CITY OF SHOW LOW

BUILDING SAFETY DEPARTMENT
180 N 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050/FAX 532-4059

COMMERCIAL BUILDING APPLICATION PACKET

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Updated 2/7/2020

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Building Codes and Standards

BUILDING CODE: International Code, Series 2018*

PLUMBING CODE: International Plumbing Code, Series 2018*

MECHANICAL CODE: International Mechanical Code, Series 2018*

FIRE CODE: Contact Timber Mesa Fire & Medical District at (928) 537-5100

ELECTRICAL CODE: NEC 2017

WIND LOAD: 90 MPH

SNOW LOAD: 4/12 or greater – 30 lbs live snow load

SNOW LOAD: less than 4/12 – 35 lbs live snow load

FROST LINE: 18 inches

EXPOSURE: C

SEISMIC ZONE: B

GAS TEST SPECIFICATIONS: Minimum of 3 lbs PSI for 10 minutes 1/10th lb increment gauge

AMERICAN NATIONAL STANDARD: ADA Accessibility 2010

***Building plans may be submitted using the 2006 or 2018 codes until *February 7, 2021*. After this date all plans must be submitted using the 2018 codes.**

Updated 2/7/2020

Pre-Submittal Checklist

In order to facilitate plan review and office submittal to the City of Show Low and to provide consistency in the review, all commercial projects now REQUIRE a pre-submittal meeting. Items not already marked as required will be determined whether or not they will be required depending on the project in the pre-submittal meeting. Please keep this checklist and include it at the time of the permit submittal to the Building Department to help speed up the review process.

Date of Pre-Submittal Meeting*: _____/_____/_____

*** Please contact staff at (928) 532-4040 to set up the pre-submittal meeting and confirm plan requirements when scheduling the meeting. Generally documents required for the pre-submittal meeting consist of 1 set of conceptual draft plans, which includes a site plan.**

Project: _____

Address/A.P.N.: _____

Contact Name: _____

Contact Address: _____

Phone Number: _____-_____

The information below will be discussed at the pre-submittal meeting, it is not necessary to have all the information below at the time of the pre-submittal meeting. The information below will however, be required at the time of plan submittal to the building department.

Submitted	*Required*		*Sheet #*
		Building Documents:	
☐	☑	Site Plan and Support Documents. Six (6) identical copies of the plan shall accompany the request for review (four (4) copies if tenant improvement). Each copy shall be on one or more sheets of paper measuring not less than eleven (11) inches by seventeen (17) inches, drawn to scale not smaller than forty (40) feet to the inch. Large scale projects shall be submitted on paper measuring not less than twenty-four (24) inches by thirty-six (36) inches.	_____
☐	☑	Occupancy group(s)	_____
☐	☑	Building construction type(s)	_____
☐	☑	Hazardous materials	_____
☐	☑	Mezzanine	_____
☐	☑	Total area (sq. ft.)	_____
☐	☑	New addition area (sq. ft.)	_____
☐	☑	New building area (sq. ft.)	_____
☐	☑	Occupancy separations	_____
☐	☑	Fire Rating(s)	_____
☐	☑	Area separation	_____
☐	☑	Floor plan	_____
☐	☑	Details/specs	_____

Building (continued)

Submitted	Required		Sheet #
☐	☑	Electrical plan	_____
☐	☑	Electrical load calculations	_____
☐	☑	Mechanical plan/specs	_____
☐	☑	Plumbing/gas	_____
☐	☑	Number of stories	_____
☐	☑	Building elevations	_____
☐	☐	Architect's/Engineer's stamped/sealed set of plans	_____
☐	☐	Fire sprinklers and types	_____
☐	☐	Fire alarm	_____
☐	☐	Grease intercept	_____
☐	☐	Sand/oil separator	_____
☐	☐	Foundation plan	_____
☐	☐	Building sections	_____
☐	☐	Roof plan with drain	_____
☐	☐	Structural plans	_____
☐	☐	Truss calculations	_____
☐	☐	Structural calculations	_____

