

## **Innovative Materials & Systems Pilot Program Process**

### **Purpose:**

The purpose of this Pilot Program is to support community members who are interested in utilizing sustainable and innovative building methods, materials and designs in their rural residential dwellings and the use of such approaches has been identified as difficult to permit prescriptively. The Pilot Program will allow a rural residential Owner-Builder the option of seeking an exemption from the requirement for construction plan review and inspections set forth in the currently adopted version of the Coconino County Building Safety Code.

### **Program Qualifications and Restrictions:**

This Pilot Program is only available in zones General (G) or Agriculture Residential (AR), and has a minimum parcel size of two and one-half (2 1/2) acres. New residential owner-occupied construction projects, including additions and accessory units, with no more than one (1) story and with a total construction area of 600 square feet or less can participate. Only one dwelling unit can be built on a site that is participating in the Pilot Program. Acceptance into the Pilot Program is contingent upon the use of alternative building methods, materials, systems or design in the project.

The proposed construction is to be used solely for the purpose of occupancy by the Owner-Builder and shall not be sold or rented any time during construction and for a period of one (1) year from the date of the completion of the building permit.

Program participation is limited to use by the Owner-Builder once in every five years for the construction of a residential dwelling.

The Owner-Builder participating in this Pilot Program will be encouraged to take advantage of the best water and energy conservation practices available at the time of construction. The Sustainable Building Program will serve as a resource to support achievement of sustainability goals.

All participating rural residential structures shall be built and maintained in a sound structural condition to be safe, sanitary, and to shelter the occupants from the elements. All mechanical, plumbing, electrical, fire prevention, and sanitation elements shall comply with current State and County adopted codes and regulations.

In the event that an order to correct a substandard condition is ignored, the County Hearing Officer Rules of Procedure for violations will be followed.

## **Process**

### **Step 1:**

The applicant shall first review the Pilot Program Informational Packet for Program details and requirements. This is available on Community Development's main website, or by visiting the Community Development office, or by calling to request a packet be mailed.

### **Step 2:**

The applicant shall submit an Innovative Materials and Systems Pilot Program application to the Sustainable Building Program to schedule a consultation with the Sustainable Building Program and other applicable divisions of Community Development. In the application, the applicant shall identify their interest in the Pilot Program, highlight the sustainable and innovative features of the project and confirm that all the qualifications for Program participation have been met.

### **Step 3:**

Applicant shall participate in a scheduled consultation with the Sustainable Building Program and applicable divisions of Community Development and Fire District with jurisdiction, to discuss the proposed project and receive guidance from staff on the options available to them for their project. Staff shall identify if the project can be permitted through the normal permitting process, or if it meets the criteria for the Pilot Program.

### **Step 4:**

Upon acceptance into the Pilot Program, the applicant shall submit a copy of the Innovative Materials and Systems Pilot Program Permit application that has been signed off on by the Sustainable Building Program with all other applicable permit submittals required for their project. The Pilot Program Permit submittal shall include:

1. A site plan
2. A floor plan of the structure
3. A signed application form that includes a statement of conformance with the following requirements:
  - a. the home shall only be constructed by the owner, or by licensed contractors with the owner-builder acting as the General Contractor;
  - b. the home shall not be sold or rented for a period of one year including for public uses such as Airbnb, Vacation Rental By Owner (VRBO), long-term rental, or similar type uses.
4. A signed and notarized Notice of Disclosure Statement.

### **Step 5:**

The Notice of Disclosure Statement shall then be recorded with the Coconino County Recorder by Community Development and shared with the County Assessor's Office. The Notice form shall contain the required information concerning the issued permit and shall be developed by the Department. The Fire District having jurisdiction will also

be notified.

Step 6:

There shall be no Certificate of Occupancy or Certificate of Completion issued for projects participating in the Pilot Program, but the Sustainable Building Division shall conduct a final site visit to document project information for the Pilot Program.

Step 7:

After construction, the owner shall submit signed Affidavits of compliance with Plumbing, Mechanical, Electrical and Fire codes to the Sustainable Building Program.

Step 8:

When all Pilot Program documents have been received and wastewater and other applicable permits are finalized, the dwelling may be occupied.