



COCHISE COUNTY JOINT PERMIT APPLICATION

Cochise County Community Development, 1415 Melody Ln., Bldg. E, Bisbee, AZ 85603 (520) 432-9240. Fax (520) 432-9278, www.cochise.az.gov

FOR DEPARTMENTAL USE ONLY

PLEASE PRINT OR TYPE PARTS A-F BELOW

PART A: DESCRIPTION OF PROPERTY

Tax Parcel Identification #
Subdivision
Site Location/Address/City
Property Owner Name
Mailing Address/City/Zip Code
Name of Applicant (if not property owner)
Mailing Address/City/Zip Code
Contact Person
Phone Number
Email
Fax Number

PART B: PROPOSED PROJECT

Replacement Manufactured Home Yes No Year of Manufactured Home
Gross Floor Area of Proposed Project Structure Height
Estimated Value of Proposed Project If constructing an addition/improvement to existing structure, what is the assessed value of existing structure?

PART C: HEALTH SERVICES SECTION

- 1. Sewer or Septic System
TO BE COMPLETED IF ON SEPTIC SYSTEM ONLY:
Septic System: New Existing No. of Bedroom(s)/Den(s)
Indicate who will perform work: Owner Contractor
If contractor, list name and license #
2. Water Supply: Public Community Well Private Well

PART D: FLOODPLAIN SECTION

- 1. Will watercourse be altered/relocated as a result of proposed use? Yes No
2. Proposed wash crossing: Bridge Culvert Dip Fill None
3. If alteration or wash crossing, explain on site plan and note if Temporary or Permanent
4. Any washes within 300' of the project? Yes No

PART E: HIGHWAY RIGHT-OF-WAY SECTION

- 1. Are any of the following existing on your property?
Electricity TV Cable Telephone Sewer Gas Culvert Driveway
2. Installation to property required:
Electricity Underground Overhead TV Cable Underground Overhead
Telephone Sewer Gas Culvert Driveway Water Line
Other

PART F: CERTIFICATION SIGNATURE

I hereby certify that I am the owner or duly authorized owner's agent and that all information on this application and the attached site plan is accurate. I understand that if any of this information is false, it may be grounds for revocation of this permit. I further certify that I will comply with all County, State and Federal regulations applicable to said property, and acknowledge that I am not authorized to begin work until I have received a numbered permit. I FURTHER AUTHORIZE COUNTY EMPLOYEES AND APPROPRIATE REGULATORY AGENCIES TO ENTER ONTO SAID PROPERTY TO MAKE REASONABLE INSPECTIONS FOR COMPLIANCE.

Signature: Date:

Assigned County Address
Building Code Construction Plans submitted: Yes No SV Sub-Watershed
Owner Built: Limited Non Code Hubbard Zone Tombstone Aqueduct BST
Growth Area Plan Designation Trn. Rg. Sec.
Zoning District Map Ref. Supervisor District
Flood Zone Panel # Panel Date
Lot Area Setbacks: N S E W

PERMIT PROCESSING INFORMATION

Right-of-Way Rev. By: Date Permit Required Y N
Flood Control Rev. By: Date Permit Required Y N
Health Services Rev. By: Date Permit Required Y N
RAD Rev. By: Date Review Required Y N

Table with 5 columns: Permit Type, Permit No., Date Received, Fee, Receipt No., Description. Rows include Bldg Code, Non-Bldg Code, Manufactured Home/FBB, Health, Right-of-Way, Flood Control, RAD, Review (Res/Comm), Surcharge/Other, and Total.

Permit approved for issuance by Permit Coordinator

Signature: Date:



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Commercial/Industrial Project Application

Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the Owner or authorized Agent of the Owner of the property being developed.
2. I am applying for the meetings/ review(s) indicated below.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S. §13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the Owner, Applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. The submittal is subject to an administrative review of 10-business days, at which time I will receive written or electronic notice if application is complete or in the case of an incomplete application, a list of deficiencies that need to be corrected. An application will not pass the review for administrative completeness until all deficiencies have been corrected.
8. If the County does not issue a written or electronic notice of administrative completeness within the 10-business days, the application will be deemed administratively complete and the substantive review process begins.
9. The overall all review times are 100-business days for Option 1 and 110-business days for Option 2.
10. The substantive review process is 80-business days for Option 1 and 90-business days for Option 2.

The Applicant must choose one of the following options for the substantive review:

OPTION 1: () A single review option that allows for one comprehensive review and complete comprehensive correction letter requesting information; or

OPTION 2: () A supplemental request option allows for up to 3-subsequent reviews.

By signing below, I acknowledge that:

11. A complete response to any correspondence will be submitted to Cochise County for any subsequent reviews.
12. The Applicant or Agent will be sent written or electronic notice of a license approval or denial within the substantive review period.
13. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.
14. The Applicant or Agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.
15. The project review process and timeframe is suspended when a project triggers the requirement for an application for approval by an Outside Agency, the Board of Adjustment, Planning and Zoning Commission, and/or the Board of Supervisors. If either the Board of Adjustment, Planning and Zoning Commission, or the Board of Supervisors approves the request contained in the application, then Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

By signing below, I acknowledge that:

16. An appeal protesting any denial of an application can be made to Cochise County Community Development Department, Planning Division Deputy Director, Beverly Wilson, 1415 Melody Lane, Bldg. E. Bisbee, Arizona 85603. The appeal shall set forth all relevant facts pertaining to the denial, and must be in writing. It must be filed within ten-days from the date of the denial letter.
17. If the County does not issue to the Applicant the written or electronic notice granting or denying a license within the **overall** time frame or within the mutually agreed upon time frame extension, the county SHALL refund the Applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30-working days after the expiration of the agreed upon time frame pursuant A.R.S. § 11-1605(J).

Signature

Date

Print Name/Firm

Owner Agent

Commercial/Industrial Project Guide

Effective January 1, 2013

Submittal Review Timelines

Overall review time for Option 1 will be 100-business days.

Overall review time for Option 2 will be 110-business days.

Administrative Review: 20-business days

1 st review	10-business days	Accepted or Notice of deficiencies
2 nd review	10-business days	Acceptance or Denial Letter

Substantive Review Option 1: 1-80-business days

1 st review	40-business days	Approved or Correction Letter
2 nd review	40-business days	Approved or Denial Letter

Substantive Review Option 2: 1-90-business days (Subsequent Review Process only available if requested by the Applicant).

1 st review	40-business days	Approved or Correction Letter
2 nd review	30-business day	Approved or Correction Letter
3 rd review	20-business days	Approved or Denial Letter

(Business days are defined as complete 8-hour working days.)

