

**PLAN ATTACHMENT SHEET**  
**BUILDING DIVISION**

**BUILDING INSPECTIONS**

1. If a \$120.00 re-inspection fee is charged, it is the responsibility of the contractor or the owner to come into the office, at 2500 N. Fort Valley Rd. Bldg. 1 Flagstaff Arizona, 86001, and pay the fee. The fee may also be paid on the permit holders Online Portal Account at <https://coconino.az.gov/136/Community-Development> At which time you can schedule a time for a follow up inspection. **No further inspections will be done until the fee has been paid.**
2. It is the responsibility of the contractor or owner to call for inspections, and to call for follow up inspections if any corrections are required on work performed.
3. A \$120.00 re-inspection fee will be charged for:
  - a. Work not ready at the time of inspection.
  - b. A third or subsequent re-inspection.
4. It is the responsibility of the contractor or owner to have animals contained when inspections are made. Premises are to be unlocked at the time of the inspection; if either of these is not done, a \$120.00 re-inspection fee will be charged.
5. An off day or out of area inspection may be requested. There is no guarantee that this inspection will be possible or completed. The fee for an off day or out of area inspection, also known as a Special Inspection, will be \$50.00 per hour (this does include travel time). The minimum charged time for a Special Inspection is 2 (two) hours plus the Government rate for mileage (\$0.585/mile through June 30, 2022 and \$0.625/mile starting July 1, 2022).
6. When clay soils are encountered at a building site as determined by a pre-construction soil investigation of the footing, the footing must be designed by and engineer licensed in the State of Arizona. If an inspector determines that clay or adverse soils exist during a footing inspection and the footings are not designed by an Arizona licensed engineer, a Stop Work will be issued until an approved footing design is submitted and approved by the Building Division.
7. Revisions, additions, or deletions shall be submitted to the Building Division and approved, and fees paid for prior to the start of that work. The change shall be submitted with an application, plans, and specifications. When approved, an hourly rate for plan review will be required prior to the release of the permit. The hourly fee for revisions, additions, or deletions is \$56.00 per hour.
8. Building inspections shall be scheduled before 3:00p.m. the day before the desired inspection. Inspections can schedule either by calling your inspector's "Inspection Request Line" or by the use of your Portal Account located at <https://coconino.az.gov/136/Community-Development>
9. Inspection request will need to include the following information:
  - a. The name and phone number for the responsible party, i.e. Contractor, tradesman, or owner.

- b. Location address and/or parcel number.
  - c. The type of inspection requested.
10. An issued and approved building permit constitutes consent to allow building inspectors the right of access to the property during the course of construction. No further consent or notice shall be required before Coconino County Building Inspectors enter for inspection purposes. Inspections are required as a condition of the issued permit.
  11. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time work is commenced. (Ref. Chapter 1 Section R105.5 of the 2018 IRC)
  12. It is the responsibility of the property owner, not the Coconino County Building Division, to determine correct locations of all property lines. A survey of the property lines may be required by the building inspector.
  13. Private restrictive covenants cannot be enforced by Coconino County.
  14. Demolitions, renovations, and repairs that may contain lead and/or asbestos are the responsibility of the contractor/owner to report. Contact the EPA and Coconino County Building Division for the proper reporting and disposal.
  15. Contact Arizona Public Service for locations, specifications and information concerning electric service 1(800)240-2014
  16. Contact Arizona Blue Stake – Call Before you dig, 1(800)STAKE-IT
  17. Please be advised that prior to the issuance of a Certificate of Occupancy (CofO) the Environmental Quality Division must obtain your Authorization To Discharge for any installed septic systems. (928)679-8850

## **BUILDING PERMIT SCHEDULE OF INSPECTIONS** **FOR COCONINO COUNTY**

**The most recently approved and stamped set of plans shall be available on the job site at all times for the inspector or there will be no inspection.** The work shall be inspected according to the approved plans.

