

MINIMUM BUILDING PLAN REQUIREMENTS
BUILDING PERMIT PROCEDURES AND MINIMUM PLAN
REQUIREMENTS FOR COMMERCIAL PROJECTS

BUILDING DIVISION

This document is intended to provide procedures for developing a complete application for a Commercial Building Permit with minimum plan requirements for submittals.

Pre-application Meeting:

A. Purposes

The pre-application review is to determine application requirements and familiarize the applicants with the review processes. Identify land use and development policies which may affect the development proposal and address potential problems as early in the process as possible.

B. Request for Pre-Application Review

Applicants may request a pre-application review through a pre-application meeting with the Community Development staff. No formal applications are required. Applicants are strongly encouraged to develop a preliminary Site plan depicting property lines, locations of existing and proposed structures, parking and landscaped areas, property constraints including significant topographic features or flood hazard areas to be utilized during the review. A narrative report is recommended detailing the specific request and potential operation.

C. Pre-Application Review Meeting

Pre-application meetings are held on the first and third Wednesday of every month. Times and dates may vary depending upon the season. Applicants may schedule a meeting directly with the Community Development staff. The pre-application session includes, but is not limited to, representatives from the Coconino County Planning, Building, Engineering and Environmental Quality Divisions, Arizona Game & Fish, and the Coconino County Health Services District. Applicants are to be provided with information on process requirements including, but not limited to, application submittal requirements, citizen participation plan, and notification requirements, and background information or additional studies necessary to adequately assess a project. Whether or not a development proposal is supportable by staff may be discussed, but the final determination will not be made until a formal application is evaluated.

D. Pre-Application Review Requirements

Pre-application reviews must occur within six months before the submittal of an application. The following applications are required to have a pre-application review before the submittal of an application, Conditional Use Permits, Zone Changes, Subdivisions, Design Review Overlay approval, Amendments, Medical Marijuana Facilities, and Abandonments.

E. Pre-Application Review Waiver

The Director of Community Development may waive the requirement for pre-application review upon formal request by the applicant.

PLEASE NOTE: The applicant should obtain the necessary preliminary approvals from **Planning and Zoning, Environmental Quality, Engineering, Environmental Health,** before the working drawings are developed. To determine this compliance, a complete scaled site plan a preliminary floor plan and elevations should be completed as a reference for staff review.

II. Building Plan Requirements (Plan Set shall be submitted in a PDF format)

1. **Complete the Application Form:** Application forms will only be accepted if all requested information is complete on the form. Completed applications shall be submitted to the Department of Community Development, Building Division at, 2500 N. Ft. Valley Rd., Bldg. 1 Flagstaff, Arizona 86001-1287 Telephone: (928) 679-8850.

The following shall be provided in conjunction with the required applications:

2. **Non-Refundable Deposit:** Make checks payable to **COCONINO COUNTY COMMUNITY DEVELOPMENT**
 - Commercial Building or Multi Family \$250.00
 - Commercial Additions/Remodels \$40.00
 - Commercial Miscellaneous \$40.00

To process the Building Permit Application, one complete set of construction plans shall be submitted along with one scaled site plan. When the plan review process is completed, the corrected plan set, and the comment letter shall be returned to the applicant for corrections. The amended plans and the redlined comment plan shall be returned for review. When the plan sets are approved, one set of **APPROVED PLANS** is on file, and the other is returned to keep on the job site. Additional site plans and floor plans are required, as indicated below.

Community Development Department Approvals other than the Building Division

Planning & Zoning Approval

Applications and plans submitted for building permits shall be approved by the Planning and Zoning Division, per the Coconino County Zoning Ordinance. A review includes the legality of the property, property identification (Assessor Parcel Number), property access, setbacks compliances, correct zoning for use, lot coverage, lighting, signage, parking, landscape, design review overlay, zoning violations, size of the structure(s), and distances to other structures.

Other required approvals from Planning and Zoning may include: conditional use permits, variances, administrative adjustments, temporary use permits, land division permits, split/combination applications, zone changes, design review overlays, abandonments, home occupations, cottage industries, guest homes, group homes, bed and breakfasts, sign permits, lighting permits, fence requirements, landscaping plans, agricultural uses for animals, area plans, Flagstaff regional plans, comprehensive plans, and energy elements.