Planning & Zoning

Submitted	Required		Sheet #
☐	☑	Site plan and support documents *(see building requirements for size & number)*	_____
☐	☑	Lot dimensions	_____
☐	☑	A legal description of the land included in the site plan and of the lot; the name, address and telephone number of the owner, developer, and designer.	_____
☐	☑	Location, size, height, use and exterior materials of both existing and proposed buildings and structures, including distances from all structures to all property boundaries.	_____
☐	☑	Size and dimensions of yards and space between buildings	_____
☐	☑	Parking and circulation areas; which shall included elements as required by Section 15-1-46.	_____
☐	☑	Location, height, and composition of walls and fences	_____
☐	☑	Percentage of the site covered by any and all structures, both existing and proposed.	_____
☐	☐	Façade and fascia treatments	_____

Planning & Zoning (continued)

Submitted	Required		Sheet #
☐	☐	Summary schedule- Number of units, types of units, gross and net square feet, building height, parking requirements, provided spaces and required spaces, etc.	_____
☐	☐	Natural features such as mesas, rock outcroppings, or streams and manmade features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.	_____
☐	☐	Landscaping plan as required by Section 15-1-60(D)(7)	_____
☐	☐	Screening as required by Section 15-1-60(D)(8)	_____
☐	☐	Future land use designation for the site	_____
☐	☐	Show enclosed refuse, storage and loading areas	_____
☐	☐	Location to the nearest fire hydrant(s)	_____
☐	☐	The locating, dimensions, area materials and lighting of signs; any sign(s) require a separate sign permit.	_____
☐	☐	Exterior lighting, and the type of lighting, height and areas of illumination, which meet the requirements of Section 15-1-71 through 76.	_____
☐	☐	Tree preservation plan	_____

Engineering

Submitted	Required		Sheet #
☐	☑	Detailed grading with spot elevations at handicap ramps, handicap parking and other appropriate critical areas.	_____
☐	☑	Grading plan should show the location, slopes and direction of proposed drainage.	_____
☐	☑	Location, size and invert elevations of adjacent public sanitary sewer and water lines serving the property.	_____
☐	☑	Location, size and invert elevations of proposed building services for sanitary sewer and water lines. Water line information to include water meter size.	_____
☐	☑	Property boundary, right-of-way lines and easements with dimensions and bearings.	_____
☐	☑	Names of adjacent streets. Location and dimensions of proposed access drives and roads. Right-of-way and easement widths (existing and proposed).	_____
☐	☑	Dimensions to proposed improvements to the property boundary and right-of-way lines.	_____
☐	☑	Drainage conveyance improvements including swales, pipes, inlets and detention.	_____
☐	☑	Erosion Control Permit & Plan	_____
☐	☑	Backflow prevention	_____

Engineering (continued)

Submitted	Required		Sheet #
☐	☐	Drainage report which includes calculations for the following; site drainage, storm water detention or calculations showing that the increased run-off will not adversely affect the downstream drainage. The narrative portion of the report is required and must include a discussion of methods used, assumptions, values for rainfall data, values for times of concentration, values for run-off coefficients, conclusions and recommendations. The calculations need to compare the run-off of the pre-developed vs. post-developed conditions for each of the design storms (2yr., 10yr. and 100yr.). A table showing the touring of the run-off through the outlet pipes in pods. The calculations shall include stage-storage-discharge values. Stage increments should not exceed ½ (.5) foot. Outlet structure shall include and emergency overflow. Review City Code Chapters 12 and 15 for design requirements.	_____
☐	☐	A traffic study conducted by a registered traffic engineer	_____
☐	☐	Traffic control devices and street lighting	_____
☐	☐	Street dedications and improvements	_____
☐	☐	Location of any sidewalks	_____
☐	☐	Show ingress/egress- adjacent streets/roads shown/named and all existing and proposed driveway entrances.	_____
☐	☐	Benchmark, basis of bearings, and vicinity map	_____
☐	☐	List of utility providers	_____
☐	☐	Details for handicap ramps, including slopes and grades	_____
☐	☐	Details for striping and signing for handicap parking	_____
☐	☐	Details for curbs, pavement sections, sidewalk sections, water meter, sewer service connections and water service connections.	_____
☐	☐	Permits for work within public rights-of-way	_____
☐	☐	Sewer service sizing per current adopted International Plumbing Code	_____
☐	☐	Water service and meter sizing per current adopted International Plumbing Code.	_____

This checklist is not intended to be all-inclusive. It is intended to provide a guideline in the preparation of plans for submittal to the City for review. There may be additional submittal requirements required by the City not on the checklist. Please consult Show Low City code for additional requirements.

