

# Residential Self-Issue Permit for Service Panel Upgrade, Mechanical Systems, etc.



## APPLICABILITY

This Residential Self-Issue Permit applies to small projects such as listed and described:

- Demolition – Demolition or removal of structure from property
- Mechanical Systems – Plumbing, Heating, Ventilation, like for like, same location.
- Service Panel Upgrade – Electrical Panel replacement up to 400 amps. Same location, like for like.
- Water Heater Upgrade/Replacement – Replacement of hot water heater or installation of on-demand system, same location.
- Wood Stove Install/Replace – Wood burning stove install, outside air kit may be required.
- Yard Lines – Water, Gas, Electric yard line installation.
- Others may be added as needed

## WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** – You will be required to have installation manual where required for new or replacement appliances. You will be required to comply with the 2018 IRC, IBC, and remaining codes. Where applicable, you will be required to comply with County Building Ordinance 2019-10 and Coconino County Design Criteria. Visit <https://coconino.az.gov/624/Building-and-Safety> for county requirements.
- **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 Building Division, then select the permit 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** – There will generally be no requirement for uploading of information. However, if you believe an additional document such as a site plan would be helpful, please contact any of the Permit Technicians for assistance, (928) 679-8850, with attaching to the permit. Please have your permit number available to ensure proper placement.
- **Pay** – The purpose of this permit is to allow the applicant to create, describe, and pay without the need for review by staff. Once the application is completed a fee will be due and may be paid on-line.

- **Communication** – For this permit type the applicant will not necessarily need communication with a Permit Technician.
- **Review** – For this permit type there will be no review of the application other than to ensure that the description of the work will not require another type of permit; remodel, addition, etc. It is the responsibility of the applicant to ensure that this work is of the most basic replacement or installation that will not affect any other area of the structure in which the work is being done. Example: service panel upgrade from 60amp to 100amp (acceptable) with wiring of a room addition (not acceptable). This example will require a Miscellaneous permit requiring review by a Plans Examiner.

## ONLINE APPLICATION INFORMATION

- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **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.

## ADDITIONAL INFORMATION

- **Work to be done** – Again, this permit is for the most basic type of installation or replacement only. At the time of inspection, it is in the judgement of the inspector to determine if the work to be done exceeds the permit description. At that time, it may be necessary for the applicant to re-submit for a different permit type and have a plan review completed. Any fees applied to the original permit will be transferred to the new permit and any balance will be required to be paid before issuance.
- **Inspections** – Inspections may be scheduled as soon as the permit fee is paid.