Environmental Quality - Septic Permits or Sewer Availabilities

- All commercial buildings, additions/alterations shall have a septic review. The septic permit shall be approved and issued by the Environmental Quality Division before the Building Permit will be issued.
- Some areas with community sewer require proof of available sewers such as Pinewood, and Kachina Village. Other community sewer systems may not require approvals.
- The Arizona State Department of Environmental Quality (ADEQ) when involved in the approval and issuance of the Alternate Waster Water System. The permit is still required to be submitted to the Public Health Services District - Environmental Services for approvals.

Environmental Health License Requirements

- The following commercial businesses are required to apply for a health license with the Environmental Health Program Coconino County Public Health Services District:
- Food businesses including restaurants, retail stores, temporary food, and large events;
- Body Art businesses including tattoo parlors, ear piercers, and permanent make;
- Transient dwelling businesses including motels, hotels, and inns;
- Trailer Park businesses including recreational vehicle parks and mobile home parks;
- Campground businesses including permanent and temporary;
- School Grounds including all public-school grounds; and
- Public and Semi-Public bathing places including pools, spas, wading pools or any other type of public bathing place

Engineering Division - Right of Way, Grading, and Excavation Permits

- Applications are available at the Community Development Department counter and www.coconino.az.gov.
- Submit the Right of Way, Grading & Drainage Application with the Building Permit Application.
- Any improvements within the county right-of-way (such as landscapes, fences, monuments, retaining walls, asphalt or concrete parking areas, pipe headwalls, etc.), require an application and is subject to review, and must comply with current county standards.

Arizona State Department of Environmental Quality (ADEQ) Required Approval

- Schools
- Water Dispensing Systems

Fire Safety Approvals

Fire Marshal – State level plan review and inspections required

- Schools and public buildings (public monies)
- Fuel installations, tanks, vaults & dispensing
- Hazardous materials – EPA regulated
- Fire sprinklers – approval service for the county – request letter for plan review to State

Elevators - State inspected

Fire Marshal – local level

- Various fire districts
- Commercial approval – local chief plan review
- Fire sprinkler approval is required when applicable.
- Urban – Wildland Interface Code – recommend for areas without fire protection. Sprinklers, noncombustible exterior, and fire-resistive construction.
- Fire protection during construction.
 1. Automatic fire sprinklers
 2. Specific Area Requirements
 3. Oak Creek Canyon - Sedona Fire District
 4. Residential installation – permit optional; permit required when the development requires sprinklers.
 5. Commercial – when required by code, sprinkler permit required, plans approved by the state or an approved third party.
- International Fire Code
- Specific items adopted see Ordinance
- Design standards for high piled combustible storage, fire access roads hydrants at commercial sites, minimum water flow requirements for fire protection.

National Emission Standards for Hazardous Air Pollutants (NESAP) Approval

- Demolition of any institutional, commercial, public, industrial or residential structures, installation, or building (including any structure, installation, or building containing condominiums or individual dwelling units operated as a residential cooperative, but Excluding residential buildings having four or fewer dwelling units); and any active or inactive waste disposal site.
- Renovation to any of the structures mentioned above shall require NESAP.
- To contact the Arizona Department of Environmental Quality, Air Quality Compliance Section Asbestos NESHAP Program. Address: 1110 West Washington Street. Phoenix, AZ, 85007. Phone: (602) 771-2333 or (602) 771-4553.

Forest Service Approval Is Required When Construction Is Purposed In The Coconino And Kaibab Forest

When a project is purposed to be constructed within the Coconino County or Kaibab Forest, a copy of the Forest Service lease agreement shall be provided to the Building Division at the time of plan submittal.

Coconino County Sustainable Building Program

The Coconino County Sustainable Building Program (CCSBP), provides the opportunity to design and build beyond the International Energy Conservation Code (IECC). Projects that participate in the program can benefit from reducing the use of energy, water, and resources, as well as increasing healthier indoor and outdoor environments.

Free services provided by the Sustainable Building Program include consultations, resources, educational programs, plan reviews, field inspections, code support for conventional and alternative constructions, and the Sustainable Building Awards Program.