REMINDER: The project review process and timeframe is suspended when a project triggers the requirement for approval by an Outside Agency, the Board of Adjustment, Planning and Zoning Commission, and/or the Board of Supervisors. If either the Board of Adjustment, Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then the Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

THE COMMERCIAL USE/BUILDING PERMIT APPLICATION PROCESS

The establishment of a new commercial use or the improvement or change to an existing commercial use (regardless of whether any building construction is involved) requires associated permits from Cochise County. Simply stated, commercial uses are all uses of property other than traditional residential uses. These include, but are not limited to retail sales, repair services, manufacturing, storage facilities, etc. (Please note that commercial uses that carry a statutory exemption (e.g. agricultural operations, mining operations, utilities, etc.) do not fall within the above category). Questions relating to permit requirements for such activities should be directed to the Commercial Permit Coordinator at (520) 432-9240.

The following summarizes the steps involved in processing a Commercial Building/Use Permit:

- **STEP 1 Completion of the joint permit application, questionnaire, site plan and required submittals**

The information you provide on all required forms will help local and state departments/agencies to make a fair and accurate appraisal of your proposed commercial activity.

It is important to answer every question that applies to your proposed use as completely as possible. The Community Development Department, Planning, Zoning and Building Safety and other affected departments/agencies will be happy to meet with you (appointments are preferred) to answer any questions and to go over the application forms and site plan requirements.

An application will be considered complete and will be accepted for review by the Community Development Department, Planning, Zoning and Building Safety **ONLY** after all items noted on the list of required submittals are accurately completed and the project is fully described by answering the questions in the questionnaire. Failure to provide all of the information needed to process the application could result in unnecessary delays in the review process.

Be aware that **ALL** work performed on commercial uses must be done by a licensed commercial contractor. Any questions regarding this requirement must be addressed through the Registrar of Contractors' Office located in Tucson, at (520) 628-6345.

Please note a minimum building permit and review fee of \$165 is required for a non-residential permit, \$100 of which is non-refundable. You will be informed by the Commercial Permit Coordinator of additional building/use permit fees (if applicable) during the application review process. All required fees must be paid prior to permit issuance.

- **STEP 2 Technical Review by Interested Agencies**

The Community Development Department, Planning, Zoning and Building Safety will ask for technical review from those state and local department/agencies that have expert knowledge of your proposed use. Local departments include the Cochise County Community Development, Highway and Floodplain Department, the Health and Social Services Department, and applicable fire districts. State agencies such as the State Fire Marshal's Office or the Department of Environmental Quality or Transportation may also be notified, if necessary. Unless informed otherwise by the Commercial Permit Coordinator, please allow a minimum of fifteen (15) working days for all departments/agencies to respond to your proposal. Under most circumstances, you may be able to obtain a copy of all applicable comments at this time.

- **STEP 3 Development Review Committee**

If the Commercial Permit Coordinator makes a determination that your application requires a coordinated review by the affected County departments/state agencies (for reasons such as the size of the project, associated on and off-site impacts, etc.), a Development Review Team meeting will be convened on the first Monday following the termination of the 15-working day review period. The Committee convenes at 9:00 a.m. at the Community Development Department conference room located at 1415 Melody Lane in Bisbee.

At a minimum, the Development Review Team will consist of representatives from the following departments: Community Development, Planning, Zoning and Building Safety & Highway and Floodplain and Health & Social Services. You or your designated representative(s) are strongly encouraged to attend this meeting to ensure that all departments have a clear understanding of your project. If at all possible and upon request, the Commercial Permit Coordinator will provide you with a copy of all comments submitted by those applicable departments/agencies reviewing your project prior to the Committee meeting to ensure that you have had time to review said comments in advance.

Please also note that at any time after permit application submittal you may request to meet with the Committee at their next regularly scheduled Monday meeting to explain your project in greater detail, clear up some potential confusion, etc. If, however, this meeting occurs before the termination of the 15 working day review period, you cannot expect to receive either verbal or written comments on your application from Development Review Team representatives.

Please also note that the above procedures would not apply to pre-application conferences. Such conferences can be scheduled with the Team by the Commercial Permit Coordinator for any regular Team meeting prior to permit application submittal.

- **STEP 4 Consolidation of comments and written communication to the applicant**

Upon receipt of written comments from the affected state and local departments/agencies and consolidation of comments provided at the Development Review Team meeting (if applicable), the Community Development Department, Planning, Zoning and Building Safety will provide you a written summary of all applicable requirements. Please note that if your application is in compliance with all pertinent requirements at this point in the review process, a building/use permit will be issued to you (see Step 6).

There is a possibility, however, that additional revisions to your application will be required by the County after this initial submission and review process. Upon resubmission of all requested items and resolution of all related concerns, a building/use permit will be issued to you.

- **STEP 5 Appeal to the Board of Adjustment**

If after receiving the letter stipulating the permit requirements, you wish to request a variance from any of the zoning-related requirements addressed or wish to appeal any of the zoning-related administrative decisions made on your application, you may submit a variance/appeal request (and applicable hearing fees) or lot development modification form (if applicable) to the County at the address below:

Cochise County
Community Development Department
Planning, Zoning and Building Safety
1415 Melody Lane, Building E
Bisbee, Arizona 85603

Please note that variance fees are \$300, lot development modification fees are \$75 and appeal fees are \$150. If you have any specific questions in this regard, please contact the Commercial Permit Coordinator at (520) 432-9240.

- **STEP 6 Permit Issuance**

Once your application complies with all state and local requirements and all planning-related fees have been paid, a permit will be issued by the Community Development Department, Planning, Zoning and Building Safety Department (note: additional permit fees may be required from other County departments; to determine other applicable right-of-way/flood control fees contact the Highway & Floodplain division of Community Development at (520) 432-9300; to determine applicable sanitation fees, contact the Health & Social Services Department at (520) 432-9400). Upon issuance of the permit, you will receive a letter indicating the specific conditions of approval for your permit. These conditions will also set forth specific dates that the applicable site development standards are to be in place on your property, after which time the County/State will conduct compliance inspections.

Should you have any questions at any time during the commercial permit review process, please contact the Commercial Permit Coordinator at (520) 432-9240 to set up an appointment.



