

RESIDENTIAL BUILDING PERMIT: Model Home Review



APPLICABILITY

This Model Home Review permit applies to stick-built and modular model homes which will later be converted to habitable dwellings. This permit also applies to any number of dwellings sharing the same construction plans.

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 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** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents as applicable to your project. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – You must pay the deposit as soon as you submit your application online. A permit technician will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**Ready to Issue.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – A permit technician will be your main point of contact for your building permit. They will let you know if anything else is needed to proceed with your permit.
- **Review** - To process a Building 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, Engineering, and the Building Division before a Counter 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

- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **Sustainable Building Program** – you have an opportunity to utilize this [optional, free service](#).
- **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.
- **Ten Days** – you have ten working days to submit all required documents or your permit will be ***anceled***.

ONLINE SUBMITTAL REQUIREMENTS

What electronic formats can be accepted? At this time, only PDF format is accepted for plan review. PDFs must scale and must be unlocked.

Combined PDF or multiple PDFs? Required documents may be uploaded as a single, combined PDF document or as separate PDF documents. If some are combined and some are separate, that's okay – simply leave a comment (in the comment box provided in the upload window) letting staff know which plans are included together.

What documents must be uploaded? Please provide an electronic copy of the following in PDF format using scale $\frac{1}{4}'' = 1'$ (quarter inch equals one foot) unless otherwise noted:

- **Site Plan** – Visit [this webpage](#) for details on scale and what to include on your residential site plan.
- **Foundation Plan**
 - Fully dimensioned two-line drawings
 - Show all foundations, footings, stem walls, piers, interior and exterior, fireplace, columns, braced wall line footings.
 - Show Crawl space or basement.
 - The detail on the Floor Slab.
 - Show in-floor heating with details.
 - Show Under-slab duct runs with material type and installation methods.
 - Electric circuits with conduit and installation methods.
- **Floor Framing Plan**
 - Identify all framing, framing connectors and hardware, manufactured floor truss system, or I-joist floor system. The owner/contractor shall supply the specifications at the time of building plan submittal.
- **Floor Plan (including basement, if applicable)**
 - Fully dimensioned two-line drawings (show all walls with openings and posts, rooms, halls, stairs, etc. Label all rooms and spaces. Include basement if applicable.
 - Show all braced wall lines and panels.
 - Door and window locations and sizes.

- Emergency exit windows.
- Show all exterior decks.
- Appliance, water heater, wood stove, fireplaces, and cabinet locations identified.
- Show plumbing fixtures.
- Furnace, Water Heater, Wood stoves, Fireplaces, and Decorative Appliances. Provide Manufacturer's Specifications and Installation Guide.
- If a guest house or Accessory Dwelling Unit (ADU), show square footage of primary and ADU.
- **Electric Plan**
 - Show all Lights locations
 - Show all Switch locations
 - Show Grounding electrode type
 - Show location of main service and sub-panels
 - Provide Panel Schedule
 - Provide the Symbol Schedule
 - Smoke Alarms and Carbon Monoxide Detector location
 - Show all Receptacle locations
- **Elevations** (front, right and left sides, and rear views)
 - Four (4) elevations minimum for Single family dwelling and ADU
 - Type of siding or exterior wall covering. Flashing -- roof to wall.
 - Show planters and other building projections.
 - Over-hangs dimensioned.
 - Provide roof ventilation calculations and area of venting.
 - Show Chimney Location, Height above the ridge and spark arrestor type.
 - Show all Decks, Balconies and Porches locations, Guardrails, Stairs, and Landings.
 - Footings outlined: Show accurate grade line, show stepped foundation locations.
 - Building height dimensioned: elevations of two or more-story buildings shall show an accurate grade line to determine actual heights of the building. The maximum building height shall be determined by Planning and Zoning, as per the County Zoning Ordinance.
- **Roof Framing Plan**
 - Load-bearing beams, door and window header, sizes and indicate the length of the span
 - Garage headers. Size and span.
 - Post locations and supporting beams
 - Rafter sizes, direction, and spacing. Ceiling joists.
 - Truss direction and spacing (engineered). Provide engineered truss specification details
 - Ridge, valleys, and hips size and labeled
 - Show blocking and bracing locations on the plans
 - Show all covered deck roof framing
- **Cross Section**
 - Make visible all construction elements.
 - Call out all mechanical connectors and hardware used.
 - 1. Footing and stem.
 - 2. Show floor/roof Girders and joists, blocking; or slab with fill.