Time Limitations and Adopted Codes

- Building permits are valid for 180 days. When an inspection is completed, the time will reset for an additional 180 days. The structure will expire in 180 days (from date of issuance or of the last inspection). If the permit expires the permit shall be required to be renewed, some fees may be required.
- **Permits that are not picked up and paid for within 180 days of notification are considered "ABANDONED." (International Building Code, Section 105.3.2).**

The Coconino County Building Division uses the following codes:

2018 International Building Code, 2018 International Mechanical Code, 2018 International Fuel Gas Code, 2018 International Plumbing Code, 2018 International Energy Conservation Code, 2018 International Existing Building Code, 2017 National Electrical Code, and the Coconino County Building Ordinance 2019-10.

Site Plans Requirements

- **A SITE PLAN** shall be provided with all Building Permit Applications. Incomplete site plans will be not be accepted. A signature by the applicant is required to verify all information to be accurate. **Site plan SHALL be on a separate page.**
- **Site Plans Shall Include At Least The Following Information:**

Individual Departments May Require Additional Details

SITE PLAN – **Must be drawn to one of these approved scales: 1" = 10', 1" = 20', 1" = 30', 1" = 40', 1" = 50' or 1" = 60"**

General Property Information: Required

- Show the entire property (parcel) by the plated property lines; include all property dimensions, and street(s) labeled.
- Show the minimum required **setback lines** (front, sides, and rear) conforming to the zoning district. This information is available from the Planning and Zoning Division.
- The direction of slope on the property and the direction of natural drainage - accurate topography may be required when necessary.

- Show the high and low elevations of the lot. Show the finish floor height of the structures. When the slopes exceed 10% (1-foot for every 10-foot drop) on the site, provide two feet contour lines. Show all cut banks greater than four feet in height.
- North arrow and site plan scale.
- Streams, creeks, washes, and floodplains.
- Structures located in a county island designated as small municipal storm sewer systems are required to obtain a Notice of Intent (NOI) from ADEQ.
- The SWPPP (Storm Water Pollution Prevention Plan) is required on the site plan.

Existing Property Improvements: Required

- Location of all existing structures. Label all structures show dimensions from construction to property lines and distances between structures
- Location of all existing wells.
- Location of all existing drainage facilities.
- Location of all existing septic tanks, leach fields, and sewer lines.
- Location of all existing driveways.
- Location of all ingress and egress easements and utility easements (when applicable).

Proposed Property Improvements: Required

- Location and dimensions of all proposed structures with distance from property lines and other structures. Label all proposed structures and cross hatch for clarity.
- Location of all proposed wells.
- Location of all new driveways and road improvements including the type of material.
- Show all utility connections and line directions:
- Septic tank and Leach field location, reserve area, and sewer line locations.
- Waterline and gas line location.
- Liquid propane gas tank location or natural gas meter location (dimension).
- Underground liquid propane tank location (dimensioned).
- Air conditioner location.
- Electric meter location.
- Retaining wall locations. Areas to be filled (fills in excess of for feet shall be engineered).
- Fence locations. Describe the type and height of the fence.

A Survey of The Property By A Registered Land Surveyor Is Required;

- The proposed construction is within a Special Floodplain Hazard area.
- If the structure is to be built on a minimum setback line.
- When the Building Official requires verification that the location of the structure (s) is per the approved plans (2018 International Building Code).

Cover Sheet For Commercial Building Plans:

- Narrative of project
- Identify principle design professional
- Planning and Zoning: Assessor parcel number, correct zoning, setbacks, Use permits, Design Review Overlay

- Statement of maximum building height, actual building height, and proposed building area
- Statement of:
 1. Proposed use
 2. Occupancy classifications
 3. The total area by use
 4. Mixed occupancies
 5. Type of construction and sprinkled /non-sprinkled
 6. Allowable area and allowable number of stories
 7. Actual area and description of any allowable areas and height increases
 8. Identify all fire-resistive construction
- Breakdown the square foot for each of the occupancy classifications
- List of all special inspections that may be required for this project
- Roof construction, classification, and materials
- Identify all Code References and year
- Seismic design category
- Site class
- Soil reports
- Soil bearing capacity
- Wind speed
- Wind exposure
- Identify all Live loads, Wind Loads, Snow loads, and Dead loads:

FOUNDATION PLAN -- Scaled 1/4" equals one (1) foot

- Fully dimensioned two-line drawings -- show all foundations, footings, stem walls, piers, interior and exterior, fireplace, columns and 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: -- Scaled 1/4" equals one (1) foot

Identify all framing, framing connectors and hardware, manufactured floor truss system, or I-joint floor system. The owner/contractor shall supply the specifications at the time of building plan submittal.