1. **Footings** - approved before ordering concrete
  - a. Setbacks - property lines shall be marked
  - b. Trenches - Clean, below frost line, step footings as needed, forms installed as needed, soil bearing compaction, rigid sleeves for piping
  - c. Reinforcement - Horizontal installed in place, rebar chairs installed, verticals with bends, tied, proper laps, cold bends, correct spacing, and verticals located at special bearing points
  - d. Locations of buildings for fire resistive construction
  - e. Check building site for fills and retaining situations
  - f. Ufer - Electrical ground
  - g. Footings - Perimeter, interior piers, exterior piers, fireplace (masonry), retaining wall, mono pour turndowns, etc.
  - h. Concrete Placement - mix, cold weather protection
2. **Stem, Foundation Wall, Piers and Masonry** - approved before ordering grout

- a. Block - Erected complete, mortar and Masonry Joints
- b. Poured Walls - Forms installed and complete
- c. Reinforcement - Vertical, horizontal bond beams, proper laps, tied, correct spacing, verticals at bearing points
- d. Anchors and Straps
- e. Crawl Access and Venting
- f. Under Floor - Joist and girder clearance, debris cleared, foundations backfilled both sides
- g. Girder Pockets - Bearing plates, straps, ½" air space
- h. Basement Walls and Above Ground Masonry - Waterproofing, drain tile, emergency exits and masonry openings, lintels, cleanouts, reinforcements, masonry walls and columns
- i. Fireplace - Reinforcement, clearances, chimney
- j. Retaining Walls - According to plans and engineering
- k. Grout Placement – Grout lifts not to exceed 6 feet
- l. Masonry planters
- m. Rural lots to meet private road standards

3. **Under Slab** - approved before ordering concrete

- a. Water Piping - Sleeved through slab, no splices copper piping sleeved (Contact with cinders)
- b. Drain waste and vent piping - air pressure test or 10' water head test required, 2nd floor drain
- c. Compaction – Under slab electrical, interior bearing footings, under slab ducts, correct fill mechanically compacted, slab and footing reinforcement, rigid sleeves for piping through footings.  
Compacted fill may require engineered design and soils tests.

OR

**Floor Framing** - approved before floor sheathing

- a. Correct Sill Plate
- b. Floor Joist Spans - size and spacing, blocking, nailing, and framing methods
- c. Girder Size and Span
- d. Straps and Anchors
- e. Load bearing members
- f. Property head-offs of joists - for plumbing and heating, stairwells, and other floor openings
- g. Under floor space clean of debris and foundation backfilled both sides
- h. Log homes – Base log, log spiking requirements

Floor framing inspections will be required when the complexity of the framing warrants. Check with Building Inspector.

4. **Framing and Roof Sheathing** - House Built According to Approved Plans - Size, Room Dimensions, Ceiling Heights, Passageways, etc.

- a. Wall Framing - Stud size and spacing, plates, headers, sheathing and bracing
- b. Second Floor Framing - Joist spans, size and spacing, blocking, beams, headouts and chases
- c. Fire Blocking - Soffits, stairs, walls 10' plus, roofs at vertical walls, chimney chase
- d. Roof Framing - Blocking, eaves, venting, bracing, ridge beams, fascia, and drip edge
- e. Floor Sheathing – Approved flooring, panel rating and nailing, tongue, and groove

- f. Roof Sheathing – Panel rating, nailing, ply clips or blocking
  - g. Ice dam eave protection – Materials on site, roofing materials verified for “Class B” minimum
  - h. Notch and drilled holes – studs, joists, rafters, and beams
  - i. Stair Framing - Rise, run, headroom and width
  - j. Emergency Exit Windows - Rough opening
  - k. Safety Glass – Locations identified
  - l. Attic Access
  - m. Framing Anchors and Wall Bracing – let in braces or sheathing for exterior and interior walls
  - n. 2 x 6 Plumbing Walls - other vent chases framed to roof
  - o. Fire Wall and Fire Ceiling Framing
  - p. Drywall Backing
  - q. Wood to earth separation
  - r. Flashing - vents thru roof, saddles and crickets built, wall to roof connections
  - s. Check building height for multi-story buildings - 35' maximum
5. **Pre-Drywall and Rough Inspection** - House Built According to Approved Plans - Approved before dry wall covering