- 3. Studs -- size and spacing.
 - 4. Floor and roof sheathing, type, and size.
 - 5. Show Rafters, Engineered trusses, and I-joist.
 - 6. Identify all Insulation location and type.
 - 7. Call out all wall elements.
 - 8. Call out all dimensions.
 - 9. Show roof over-hang and attic space.
 - 10. Show stair information with details, show guardrails information with details.
- **Details** – scale ½” = 1’ (half inch equals one foot) or larger
 - Footing, Stem wall, Piers, and all foundations and material used.
 - Show all connections and hardware between walls, floors, deck, ceilings, and roofs, etc.

ADDITIONAL REQUIREMENTS

- **Contractor’s Information** – where applicable
 - A licensed Arizona Register Contractor shall be required to perform the work if the project is for sale or is a rental.
- **Owner Authorization Documentation** – where applicable
 - When the applicant is not the Owner, Contractor or State of Arizona Registrant of the subject project, the applicant must provide an owner authorization in writing for the submittal and release of construction documents.
- **Wastewater Permit or Proof of Available Sewer** (Pinewood, Kachina Village, etc.)
 - Some areas with community sewer require proof of available sewer such as Pinewood, and Kachina Village, Other community sewer systems may not require approvals.
 - If the project requires an onsite wastewater system and does not connect with a community sewer, the Environmental Quality (EQ) Division must review the building permit in conjunction with wastewater permit application. See EQ staff for further details.
- **Plumbing Schematic** – where applicable
- **Custom Windows** – computer model bid certificate is required where applicable
- **Fire Sprinkler Plans with Fire Marshall or 3rd party approval** – where applicable
- **Arizona Public Service (APS)** – where applicable
 - APS shall be contacted for locations, specifications, and information concerning new electric service installation at (928) 773-6414. For information to have an electric service energized or for temporary power, contact APS at (928) 779-6911 (or toll-free at 1-800-253-9405). APS is located at 101 W. Cherry, Flagstaff, Arizona 86001.
- **ADOT (Arizona Department of Transportation) or ADEQ (Arizona Department of Environmental Quality) Approval** – where applicable

ARCHITECT AND ENGINEER REQUIREMENTS – where applicable

Provide engineering and calculations where applicable. The following list of plans and details shall be designed and stamped by an architect or engineer registered by the state of Arizona, Board of Technical Registration :

- New construction, additions, and alterations for buildings of 3,000 square feet or more shall require an architect's stamp. (Exception – single-family dwelling)

- Any prow wall and tall walls that are greater than 18 feet in height for 50 percent of the wall.
- Fill material for support of any bearing footing.
- Fill placed in excess of four feet shall be designed by an engineer as to the composition; placement, compaction, and frequency of soils test and soil tests and reports shall be provided.
- Fireplace and chimney columns used as structural supports.
- Structural log construction, for girders, joists, rafters, post, and beams, etc. Wall logs excluded with approved stacking and joining methods.
- Any structural steel building shall be designed for snow load, wind speed and seismic zone, check with Coconino County Building Department for requirements. Engineered steel structures shall have the design and the plans stamped by an engineer licensed in the State of Arizona for the structure and foundations.
- Masonry lintels with a span greater than 8'.
- Foundations constructed in expansive clay soils.

HOMEOWNERS ASSOCIATION DESIGN REVIEW AND PROCESS – where applicable

- Homeowners Associations may have specific design review requirements and CC&Rs associated with proposed development that are not part of the County's plan review process.
- It is the Applicant's responsibility to notify the HOA so they are aware of the proposed development.
- It is the Applicant's responsibility to ensure that any proposed development complies with the specific design review requirements and or CC&Rs.
- It is the Applicant's responsibility to ensure that the proposed plans submitted to the HOA are reviewed and approved by the HOA.
- Plan review approval from Coconino County does not substitute for HOA approval, and the County is not responsible for any subsequent action that may be taken by the HOA.
- The HOA shall review structural changes that affect the exterior of the structure for approval. It is the responsibility of the Applicant to ensure that the change is submitted for re-review.

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:** A Conditional Use Permit, Administrative Adjustment, etc. may be required depending on the project, zone, and physical dimensions of the property and project.
 - **Environmental Quality:** Wastewater Permits or Sewer Availability - the Environmental Quality Division may require a wastewater permit before a building permit is 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.