GENERAL INSTRUCTIONS for COMMERCIAL BUILDING PERMIT APPLICATION

These are general instructions only. Please contact Building Department staff to schedule a **REQUIRED** pre-submittal meeting prior to submitting your application and supporting documentation.

A) COMMERCIAL APPLICATION FOR PLAN APPROVAL: A request for plan approval shall be filed with the zoning administrator on a form prescribed by the administrator. Six (6) identical copies - four (4) if this is a tenant improvement - of the engineered design building plans shall accompany the request. A $400 deposit shall be received when the plans are submitted. The deposit will be applied to the plan review fee at the time of issuance.

B) TIME FRAMES: **The applicant shall be responsible for determining which plan review process will be followed.** The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or to the time required for third-party plan review. Conformance to all city adopted codes, additions and addendums to the codes is mandatory and shall be enforced.

1) Standard Plan Review: The purpose of the Standard Plan Review is to allow the applicant and city staff to work together to help expedite the plan review and approval process. By selecting this option, the applicant is authorizing the city to provide written and oral comments related to requirements for plan approval. It is understood that multiple comments and/or revisions to plans may be required in order to obtain approvals. As part of this approval process, the city will have all approvals in place within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. This time period may be extended through mutual agreement by the city and the applicant.

2) Non-Standard Plan Review: The purpose of the Non-Standard Plan Review is to comply with the plan review process as outlined in Title 9, Chapter 7, Article 4, of Arizona Revised Statutes as may be amended from time to time. By selecting this option, the applicant is requiring the city to comply with the review requirements as outlined in the Arizona Revised Statutes. These statutes require the successful completion of two separate review processes prior to approval of a building permit.

a) Administrative Review: the purpose of the Administrative Review is to ensure that all required information is included as part of the permit application and that all submitted information is correct. The timeframe for Administrative Review is twenty (20) working days. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Administrative Review process is complete and the applicant has been given a Notice to Proceed the applicant will then submit the required information for Substantive Review.

b) Substantive Review: The purpose of the Substantive Review is to ensure that all information required for a permit has been submitted and that all required approvals have been obtained. The timeframe for Substantive Review is twenty (20) working days. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Substantive Review process is complete and all approvals have been obtained, the permit shall be issued. If the permit is deemed not complete, the permit application shall be denied and the applicant shall be required to reapply for a building permit.

C) SPECIFIC LOCATION: Assessor's Plat Location/Book, Page and Parcel Number; i.e. 210-27-010A, Subdivision and lot number.

E) INSPECTIONS: Inspections are required for all phases of construction. No footing or foundation will be approved without clearly delineated, accurate property lines and property yard setbacks.

When requesting inspections, please indicate the following:

1) Owner's Name
2) Street address of project as listed on permit
3) Permit number
4) Subdivision and lot number
5) Type of inspection requested
6) Instructions, remarks, if any

Please note: A notice of at least 24 hours prior to any requested inspection shall be given to allow for sufficient scheduling. FAILURE TO REQUEST CAN RESULT IN ISSUANCE OF A STOP WORK ORDER OR REVOCATION OF BUILDING PERMIT, PER SECTION 302 OF THE UNIFORM BUILDING CODE.

F) A newly constructed building may not be occupied until after the final inspection and a Certificate of Occupancy (C of O) or a Temporary Certificate of Occupancy (T.C.O.) is issued by the Department of Building Safety. If a T.C.O. is issued, another final inspection is required prior to the expiration date of the T.C.O. At that time, all discrepancies noted on the T.C.O. must have been corrected. The builder is responsible for obtaining this inspection!

COMPLIANCE WITH THE CITY BUILDING CODES AND ZONING REGULATIONS IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT WITHIN THE CITY OF SHOW LOW.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS, INCLUDING PROPER IDENTIFICATION OF PROPERTY LINES. IT IS ALSO THE RESPONSIBILITY OF THE PROPERTY OWNER TO NOTIFY CITY STAFF OF ANY PROPOSED REVISIONS TO THE PERMITTED STRUCTURE PRIOR TO INSPECTIONS TAKING PLACE.

BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT.

THIS SECTION CONTAINS GENERAL INSTRUCTIONS ONLY.