#### Building

- a. Framing complete – See # 4 - Framing and Roof Sheathing
- b. Emergency exit - windows installed
- c. Vapor barrier
- d. Exterior wall siding - proper stud spacing and nailing
- e. Roof covering installed - eave protection for severe climate verified, flashing complete, vent terminations complete
- f. Safety glass locations – windows installed
- g. Under floor inspection - trades workmanship
- h. Identify framing in garage for fire wall/ceiling
- i. Insulation, installation, location, and type

#### Rough Plumbing

- a. Water piping material and installation - air pressure test
- b. Drain waste and vent material and installation - air pressure test or 10' water head test
- c. Nail Plate Piping Protection
- d. Vent Terminations - Enclosed to roof/Pressure relief valve piped outside
- e. Gas Piping Material and Installation - Air pressure test, interior piping and yard line, coated pipe underground locations, two stale systems, shut-off, union, tracer wire for plastic pipe
- f. Sewer connection - yard line, trench, shading, cleanouts
- g. Water service - yard line material, trench, shading, back flow preventer shut-off

#### Rough Electrical

- a. Electric Installation - Approved material and wire method according to approved plans
- b. Small appliance circuits – kitchen, dining and pantry
- c. Bathroom receptacle circuits
- d. Laundry circuits
- e. G.F.C.I. proper locations

- f. Arc-fault circuits for bedrooms
- g. Smoke Detectors proper locations
- h. Nail Plate Wiring Protection
- i. Boxes - device ready
- j. Water bond and gas bond installed
- k. Electric service - green tag

#### Rough Mechanical

- a. Appliance enclosure clearances
- b. Appliances vented to the outside
- c. Combustion air openings
- d. Duct installation
- e. Equipment locations according to approved plans, proper clearances, and manufacturers listings

### 6. **Drywall Nailing – Approved before tape and texture**

- a. Correct nails and spacing
- b. Fire resistive walls and ceilings
- c. Green board tile backing

### 7. **Miscellaneous Inspections**

- a. Pre-Stucco for lath installation, nailing
- b. Brick Veneer - mortar, ties, air space, backing
- c. Masonry planter
- d. Special Inspections
- e. Temporary electric service – construction purposes
- f. Foundation waterproofing and drain tile
- g. Irrigation systems

### 8. **Final**

#### Building

- a. Exterior siding, trim, and wood decks sealed and finished
- b. Balconies, decks, and stairs – Exterior and interior guardrails, handrails
- c. Exit landings, decks, steps to grade
- d. Yard finished for drainage
- e. Fire wall and door for attached garage and accessories
- f. Interior trim sealed and finished
- g. Drywall textured and painted
- h. Cabinets installed
- i. Safety glass installed
- j. Under floor and attic space for trades workmanship.
- k. Elevation certificate for homes in flood plain

### Plumbing

- a. Fixtures installed - piping connected, low flush toilets required
- b. Water heater pressure relief valve to outside functioning, expansion tank
- c. Vents properly terminated
- d. Septic systems approved by Health Department and operating
- e. Alternate water system operating

### Electrical

- a. Electrical devices installed and trimmed out
- b. Polarity of receptacles
- c. Electric service and sub panels finished, and circuits identified
- d. GFCI outlets installed and operating
- e. Arc-fault circuits installed and operating
- f. Smoke detectors installed and operating

### Mechanical

- a. Appliances installed - manufacturers specifications
- b. Vents properly terminated
- c. Ducts and air supply trimmed out
- d. Combustion air ducts and screen complete
- e. Woodstove installation - combustibles protected

### Exterior Site

- a. All slash (from site clearing) and scrap building materials shall be removed
- b. All drainage swales complete
- c. No surface water or roof water shall adversely affect adjacent properties
- d. Driveway culvert installed and approved by Engineering Department.