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

COMMERCIAL USE/BUILDING PERMIT/SPECIAL USE PERMIT QUESTIONNAIRE

(TO BE PRINTED IN INK OR TYPED)

TAX PARCEL NUMBER: _____

ZONING DISTRICT _____

APPLICANT: _____

MAILING ADDRESS: _____

CONTACT TELEPHONE NUMBER: _____

PROPERTY OWNER (IF OTHER THAN APPLICANT): _____

ADDRESS: _____

DATE SUBMITTED: _____

Special Use Permit Public Hearing Fee (if applicable) \$ _____

Building/Use Permit Fee \$ _____

Total paid \$ _____

PART ONE - REQUIRED SUBMITTALS

1. Cochise County Joint Application (attached).
2. Questionnaire with all questions completely answered (attached).
3. A minimum of (9) copies of a site plan drawn to scale and completed with all the information requested on the attached Sample Site Plan and list of Non-residential Site Plan Requirements. **(In addition, if the site plan is larger than 11 x 17 inches, please provide one reduced copy.)**
4. Proof of ownership/agent. If the applicant is not the property owner, provide a notarized letter from the property owner stating authorization of the Commercial Building/Use/Special Use Application.

5. Citizen Review Report, if special use.
6. Proof of Valid Commercial Contractor's License. (Note: any building used by the public and/or employees must be built by a Commercial Contractor licensed in the State of Arizona.)
7. Hazardous or Polluting Materials Questionnaire, if applicable.

OTHER ATTACHMENTS THAT MAY BE REQUIRED DEPENDING ON THE SCOPE OF THE PROJECT

1. Construction Plans (possibly stamped by a licensed Engineer or Architect)
2. Off-site Improvement Plans
3. Soils Engineering Report
4. Landscape Plan
5. Hydrology/Hydraulic Report
6. Traffic Impact Analysis (TIA): **Where existing demonstrable traffic problems have already been identified such as high number of accidents, substandard road design or surface, or the road is near or over capacity, the applicant may be required to submit additional information on a TIA.**
7. Material Safety Data Sheets
8. Extremely Hazardous Materials Tier Two Reports
9. Detailed Inventory of Hazardous or Polluting Materials along with a Contingency Plan for spills or releases

The Commercial Permit Coordinator/Planner will advise you as soon as possible if and when any of the above attachments are required.

PART TWO - QUESTIONNAIRE

In the following sections, thoroughly describe the proposed use that you are requesting. **Attach separate pages if the lines provided are not adequate for your response.** Answer each question as completely as possible to avoid confusion once the permit is issued.

SECTION A - General Description (Use separate sheets as needed)

1. What is the existing use of the property? _____

2. What is the improvement? _____

3. Describe all activities that will occur as part of the proposed use. In your estimation, what impacts do you think these activities will have on neighboring properties?

4. Describe all intermediate and final products/services that will be produced/offered/sold.

5. What materials will be used to construct the building(s)? (Note, if an existing building(s), please list the construction type(s), i.e., factory built building, wood, block, metal)

6. Will the project be constructed/completed within one year or phased? One Year _____
Phased ___ if phased, describe the phases and depict on the site plan.

7. Provide the following information (when applicable):

A. Days and hours of operation: Days: _____ Hours (from _____ AM to _____ PM)

B. Number of employees: Initially: _____ Future: _____
Number per shift Seasonal changes _____

C. Total average daily traffic generated:

(1) How many vehicles will be entering and leaving the site?

(2) Total trucks (e.g., by type, number of wheels, or weight)?

(3) Estimate which direction(s) and on which road(s) the traffic will travel from the site?

(4) If more than one direction, estimate the percentage that travel in each direction?

(5) At what time of day, day of week and season (if applicable) is traffic the heavies?

D. Circle whether you will be on public water system or private well. If private well, show the location on the site plan.

Estimated total gallons of water used: per day _____ per year _____

E. Will you use a septic system? Yes ___ No ___ If yes, is the septic tank system existing? Yes ___ No ___
Show the septic tank, leach field and 100% expansion area on the site plan.

F. Does your parcel have permanent legal access*? Yes ___ No ___

If no, what steps are you taking to obtain such access?

*Section 1807.02A of the Cochise County Zoning Regulations stipulates that no building permit for a non-residential use shall be issued unless a site has permanent and direct access to a publicly maintained street or street where a private maintenance agreement is in place. Said access shall be not less than twenty (20) feet wide throughout its entire length and shall adjoin the site for a minimum distance of twenty (20) feet.

Does your parcel have access from a (check one): _____ private road or easement**

_____ County-maintained road

_____ State Highway

**If access is from a private road or easement provide documentation of your right to use this road or easement and a private maintenance agreement.

G. For Special Uses only - provide deed restrictions that apply to this parcel if any.

Attached _____ NA _____

H. Identify how the following services will be provided:

Service	Utility Company/Service Provider	Provisions to be made
Water		
Sewer/Septic		
Electricity		
Natural Gas		
Telephone		
Fire Protection		

SECTION B - Outdoors Activities/Off-site Impacts

1. Describe any activities that will occur outdoors.

2. Will outdoor storage of equipment, materials or products be needed? Yes ___ No ___ if yes, show the location on the site plan. Describe any measures to be taken to screen this storage from neighboring properties

3. Will any noise be produced that can be heard on neighboring properties? Yes ___ No ___ if yes; describe the level and duration of this noise. What measures are you proposing to prevent this noise from being heard on neighboring properties?

4. Will any vibrations be produced that can be felt on neighboring properties? Yes ___ No ___ if yes; describe the level and duration of vibrations. What measures will be taken to prevent vibrations from impacting neighboring properties?

5. Will odors be created? Yes ___ No ___ If yes, what measures will be taken to prevent these odors from escaping onto neighboring properties?

6. Will any activities attract pests, such as flies? Yes ___ No ___ If yes, what measures will be taken to prevent a nuisance on neighboring properties?

7. Will outdoor lighting be used? Yes ___ No ___ If yes, show the location(s) on the site plan. Indicate how neighboring properties and roadways will be shielded from light spillover. Please provide manufacturer's specifications.

8. Do signs presently exist on the property? Yes ___ No ___ If yes, please indicate type (wall, freestanding, etc.) and square footage for each sign and show location on the site plan.

A. _____ B. _____ C. _____ D. _____

9. Will any new signs be erected on site? Yes ___ No ___ If yes, show the location(s) on the site plan. Also, draw a sketch of the sign to scale, show the copy that will go on the sign and **FILL OUT A SIGN PERMIT APPLICATION** (attached).

10. Show on-site drainage flow on the site plan. Will drainage patterns on site be changed?
Yes ___ No ___

If yes, will storm water be directed into the public right-of-way? Yes ___ No ___

Will washes be improved with culverts, bank protection, crossings or other means?
Yes ___ No ___

If yes to any of these questions, describe and/or show on the site plan.

11. What surface will be used for driveways, parking and loading areas? (i.e., none, crushed aggregate, chipseal, asphalt, other)

12. Show dimensions of parking and loading areas, width of driveway and exact location of these areas on the site plan. (See site plan requirements checklist.)

