this manner and therefore requires an “At-Risk Building Permit Application”. Applicants need to accept and understand the disadvantages and risks. When an applicant desires to submit for a building permit review under these circumstances, they should fully understand the following:

- Even though the building permit plan review is complete, a permit will not be issued without proper approvals.
- Plan Review fees shall be collected at time of submittal.
- Plan Review fees are non-refundable, once the review has begun. If your project is denied or substantial changes are required, the plan review fee is non-refundable.
- This permit has been taken in on a parent parcel under recorded MLD _____. You understand that no final inspection will be performed on this building permit until the assigned parcel is issued from the Pinal County Assessor’s office. **It is your responsibility to provide the new parcel number to Community Development.**

Please sign below, acknowledging that you have read and understand the above. Thank you.

Applicant Signature: _____ Date: _____

Print Name: _____

TRACKING#: _____

COMMUNITY DEVELOPMENT
Building Safety Division

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