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  ( ) Exterior Elevations
  - ( ) Floor Plan  ( ) General Details for Framing and Foundation
  - ( ) Roof Framing Plan  ( ) Electrical, Plumbing & Mechanical Plans
  - ( ) RESCheck report or Manual J & S
    https://www.energycodes.gov/rescheck

- 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.
BUILDING PERMIT APPLICATION

TYPE OF APPLICATION: COMMERCIAL [ ] RESIDENTIAL [ ] TENANT IMPROV [ ] REMODEL/ADDITONS [ ] 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
MAILING ADDRESS __________________________________________ CITY __________ ST __________ ZIP __________

PHONE __________

MAILING ADDRESS __________________________________________ 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 _______________ SIGNATURE OF OWNER/ AGENT _______________ DATE OF APPLICATION _______________

SPECIAL CONDITIONS: __________________________________________________________________________

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

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: ________
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)
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#: _________________________