13. Will you be performing any off-site construction (e.g., access aprons, driveways, and culverts)?
Yes ___ No ___ If yes, show details on the site plan. **Note: The County may require off-site improvements reasonably related to the impacts of the use such as road or drainage improvements.**

SECTION C - Water Conservation and Land Clearing

1. If the developed portion of the site is one acre or larger, specific measures to conserve water on-site must be addressed. Specifically, design features that will be incorporated into the development to reduce water use, provide for detention and conserve and enhance natural recharge areas must be described. The Community Development Department, Planning, Zoning and Building Safety has prepared a *Water Wise Development Guide* to assist applicants. This guide is available upon request. If the site is one acre or larger, what specific water conservation measures are proposed? Describe here or show on the site plan submitted with this application.

2. How many acres will be cleared? _____

If more than one acre is to be cleared describe the proposed dust and erosion control measures to be used (Show on site plan if appropriate.)

SECTION D - Hazardous or Polluting Materials

Does the proposed use involve hazardous materials? These can include paint, solvents, chemicals and chemicals wastes, oil, pesticides, herbicides, fertilizers, radioactive materials, or biological agents. Engine repair, dry cleaning, manufacturing and all uses that commonly use such substances in the County's experience require completion of the attachment.

No _____ Yes _____ If yes, complete the attached Hazardous Materials Attachment. Engine repair, manufacturing and all uses that commonly use such substances in the County's experience also require completion of the attachment.

Applications that involve hazardous or polluting materials may take a longer than normal processing time due to the need for additional research concerning the materials' impacts.

The Arizona Department of Environmental Quality (ADEQ) Compliance Assistance Program can address questions about Hazardous Materials (1-800-234-5677, ext. 4333.)

SECTION E - Applicant's Statement

I hereby certify that I am the owner or duly authorized owner's agent and all information in this questionnaire, in the Joint Permit Application and on the site plan is accurate. I understand that if any information is false, it may be grounds for revocation of the Commercial Use/ Building/ Special Use Permit.

Applicant's Signature _____

Date signed _____



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Hazardous Materials Attachment

Firm's current name: _____

Current location: _____

Fire district: _____

Nearest main intersection with street names: _____

Distance: _____ miles Direction: _____

Firm's previous location(s)

Previous name(s) of firm/operation: _____

Previous location(s): _____ Date(s): _____

Previous compliance/accident history: _____

Date(s): _____

1. List hazardous and polluting materials (including raw materials, products, wastes, emissions, discharges, etc.) that will be brought to, stored, manufactured, produced, generated, processed or otherwise used at or released or transferred from the site and the quantities you will store. Material Safety Data Sheets (MSDS) are required for all such substances.

Material _____ Quantity _____

Material _____ Quantity _____

Material _____ Quantity _____

Material _____ Quantity _____

2. How will substances be stored? (For example, automotive batteries require impervious flooring, flammables require NFPA 30 cabinets, gas cylinders need restraints, and many chemicals have specific requirements, such as secondary containment areas for liquids. These requirements are found in the MSDS or can be requested from ADEQ.)

3. What methods will ensure proper containment during use or ventilation? (Waste and by-products as well as substances have specific needs to control damage from those products.)

4. Is any welding being performed and where? (Flammables must be kept away from sources of ignition such as electricity, arcs, sparks, hot metal or open flame. Gas cylinders must be secured.)

5. How will waste/ excess substances be disposed of? (Commercial operators may not use the County transfer stations' hazardous waste program. They handle only household materials.)

6. What evacuation, treatment and notification will be made if there are any releases to groundwater or air? (Notification may be required to the Sheriff's Department, adjacent neighborhoods, State Fire Marshal, local fire district, ADEQ, and/ or EPA.)

Signature _____

Date _____

Glossary of Hazardous or Polluting Materials Terms

Acute	Health effects, usually short-term, apparent immediately or shortly after exposure (e.g., fainting, burns, rashes)
Carcinogenic	Capable of causing cancer
CAS number	An internationally-recognized specific number assigned to specific chemical substances by the Chemical Abstract Service of the American Chemical Society
Chronic	Health effects of long duration which may not be apparent until some time after exposure (e.g., cancer, birth defects, nerve damage, immune-system disease)
Material name	The chemical name of a material (e.g., Benzene; Sulfuric Acid; 1,1,1-Trichloroethylene)
MSDS	A fact sheet with information on material identification, CAS numbers, health and physical hazards, first aid and emergency procedures, etc.; required by certain state and federal laws to accompany products containing hazardous or polluting materials or be made available to employees and the public
Mutagenic	Capable of causing genetic mutations in genetic material
Release	A discharge to water, emission to air, or other dispersal of a hazardous material to the environment
Reportable leaks or spills	Releases of hazardous materials in quantities required to be reported to emergency agencies under state or federal laws
Surface water	Ponds, lakes, creeks, rivers, washes, etc. (includes intermittent or ephemeral streams, "dry" washes, etc.)
Teratogenic	Capable of causing birth defects through maternal or paternal exposure
Transfer	To move a hazardous material from one site to another by vehicle, pipeline, etc. (e.g., to a waste disposal site), or incorporated in a product
Waste code	Alphanumeric identifiers (e.g., F001) assigned to hazardous wastes by state and federal government agencies

**Non-Residential Permit Application
Instructions and Intake Checklist**

Complete the following information, include complete site plan and required fees (must be for the total required amount, with checks payable to "Cochise County Treasurer"). Include Tax Parcel ID Number on all application pages and any correspondence regarding your permit application.

- Joint Permit Application: complete left side of application and sign**
- Proof of Valid Contractor's Form: complete and sign**
- Sewage System Design Checklist (if applicable)**
- Current Assessors' Parcel Map (from County Assessor's office 432-8650)**
- 9 copies of Complete Site Plan: Clearly and legibly include all information on Site Plan Instructions (attached)**
- Commercial Permit Questionnaire**
- Lighting plan including manufacturers' cutsheets or photo of each fixture type, height, wattage, shielding and type of fixture proposed (see County Light Pollution Code for requirements)**
- Completed Lighting Worksheet**
- Hazardous Material Questionnaire (if applicable)**
- MSDS (Material Safety Data Sheet) for each hazardous chemical used (if applicable)**
- 2 sets of Construction Plans**
- 2 sets of Truss Calculations (if applicable)**
- Construction Plans signed by Arizona Registrant (Architect or Engineer) if building or addition will be used by 20 or more people, is larger than 3000 sq. ft. or has unsupported truss span of 20 feet or longer**
- Completed sign permit application (if a sign is proposed)**
- 2 sets of sign construction plans**
- 2 copies of a detailed floor plan if food will be served. Include floor plan if proposed is a change of use to an existing building.**
- If addition, please include floor plan showing existing structure and proposed addition**
- Fees: A minimum building permit and review fee of \$165 is required for a non-residential permit, \$100 of which is non-refundable. You will be informed if additional building/use permit fees will be required for your project. All required fees must be paid prior to permit issuance.**
- Written assurance from the provider of sewer & water utilities for uses on community water & sewer systems submitted (if applicable)**
- Parcel in the military airport and ancillary facility's operation area which requires compatibility review pursuant to ARS 28-8481 (if applicable)**

