



## *I want to build a house in Coconino County! What now?*

### **1. KNOW YOUR SITE**

You'll want to verify that your property is in a zone that allows residential uses such as a single family or manufactured home, and if your property is part of a subdivision with certain CC&Rs (Covenants, Conditions, and Restrictions). A Title Report and survey of your property by a Registered Land Surveyor are recommended so you can understand the boundaries, legal access considerations, and possible easements that exist on your property. A [Planner](#) can assist with determining what type of structure is appropriate to build on your specific lot. The [Engineering](#) division can assist with driveway construction questions and permitting. Alternative dwellings such as "tiny houses," earthbag, strawbale, etc. are able to be permitted in Coconino County pending staff review and approval. A helpful online resource for property and zoning information is Coconino County's [ParcelViewer](#).

### **SUSTAINABLE BUILDING PROGRAM**

The Coconino County [Sustainable Building Program](#) (CCSBP) provides free consultation on sustainable building methods, materials and resources for residential, commercial, new and retrofit construction. They can assist during project concept, review your plans before you submit for a building permit or help you find ways to make your existing home or building more energy and resource efficient.

Homeowners, designers or contractors can choose to apply for participation in CCSBP's certification program. Like LEED, this free, third-party certification program confers certification at a specific level (Bronze, Silver, Gold or Platinum) based on the points the project achieves on a [CCSBP checklist](#).



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### **WE ARE HERE TO HELP**

It can be an exciting yet daunting process to build a home. Please don't hesitate to contact us with your questions. Please [visit our website](#) for more info.

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#### **Coconino County Community Development**

2500 North Fort Valley Road Building #1  
Flagstaff, AZ 86001

Phone: 928.679.8850 or 1.800.559.9289

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[www.coconino.az.gov/communitydevelopment](http://www.coconino.az.gov/communitydevelopment)



## *I WANT TO BUILD A HOUSE*



## *WHERE DO I START?*

Coconino County  
Community  
Development

# Building a House in Coconino County

## 2. OPPORTUNITIES AND LIMITATIONS

It is important to understand the opportunities and limitations of your property before you begin planning your dream home. Opportunities may include preserving scenic views and existing landscaping, utilizing solar exposure and shading on your property, or the availability of water, sewer, natural gas, and electricity in your area. Challenges may include limited property access during the snowy season, high ground water and affected soils, steep slopes, or the necessity of off-grid utility systems. If your property is within a [Floodplain](#), consult with the Engineering Division.

## 3. WASTEWATER SYSTEM

The first step in designing your site is determining your onsite wastewater needs, not only the location of the system on your property but also the type of system, which is determined with a [Site Investigation](#) carried out by Environmental Quality staff. A Site Investigation is applied for using the [Online Portal](#). ADEQ offers a list of approved onsite wastewater systems based upon the results of your Site Investigation, and staff will discuss these options with you after your Site Investigation is complete. Staff recommends pursuing your onsite wastewater permit before your [Building Permit](#) so you can understand how to place your home on your site in relation to your wastewater system. If you are connecting to a sewer system, you will not need a wastewater permit.

## 4. WATER

The next step is determining how you will bring water to your property. If your property is not served by a private utility company, you have other options including drilling a well, hauling water, and/or designing a rainwater catchment and filtration system. Contact the Arizona Department of Water Resources to learn more about the availability of ground water near your property. Staff can offer information on rainwater catchment and low-flow fixtures.

## 5. POWER AND HEAT

How will you power your lights and electronic devices? How will you cook meals or heat your home? If you are off the grid, options include solar panels, propane, wood stoves (may be used for supplemental heat only, not primary heat), geothermal technology, wind generators, and more. We recommend consulting with a renewable energy installer and/or propane provider to understand your energy needs and the systems that can support them.

## 6. HOUSE DESIGN

When you have determined how you will handle your waste and obtain water and power, it will be time to focus on the design of your home. Staff can offer information not only on general construction and [Design Criteria](#), but also on passive solar design, water and energy conservation, alternative building methods such as strawbale, and other ideas to save money and preserve natural resources.



## 7. APPLY FOR A BUILDING PERMIT

Once you have your site and building plans prepared, you can submit them to the Coconino County Community Development Department using the [Online Portal](#) as part of the building permit process. A permit technician will be your main point of contact for your building permit. Each division in the department will look at your plans and ensure they meet the [zoning ordinance](#), the residential building code, and other regulations that protect life, health, and safety. The divisions in the department include [Building](#), [Engineering](#), [Environmental Quality](#), and [Planning and Zoning](#).

## 8. INSPECTIONS

When your plans are approved and your permit is issued, you may start construction! An inspector will visit your site periodically to verify that everything is being built according to the approved plans. It is important to ensure that the inspector has access to the property and is able to view the construction during different phases of the building process. [Click here](#) for more information about building inspections. After passing all required inspections, a Certificate of Occupancy will be issued. Now you can make your house a home!

[Click here](#) to view the Coconino County “Tiny House” guide.