Floor Plan: -- Each floor including basements, scaled 1/4" equals one (1) foot

- Fully dimensioned two-line drawings (show all walls with openings and posts, rooms, halls, stairs, etc. Label all rooms and spaces.
- 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.

Electric Plan:

- Light fixtures, switches, outlets, locations.
- Furnace and water heater location (specify fuel type).
- Show the size of the electric service and sub-panel. Also, show their locations.
- Type of grounding, sizes, and location
- Type of bonding, sizes, and location.
- Required circuits
- Load calculations and one-line diagrams.
- Show smoke alarms and fire alarm locations.
- Show emergency lighting and exit signage.

ELEVATIONS: Scale 1/4" equals one (1) foot (front, right and left sides, and rear views)

- Four (4) elevations.
- Type of siding or exterior wall covering.
- 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, per the County Zoning Ordinance.

Roof Framing Plan: 1/4" equals one (1) foot. Check live loads for your location:

- Load-bearing beams, door and window header, sizes and indicate the length of the span.
- Post locations and supporting beams.
- Indicate all mechanical connectors and their locations.
- Show rafter and ceiling joist sizes, direction, and spacing.
- Show truss direction and spacing. Provide engineered truss specification with details.
- Show ridge, valleys, and hips size and label them.
- Show blocking and bracing locations.
- Show all covered deck roof framing.

Cross Section: 1/4" equals one (1) foot or larger

- Make visible all construction elements.
- Call out all mechanical connectors and hardware.
- Footing and stem.
- Show floor/roof Girders and joists, blocking; or slab with fill.
- Studs -- size and spacing.
- Floor and roof sheathing, type, and size.

- Show Rafters, Engineered trusses, and I-joist.
- Identify all Insulation location and type.
- Call out all wall elements.
- Call out all dimensions.
- Show roof over-hang and attic space:
- Show stair information with details, show guardrails information with details.

Details -- Scale 1/2" equals one (1) 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.

Architect and Engineer Requirements

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.

LOG STRUCTURES SPECIFICATIONS

- All logs used in log construction shall be graded and stamped by a certified lumber grading agency. Logs that will be used for the walls do not require a stamp provided a letter is submitted by the supplier identifying the grade, species, and moisture content of the log.
- Plans for log structures shall include:
- Species and grades of logs used.
- The moisture content of logs, if the moisture content of the logs is excessive, greater than 19%, the home shall be designed for settlement, and the plans shall show the methods and details for that purpose.
- Method of installation for logs.
- Types of fasteners used and spacing requirements.
- Provisions for settling at all wall openings, load-bearing posts, fireplaces, interior frame partitions, staircases, plumbing lines and all non-settling portions of the building.

- Type of materials and methods used to seal and chink the logs.
 1. Additional plans required for log structures shall include the architectural plans. Plans must be approved by a professional architect or civil/structural engineer licensed to practice in the state of Arizona when:
 2. Plans required to be sealed by an architect or engineer must contain the following information:
 3. Log structural members are used for other than wall logs. i.e., main ridge beams, roof beams, rafters, roof purlins, posts, floor girders, floor joist, or other similar applications.
 4. The log structure exceeds two stories in height.
- Plans required to be sealed by an architect or engineer must contain the following information:
 - The grade, species, and moisture content of the structural logs.
 - The fiber bending stress value of the logs shall be indicated on the plans.
 - The design loads for the roof, floor, and deck log members shall be indicated on the plans.
 - Engineering calculations for all structural log members shall be provided.
 - Provisions shall be made for all plumbing, electrical and mechanical in solid log construction.
 - The plans shall show details on the installation of these systems.

Revisions: Changes in approved plans shall be submitted by means of new drawings or addendum letters **PRIOR** to the start of that particular work.

Arizona Blue Stake: shall identify and mark underground facilities, wherever excavations are scheduled. Call two workings days before you dig. **CALL BEFORE YOU DIG! 1-800-782-5348.**

Arizona Public Service: 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.

Coconino County Community Development

Contact Phone: (928)-679-8850