Estimated fees: _____

Additional submittal requirements: _____

Applications can be submitted to:
Cochise County Community Development Department, Planning, Zoning and Building Safety
1415 Melody Lane, Building E
Bisbee, Arizona 85603
Monday – Friday 8 AM and 5 PM
(520) 432-9240

Please call the Commercial Permit Coordinator at (520) 432-9240 for additional information, and to make an appointment to submit your Commercial Permit application.

FOR STAFF USE ONLY: _____
Accepted by _____ Date _____

Site Plan Instructions

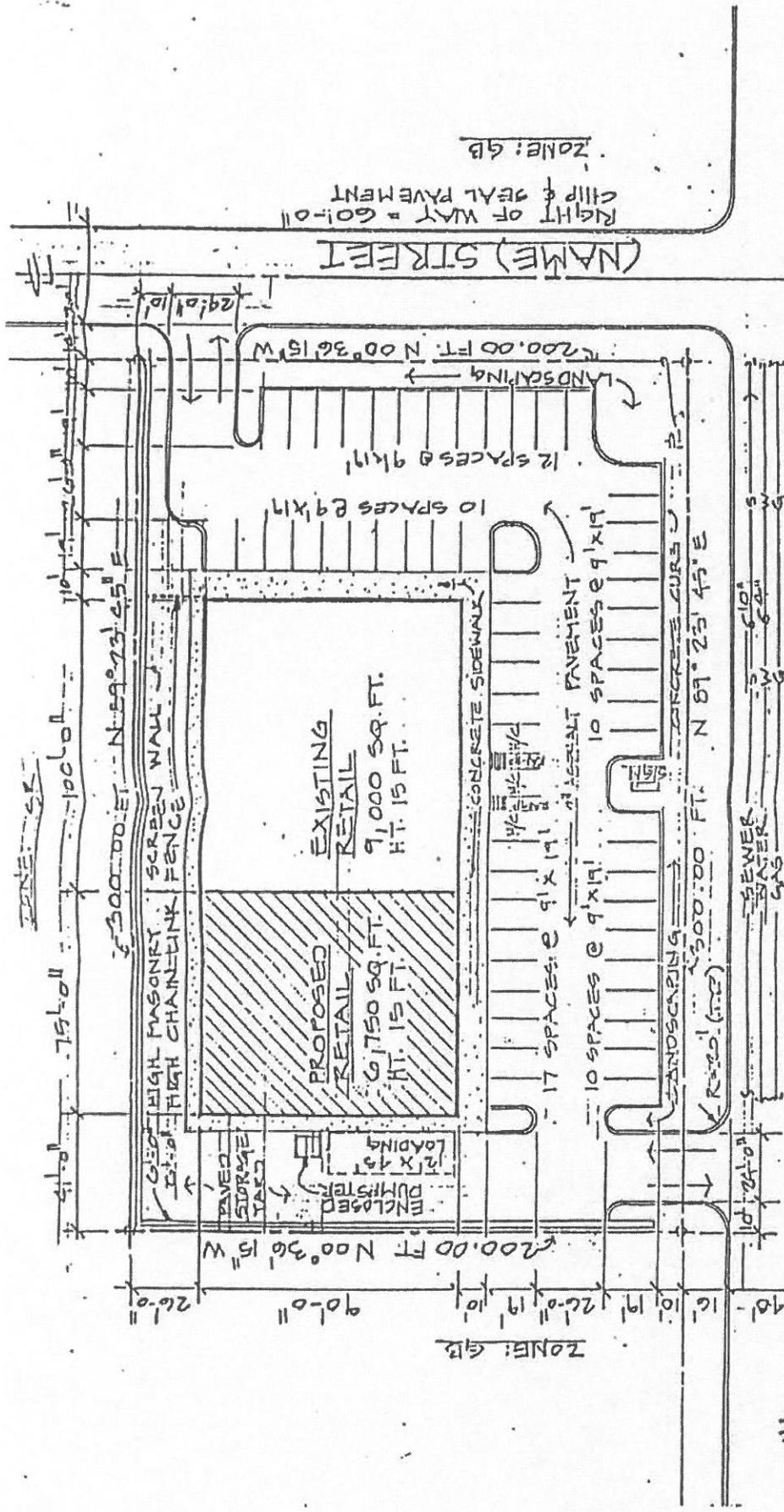
Draw site plan on plain white paper. Site plan must be clearly legible and complete.

Size: 8 ½ X 11 preferred, 11 X 17 maximum. Provide 8 ½ X 11 reduction if plan is larger.

- Tax Parcel ID Number, North arrow and scale
- Property lines and dimensions (from Assessors' Parcel Map). Entire parcel must be shown.
- If parcel is a new split, show parent parcel and where your parcel is located - with dimensions
- All easements - label type (road right of way, utility, drainage, etc.) and width
- Roads adjoining the property: name, surface material, speed limit, width, location of actual travelway
- Setback from road travelway to property line, and to proposed structures
- Show direction of drainage on the property, and location, depth and width of all drainageways or washes within 300 feet of proposed improvements
- If area to be cleared is more than 1 acre, show dimensions of area to be cleared, and proposed dust and erosion control measures
- Location and dimensions of all buildings, structures, walls, fences, and uses. Label and note whether existing "(e)" or proposed "(p)"
- Driveways (e) and (p): location, width, surface material, distance to property line and to nearest intersection, and distance to nearest driveways on neighboring parcels.
- Height of all proposed structures
- If barn or shed is proposed, note if for animals, storage or other use
- Location, height and material of all walls, and fences - for chainlink fences, note if slatted. Label (e) or (p)
- Pools: size, location, setbacks to property line; show enclosure location, type, height
- Distance from each building to all property lines and roads, and distance between all buildings
- Location of wells, septic tanks, leach fields and 100% expansion areas, label (e) or (p)
- Distance between well and closest portion of septic system
- Distance of each of above improvements from all property lines and washes
- Off-site improvements such as culverts, driveways and utility installations

Additional requirements for Non-residential Permit Applications:

