

Innovative Materials and Systems Pilot Program Permit

APPLICABILITY

The Innovative Materials and Systems Pilot Program allows rural owner-builders of small innovative dwellings the option of seeking an exemption from some aspects of currently adopted building codes. In order to participate in the Pilot Program, all of the following qualifications must be met:

- Parcel is zoned AR or G
- Parcel is 2-½ acres or larger
- Dwelling is 600 sf or less livable area
- Dwelling is 1 story
- An alternative method, material or system that is difficult to permit prescriptively is employed
- Dwelling is owner-occupied; will not be rented or sold for 1 year
- Dwelling will be constructed by owner, or by licensed contractors with the owner-builder acting as the General Contractor
- A consultation with the Coconino County Sustainable Building Program has taken place.



WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Sustainable Building Program, then select the application type you desire and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents as applicable to your project. click on "0 Files" to the far right of the submittal item. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Communication** – The Sustainable Building Program will contact you via email on receipt of your application.
- **Review** –To process a Pilot Program Permit Application, all plans (as mentioned in the Online Submittal Requirements and Additional Requirements sections below) shall be submitted for review and will be

processed according to stated time frames. You may need approvals from Planning and Zoning, Environmental Quality and Engineering before a Permit will be issued. During the review process, if there are comments, they are noted on the plans and in a comment letter. Once this is completed, the reviewed plans along with the comment letter will be given back to the Owner/Contractor so they can work on a new single set of corrected plans. The amended plans and the original reviewed plans and comments shall be resubmitted for review. This process will be followed until all deficiencies have been corrected.

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address. You must select from the pop-down list when entering the parcel number or address in the online portal.
- **Authorization** - you must be the property owner and certify as such in the online application
- **Qualifications** – you must verify that each of the qualifications listed in the Applicability section of this form is met.
- **Ten Days** – you have ten working days to submit all required documents or your permit will be canceled.

ONLINE SUBMITTAL REQUIREMENTS

- Site plan (see following requirements) – This will be reviewed by all divisions.
- Floor plan (showing interior dimensions for verification of square footage)
- Notice of Disclosure signed and notarized by the property owner

DEFERRED SUBMITTALS

Signed and notarized affidavits attesting to compliance with Fire, Mechanical, Plumbing and Electric codes must be uploaded or submitted at the completion of the project.

PAYMENTS AND FEES

There are no fees associated with this program.

OTHER PERMITS MAY BE REQUIRED

In addition to the Building Permit, applicable Planning and Zoning, Environmental Quality, and Engineering Permits may be required.

- **Planning and Zoning:** An Administrative Adjustment, etc. may be required depending on the project, zone, and physical dimensions of the property and project.
- **Environmental Quality:** A wastewater permit must be approved before a Pilot Program permit will be issued.
- **Engineering:** Right-of-Way, Grading, and Drainage Application, Floodplain Development Permit, etc. - any improvements within the county right-of-way (such as driveways, landscapes, fences, monuments, retaining walls, asphalt or concrete parking areas, pipe headwalls, etc.) require an application, are subject to review, and must comply with current County standards.