



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

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: _____

FOR DEPARTMENTAL USE ONLY

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 _____ Tn. _____ 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

Permit Type	Permit No.	Date Received	Fee	Receipt No.	Description
Bldg Code					
Bldg Code					
Bldg Code					
Non-Bldg Code					
Non-Bldg Code					
Manufactured Home/FBB					
Health					
Right-of-Way					
Flood Control					
RAD					
Review (Res/Comm)					
Surcharge/Other (specify)					
Other (specify)					
Total					

Permit approved for issuance by Permit Coordinator

Signature: _____ Date: _____



Cochise County
Community Development
Planning, Zoning and Building Safety Division

Public Programs...Personal Service
www.cochise.az.gov

Commercial/Industrial Project Application

Applicant's Certification & Acknowledgement

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.

Planning, Zoning and Building Safety

1415 Melody Lane, Building E
Bisbee, Arizona 85603
520-432-9300
520-432-9278 fax
1-877-777-7958
planningandzoning@cochise.az.gov

Highway and Floodplain

1415 Melody Lane, Building F
Bisbee, Arizona 85603
520-432-9300
520-432-9337 fax
1-800-752-3745
highway@cochise.az.gov
floodplain@cochise.az.gov

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

Submission 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
Denial Letter		Acceptance or

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
 Planning, Zoning and Building Safety Division
Public Programs...Personal Service
 www.cochise.az.gov

**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.)

Planning, Zoning and Building Safety
 1415 Melody Lane, Building E
 Bisbee, Arizona 85603
 520-432-9300
 520-432-9278 fax
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 planningandzoning@cochise.az.gov

Highway and Floodplain
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 520-432-9337 fax
 1-800-752-3745
 highway@cochise.az.gov
 floodplain@cochise.az.gov

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.

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 heaviest?

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 _____

**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) 432-9300

Please call the Commercial Permit Coordinator at (520) 432-9300 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

Site Plan Instructions

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

Size: 8 ½ X 11 preferred, 11X17 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 only) "Hot Water on Demand" as required per Sierra Vista Sub-watershed Water Conservation Overlay Zone shown on construction plans
- If new or replacement "Commerical Laundry Facility", "Artificial Water Features", "Landscaped Median", "Outdoor Sprinkler System" or "Evaporative Coolers" show compliance with Sierra Vista Sub-watershed Water Conservation Overlay Zone

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.

<p><u>Check Classification of Sign</u></p> <p>Accessory Sign (on same site as sign)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name plate <input type="checkbox"/> Home occupation <input type="checkbox"/> Identification <input type="checkbox"/> Real Estate <input type="checkbox"/> Subdivision/Mobile Home Park <input type="checkbox"/> Developer <input type="checkbox"/> Bulletin <input type="checkbox"/> Utility <input type="checkbox"/> Contractor <input type="checkbox"/> On-site Advertising <input type="checkbox"/> Private Traffic Control <input type="checkbox"/> Other <p>Non-accessory Sign (not on same site as sign)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Directional <input type="checkbox"/> Off-site Advertising <input type="checkbox"/> Billboard <input type="checkbox"/> Memorial <p>Sign Structure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free standing <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/> Window Graphic <p>Illuminated</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes (submit electrical plans) <input type="checkbox"/> 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	

<ul style="list-style-type: none"> <input type="checkbox"/> Billboards (300 square feet or more): \$100 <input type="checkbox"/> Less than 15 square feet: \$30 <input type="checkbox"/> All other sign permits: \$60 <p>(Note: No fee if processed with a joint building permit.)</p> <p>Amount Fee Paid \$ _____</p> <p>Applicant Signature: _____</p> <p>Date: _____</p>

<p>Staff Use: Zoning District: _____</p> <p>Sign allowed in Zoning District: Yes No</p>
--

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: _____

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.