- Location, size, height and type of all signs (e) and (p): include drawing of sign with copy and dimensions
- Location and type of utility lines, drainage facilities, sewers and culverts (e) and (p)
- Location, dimensions and type of curbs, gutters and sidewalks (e) and (p)
- Location, dimensions, surface of parking, loading and driveway areas
- Parking spaces: number of spaces, layout, dimensions, ADA spaces, and surface (e) and (p)
- Location, type and dimensions of any outdoor storage, display or other activity areas (e) and (p)
- Location, type and height of screening (e) and (p)
- Location and screening for dumpster (e) and (p)
- Street dedication and improvements, if required
- Outdoor lighting location, type, shielding, wattage, height (e) and (p)
- Landscape plan (if required), showing location and type of landscaping
- Drainage and grading plan
- Water Conservation measures if site is one acre or larger
- New construction (site built) "Hot Water on Demand"** as required per Sierra Vista Sub-watershed Water Conservation Overlay Zone shown on construction plans
- If new or replacement "Commercial Laundry Facility", "Artificial Water Fixtures", "Landscaped Median", "Outdoor Sprinkler System" or "Evaporative Coolers" show compliance with Sierra Vista Sub-watershed Water Conservation Overlay Zone



(NAME) STREET OR HIGHWAY

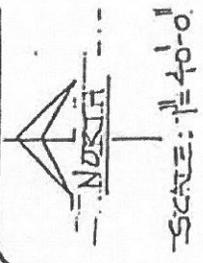
ZONE: GB GENERAL BUSINESS

SITE AREA: 60,000 SQ. FT. (1.35 ACRES)

LEGAL DESCRIPTION: LOT 100, SAN PEDRO ESTADOS, BOOK 5 OF MAPS, PAGE 50
COCHISE COUNTY, AZ

PARCEL NO. 02-105-20-146

SAMPLE SITE PLAN



ZONE: GB
 RIGHT OF WAY = 60'-0"
 ASPHALT PAVEMENT

(NAME) STREET



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

SIGN PERMIT

(To be completed with the Joint Permit Application,
Contractors License Form, Lighting Worksheet (If applicable))

Part A: Attach a drawing of the proposed sign showing copy on both sides of the sign and dimensions. If illuminated, show location of lighting on the sign and attach drawings of the lights.

Show the sign location on the site plan submitted with the Joint Permit Application.

Part B: Description of the proposed sign: complete the following information.

Check Classification of Sign

Accessory Sign (on same site as sign)

- Name plate
- Home occupation
- Identification
- Real Estate
- Subdivision/Mobile Home Park
- Developer
- Bulletin
- Utility
- Contractor
- On-site Advertising
- Private Traffic Control
- Other

Non-accessory Sign (not on same site as sign)

- Directional
- Off-site Advertising
- Billboard
- Memorial

Sign Structure

- Free standing
- Projecting
- Wall
- Roof
- Window Graphic

Illuminated

- Yes (submit electrical plans)
- No

Height	Setback to the Street
Number of Faces	Area (square feet)
Clearance (Distance between the ground and the bottom of the sign)	
Contractor's Name	
Address	
Parcel Number	
Phone	

Billboards (300 square feet or more): \$100

Less than 15 square feet: \$30

All other sign permits: \$60

(Note: No fee if processed with a joint building permit.)

Amount Fee Paid \$

Applicant Signature:

Date:

Staff Use: Zoning District

Sign allowed in Zoning District: Yes No



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Building Division Bulletin # 10-01

Topic: Path to Compliance for Existing Buildings

Affected Area: Countywide

Background: In 2007, Cochise County completed the County-wide adoption of the International Codes to govern building safety. Prior to this adoption, only buildings near the growth areas of Sierra Vista and Benson were reviewed and inspected by the County prior to construction and occupancy.

The adopted 2003 edition of the International Existing Building Code takes into consideration the condition of existing buildings and requires life safety issues to be addressed rather than requiring the entire building be brought into compliance with the International Building/Residential Code for new construction.

Alterations, repairs, and/or change of occupancy of an existing building triggers the requirement to make application for a building permit for any and all items regulated by the 2003 International Existing Building Code and Chapter 34 of the 2003 International Building Code (IBC).

Construction Documents (Scope of Work): Construction documents are required to be submitted and must be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of work proposed and show in detail that it will conform to the provisions of the Code. These documents must be prepared by a registered design professional unless exempt by ARS 32-144(A) 3 through 7.

For details on this statute see:

<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/32/00144.htm&Title=32&DocType=ARS>

Submittals must include a Code Analysis including the following information:

Code Analysis (Checklist): The Code analysis includes but is not limited to the following information.

1. Use Classification (Chapter 3, IBC).
2. Type of Construction (Chapter 6, IBC)
3. General Height and Area (Chapter 5, IBC) (Allowed and Proposed)

The above information will provide the project with the total Occupant load (Table 1004.1.2, IBC). The maximum occupancy will direct the remaining requirements.

4. Maximum Occupancy (Table 1004.1.2, IBC)
5. Egress width (Section 1005, IBC) (Required and Proposed)
6. Number of Exits (Section 1014-1018, IBC) (Required and Proposed)
7. Maximum travel distance to an Exit (Maximum allowed according to use and fire protection used- Maximum travel distance proposed.)
8. Fire Protection Systems (Chapter 9, IBC)

The Code Analysis is the minimum information required to determine what provisions contained in the Code are applicable for an existing building. A survey can then be performed by the Design Professional of Record (if applicable) or a Commercial Contractor licensed in the discipline inspecting. The scope of work (construction documents) generated from this survey will be reviewed for compliance with the Cochise County Building Safety Code. The approval of the submitted construction documents and satisfactory passing of all required on-site inspections is a condition of permit issuance and must be completed prior to the occupancy of the building.

Additional conditions may be imposed by other governing entities and must be completed as a condition of the approval.

In Accordance with A.R.S. Title 32

I am currently a licensed contractor:

Contractor Name: _____

Doing Business As: _____

ROC License #: _____ Classification of ROC License: _____

Contractor's Signature: _____ Date: _____

Title: _____

I am an Owner/Builder:

Owner/Builder Name: _____

Owner/Builder Address: _____

Owner/Builder Signature: _____ Date: _____

EXEMPTION FROM LICENSING

I am exempt from Arizona Contractors' license laws on the basis of the licensing exemptions contained in A.R.S. 32-1121A.