SPECIFIC REQUIREMENTS FOR EACH SUBMITTAL ARE CONTAINED IN THE PRE-SUBMITTAL CHECK LIST AT THE BEGINNING OF THIS PACKET. PLEASE CONTACT US TO SCHEDULE YOUR PRE-SUBMITTAL MEETING PRIOR TO SUBMISSION OF YOUR APPLICATION AND SUPPORTING DOCUMENTATION.

COMMERCIAL PERMIT APPLICATION

APPLICANT TO PROVIDE ALL THE FOLLOWING INFORMATION (PLEASE PRINT)

For Office Use Only

Permit #: _____

Date Received: ___/___/_____

Plan Review: Standard / Non-Standard

Deposit: $_____

City of Show Low
Building Safety Department
180 N. 9th Street
Show Low, AZ 85901
(928) 532-4050
Fax:(928) 532-4059

Project Address: _____

Assessor's Parcel Number: _____

Owner: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Owner e-mail address*: _____ Fax: _____

Contractor: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Contractor e-mail address*: _____ Fax: _____

Contractor License AZ ROC #: _____ City of Show Low Business License† #: _____

Architect/Engineer: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Architect/Engineer e-mail address*: _____ Fax: _____

Occupancy Classification: _____ Type of Construction: _____ # of stories: _____

Describe Building Project‡: _____

‡Additions/Alterations/Tenant Improvements require a material cost Valuation: $_____

Floor Area total sq. ft: _____ Basement: _____ 1st: _____ 2nd: _____

Exits Required: Basement: _____ 1st story: _____ 2nd story: _____ 3rd story: _____

Automatic Sprinkler: ☐Yes ☐No If "Yes": ☐Full ☐Partial ☐Wet ☐Dry

Backflow: ☐Yes ☐No If "Yes": ☐Dry ☐Wet ☐Chemical ☐Pumped ☐Storage

Snow Load 4:12 or greater- 30 lbs live snow load, less than 4:12- 35 lbs live snow load

Electrical Plans:	use NEC-2017 standards	Seismic Zone:	B
Mechanical Plans	use IMC-2018 standards§	Exposure:	C
Plumbing Plans	use IPC-2018 standards§	Wind Load:	90 mph
Building Plans	use IBC-2018 standards§	Frost Line:	18 inches
Fire Plans:	Contact Timber Mesa Fire & Medical District at (928) 537-5100		

A deposit of at least **$50.00** must be submitted with this application and will be applied to the plan review fee.

**As of 1/1/2018 a valid e-mail address must be provided in order to receive copies of inspection reports.*

†Any person, business or company (including subcontractors) conducting business within the city limits of Show Low must have a City of Show Low Business License. An application is included in this packet or you may call City Hall at (928) 532-4040 for further information.

*§Building plans may be submitted using the 2006 or 2018 codes until **February 7, 2021**.*
After this date all plans must be submitted using the 2018 codes.

Additional Comments:

_____

_____

_____

_____

_____

NOTICE

Separate inspections are required for footings, stem wall, slab reinforcement, under floor framing, roof sheathing/nailing, framing, insulation, drywall nail, water service/sewer service, underground plumbing, rough plumbing/framing/electrical/heating ducts/vents, gas yard line, final gas test, electric service, and final.

Per Section 7-5-6 of the City of Show Low Building codes, a **re-inspection fee ($50.00)** may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may also be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, for failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

This permit becomes null and void if work of construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after the work is commenced.

Per Section 7-3-7 of the City of Show Low Building codes, the applicant shall be responsible for determining which plan review process will be followed. The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or to the time required for third-party plan review.

PLAN REVIEW PROCESS (*SELECT ONE*): ☐ STANDARD (30 WORKING DAYS) ☐ NON-STANDARD (40 WORKING DAYS)

I hereby certify that I am the property owner or have been authorized by the property owner and have read and examined this application and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

_____	_____ OR _____	
Name of Agent or Owner (please print)	Signature of Agent	Signature of Owner

THIS FORM SHOULD BE REVIEWED AND A COPY RETAINED BY THE APPLICANT.

CONTRACTOR LICENSING VERIFICATION

Prior to issuance of a Permit, each applicant must verify that they have a currently Licensed Contractor.

I hereby state that I am a Contractor, currently licensed to perform the work that is covered by the Permit.