I am the Owner/Builder of the property. I will follow in strict compliance with 32-1121A.5. The property is intended for sole occupancy by the owner, not intended for occupancy by members of the public, owner's employees or business visitors. The structures are **NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.**

I am the Owner/Developer of the property. I will follow in strict compliance with 32-1121A.6. I will contract with a General Contractor licensed pursuant to this chapter. To qualify for this exemption, all licensed contractors' names and license numbers working on this project shall be included on this application and contained within all sales documents.

Other Exemption: _____

I fully understand that the exemption provided by A.R.S. 32-1121A.14 (the Handyman Exemption) does not apply to ANY construction project which requires a building permit, is the smaller part of a larger project and/or the total aggregate contract price including labor, materials and all other items is \$1,000 or more.

I will be using the following licensed contractors or sub-contractors on this project:

_____ ROC License #: _____ Class: _____
(General Contractor)

_____ ROC License #: _____ Class: _____
(Mechanical Contractor)

_____ ROC License #: _____ Class: _____
(Electrical Contractor)

_____ ROC License #: _____ Class: _____
(Plumbing Contractor)

FALSIFICATION OF INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING OR ATTEMPTING TO EVADE STATE LICENSING LAWS IS A CLASS 2 MISDEMEANOR PURSUANT TO ARIZONA REVISED STATUTES 13-2704.

I have read and fully understand all of the information contained within this document. The above information provided by me on this document is true and accurate to the best of my knowledge.

PRINT FULL NAME AND ADDRESS:

Signature: _____ Date: _____



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Commercial Lighting Worksheet

Tax Parcel ID: _____

Fixture ID on plans	Fixture Type and wattage	Lighting Class 1 Display 2 General 3 Decorative	No. of fixtures	Lumens per fixture	Total Lumens for this fixture type
Existing Fixtures					
Subtotal					
Proposed Fixtures					
Subtotal					
Grand Total	Existing + Proposed				

Total Lumens _____ Total project acreage (developed area) _____

Lumens per acre permitted: _____

Lumens per acre proposed: _____

Are all proposed fixtures fully shielded? _____

If no, identify which fixtures and exemption type _____



Notes: _____

*Please provide cut-sheets, diagram or photo of each fixture type. Any substitutions must be approved prior to installation.



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Sierra Vista Sub-Watershed - Water Conservation Overlay Zone Permit Checklist

The following water conservation measures shall be required of all residential and non-residential properties in the Sierra Vista Sub-watershed, as defined by the Arizona Department of Water Resources and delineated on County maps:

Note: In order to obtain a Building Permit the required *Gray Water* appliances and plumbing system design with stub-outs must be shown on the construction plans and are verified during the inspection process.

RESIDENTIAL PERMITS ONLY:

Gray Water Plumbing: New residential construction shall have gray water line(s) plumbed to stub out, and to be capped and clearly marked so as to permit the optional use of gray water by residents. The gray water plumbing must connect at least two plumbing fixtures, and preferably those that produce the most gray water without compromising the efficient evacuation of the black water pipes.

Identify at least two plumbing fixtures proposed with plumbing for gray water outlets in proposed new construction (e.g. laundry room, downstairs bathroom sink, etc.):

Are *Gray Water* plumbing line(s) shown in construction plans? _____ Yes

Note: THIS ITEM DOES NOT APPLY TO MANUFACTURED OR REHABILITATED MOBILE HOMES

RESIDENTIAL AND NON-RESIDENTIAL PERMITS:

Hot Water on Demand: In new construction, a hot water system will be installed to provide hot water on demand at the point of use in sinks and baths/showers. Recirculation devices shall include timers, temperature sensors or remote control operation. Point of use hot water heaters that serve individual fixtures or other alternatives that deliver hot water at each fixture within a waiting period of 15 seconds or less are acceptable.

Describe device(s) proposed to achieve hot water on demand at all sinks, baths or showers in proposed new construction:

Are Hot Water on Demand Device(s) shown in construction plans? _____ Yes
Device Cut-Sheets Provided? _____ Yes

Note: THIS ITEM DOES NOT APPLY TO MANUFACTURED OR REHABILITATED MOBILE HOMES

Outdoor Sprinkler Systems: Any new installation or replacement of an automatic outdoor sprinkler system shall also include the installation of a rain or humidity sensor that will override the irrigation cycle of the sprinkler system when rainfall has occurred in an amount sufficient to negate the need for irrigation at the scheduled time.

Where there are multiple areas with a sprinkler system watered from one controller, the sensor must be installed at the largest area.

Does permit include any proposed automatic outdoor sprinkler systems? Yes No

If Yes, then system shall include rain or humidity sensors.

Is the *Outdoor Sprinkler System* depicted on Plans (site or construction)? Yes No

Evaporative Coolers: New or replacement evaporative coolers shall not be single-pass coolers.

Does permit propose any new or replacement of evaporative coolers? Yes

If Yes, then evaporative coolers shall not be single-pass, i.e. non-re-circulating.

Evaporative Coolers depicted on Plans and Cut-Sheets provided (site or construction)? Yes

NON-RESIDENTIAL PERMITS:

Commercial Laundry Facilities: Laundry facilities intended for public use such as laundromats, hotel guest laundries or multi-family housing laundry rooms will be equipped with high efficiency washing machines that have a water factor of 9.5 gallons per each cubic foot of laundry or less. This provision applies to initial establishment of new laundry facilities and on replacement of existing equipment due to normal wear and tear or other loss.

Non-residential only, if applicable, describe make and model of proposed high efficiency washing machines: _____

Are Equipment Cut-Sheets Provided? Yes N/A

Artificial Water Features: New artificial water features such as ponds, lakes, water courses, and other types of decorative water features are prohibited in any new commercial construction or in common user areas of multi-family housing unless their sole source is harvested rainwater. This provision does not pertain to required storm water detention/retention facilities or permitted swimming pools and spas.

Non-residential permits only: Any artificial water features proposed? Yes (if yes, sole source is harvested rainwater?) or None proposed

Are they depicted on Construction Plans (site or construction)? Yes N/A

Landscaping: Any new landscaping proposing irrigation installation or re-installation in a median or similar strip of permeable surface less than fifteen feet in any horizontal dimension, adjacent to a roadway, sidewalk, parking area or other paved or impermeable area, shall be irrigated by a subsurface (drip), non-sprinkling irrigation system.

Does permit propose any irrigated landscaped medians less than 15 feet wide? Yes No

If Yes, then system shall be irrigated by a subsurface (drip), non-sprinkling irrigation system.

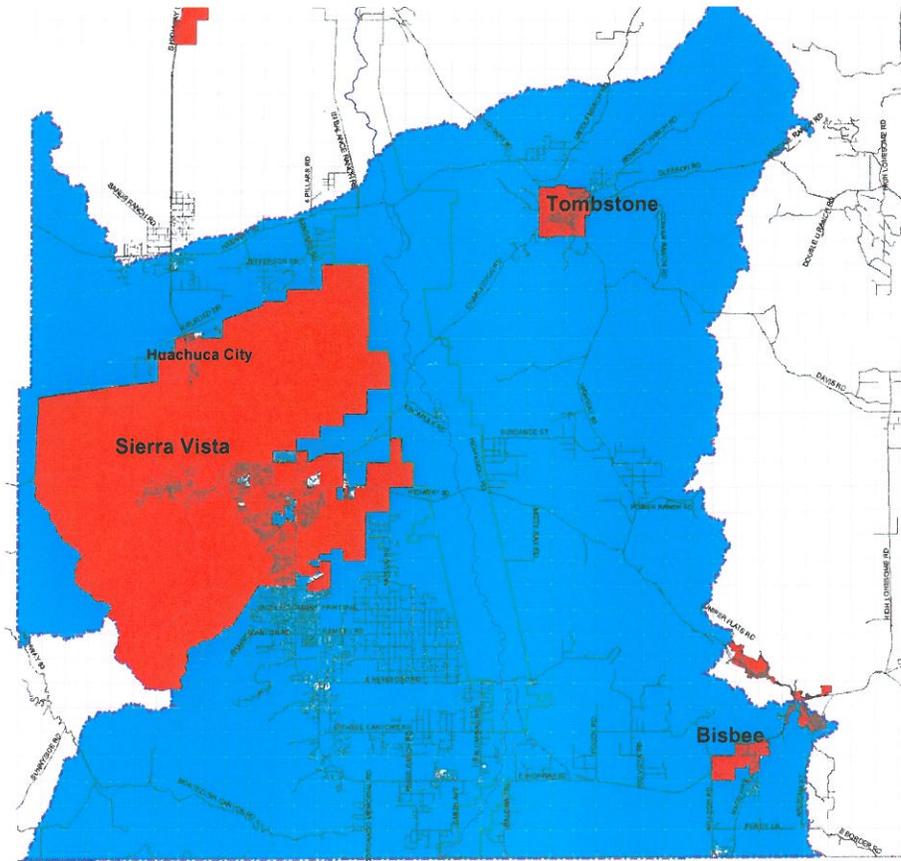
Are Landscaped Medians depicted on Plans (site or construction)? Yes

By signing below, I (the applicant) hereby acknowledge that the information provided above is accurate and true, subject to minor revisions that are in conformance with the County's regulations as they relate to the requirements of the Sierra Vista Sub-Watershed Water Conservation Overlay District, and that said information may be verified through the County's building permit review and inspection process.

Applicant's Name (printed) and Signature

Date

Sierra Vista Sub-watershed



-  Incorporated City
-  Sierra Vista Sub-watershed



Arizona Department of Agriculture (ADA)
Licensing and Registration Section
1688 West Adams, Phoenix, Arizona 85007
Phone: (602) 542-6408
Fax: (602) 542-0466

Notice of Intent to Clear Land

ARS § 3-904

Pursuant to A.R.S. § 3-904 the undersigned, as Owner of the Property described herein, gives this Notice of Intent to Clear Land of protected native plants.

1. **Owner/landowner's agent.** The owner or landowner's agent of the Property upon which protected native plants will be affected:

Owner's Name _____ Fax _____ Phone _____

Address _____

Agent's Name _____ Fax _____ Phone _____

Address _____

2. **Property.** The description and location of the Property upon which protected native plants will be affected:

County _____

Name of Property/Project _____

Address _____

Physical Location (attach map) _____

(Note: Map must also show surrounding land for 1/2 mile in each direction)

Tax Parcel ID Nos. _____

Legal Description (or attach copy) _____

Number of Acres to be Cleared _____

3. **Owner's Intent.** Landowner's intentions when clearing private land of protected native plants.

Owner intends to allow salvage of the plants, and agrees to be contacted by native plant salvagers.

Owner intends to transplant the plants onto the same property, or to another property he also owns.

Owner has already arranged for salvage of the plants.

Owner does not intend to allow salvage of the plants.

Other _____

4. **Approximate starting date.** _____

(See notice period listed on reverse side)

Signature _____ **Date** _____

Notice to salvagers: Consent of the landowner is required before entering any lands described in this notice.

Explanation Of This Form

1. Notice of Intent to Clear Land.

The majority of the desert plants fall into one of five groups specially protected from theft, vandalism or unnecessary destruction. They include all of the cacti, the unique plants like Ocotillo, and trees like Ironwood, Palo Verde and Mesquite. In most cases the destruction of these protected plants may be avoided if the private landowner gives prior notice to the Arizona Department of Agriculture.

2. Notice Period.

When properly completed, this form is to be sent to the Department within the time periods described below. Landowners/ developers are encouraged to salvage protected native plants whenever possible.

3. Information to Interested Parties.

The information in this notice will be posted in the applicable county office of the Department and mailed to those parties (salvage operators, revegetation experts) who have an interest in these plants and may approach the landowner with the possibility of saving the plant(s) from unnecessary destruction.

Notice to Landowner:

1. The owner may not begin destruction of protected native plants until he receives confirmation from the Arizona Department of Agriculture and the time prescribed below has elapsed. The "Confirmed" stamp only verifies that the Notice has been filed.

<u>Size of area over which the Destruction of Plants will occur</u>	<u>Length of Notice Period</u>
---	--------------------------------

Less than one acre	20 days, oral or written
--------------------	--------------------------

One acre or more, but less than 40 acres	30 days, written
--	------------------

40 acres or more	60 days, written
------------------	------------------

2. If you are clearing land over an area of less than one acre, oral notice may be given by calling the applicable county office at the telephone number given below.
3. If the land clearing or plant salvage does not occur within one year, a new Notice is required.
4. This Notice must be sent to the applicable district office of the Department of Agriculture at the address given below:

Kingman Area

Junction of Hwys 68 and 93

(928) 565-2222

Permits sold Mondays 8:00 a.m. - 10:00 a.m.

Nogales Office

2771 N. Grand Ave.

Nogales, AZ 85621

(520) 281-0783

Phoenix Office

1688 W. Adams

Phoenix, AZ 85007

(602) 364-0935

Tucson Office

400 W. Congress Ste.124

Tucson, AZ 85701

(520) 628-6317

San Simon area

Milepost 383.3 Westbound I-10

(520) 845-2437

Permits sold on Wednesdays 10:00 a.m. - 12:00 p.m.

Yuma Office

3893 S 4th Ave.

Yuma, AZ 85365

(928) 341-1680

Notice to salvagers: Consent of the landowner is required before entering any lands described in this notice.