Transaction Privilege Tax Number: _____

_____	_____	_____
Name (Please Print)	Signature	Date

WELCOME TO THE CITY OF SHOW LOW!

APPLICATION FOR UTILITY SERVICES Return

this sheet with the attached form to:

Office Location:
Show Low City Hall, Utility Department
180 N. 9th Street
Show Low, Arizona 85901

Contact Information:
Phone: (928) 532-4005
Fax: (928) 532-4044
Email: kross@showlowaz.gov

Office Hours:
Monday – Friday 8:00 a.m. to 5:00 p.m.
(excluding holidays)

The attached form is needed to start your utility service with the City of Show Low.

Please fill out this form completely and sign your signature at the bottom of the next page. When you return this form, please include either a letter of credit from **any** utility company that shows one year of a timely and consistent payment history for you or a $150 security deposit. This deposit is credited to your account after one year of timely payments, or if you close your account, it will be applied to your final bill. The security deposit will be reduced to $75 if you sign up for electronic auto-pay today.

There is also a $25 service fee for water service. This service fee is charged when there is a change in the utility account name or if the water is turned on or off. The $25 fee will be reflected on your first bill.

Today's Date: _____ Service Start Date: _____

MONDAY – FRIDAY EXCLUDING HOLIDAYS
(1) BUSINESS DAY NOTICE REQUIRED

CITY OF SHOW LOW
APPLICATION FOR UTILITIES

FOR OFFICE USE ONLY

DEPOSIT AMOUNT $_____

☐ CASH ☐ CHECK ☐ CC ☐ LETTER OF CREDIT

DATE_____

BY_____

ACCT #_____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

SERVICE ADDRESS	TODAY'S DATE	SERVICE START DATE

Own/Rent Property	Own	Rent	Type of Account	Residential	LandLord	Commercial
	☐	☐		☐	☐	☐

APPLICANT INFORMATION

CUSTOMER NAME				LAST 4 S.S. #	DATE OF BIRTH
MAILING ADDRESS	CITY	STATE	ZIP	PHONE NUMBER	
EMPLOYER				EMAIL	

CO-APPLICANT/SPOUSE INFORMATION (IF APPLICABLE)

CUSTOMER NAME				LAST 4 S.S. #	DATE OF BIRTH
MAILING ADDRESS	CITY	STATE	ZIP	PHONE NUMBER	

Terms and Conditions of Service
(Please read carefully)

1. **Please note: "PER CITY POLICY, ONCE A WATER METER HAS BEEN INSTALLED YOU WILL BEGIN RECEIVING A BILL FOR WATER, SEWER, TRASH, AND RECYCLING. THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION IN THE MATTER."**
2. The applicant agrees to pay each utility bill in full for all charges by the due date shown on the bill.
3. The applicant agrees to pay a late fee for any bill not paid by the 25th of the month and the account holder agrees and understands that the City has the right to terminate the associated utility service if payment of any bill, including late fees, deposit amounts, and all other assessments, are not paid in full.
4. The applicant understands that a $25 fee will be assessed against the account holder if the City of Show Low's water valve at the meter is turned off or on by the account holder, except for an emergency. Service calls made after hours will be subject to an after-hours charge. Interpretation of all emergencies shall be at the sole discretion of the City. If a valve breaks during account holder's use of the valve, account holder agrees to pay all costs for replacing the valve.
5. The applicant agrees and acknowledges that if utility service is terminated for non-payment of the utility bill, a fee will be required in addition to payment of all past charges before the water is turned back on.
6. The applicant agrees that if the City incurs any collection costs to recover past due amounts from the account holder for utility services, account holder will pay all such collection costs in addition to the outstanding balance of the account holder's account. "Collection costs" shall include all fees incurred by the City, including but not limited to, actual attorney's fees or any contingency fees charged by an attorney or a collection agency before and/or after a lawsuit is filed.
7. **Since issues may occur when water is turned on, The City of Show Low highly recommends that someone with access to the dwelling be present when services are turned on.**
   - **WILL SOMEONE BE THERE FOR THE TURN-ON? YES: ☐ [____] INITIAL NO: ☐ [____] INITIAL**
   - **IF YOU ANSWERED YES, IN CASE NO ONE IS PRESENT WHEN THE TECHNICIAN ARRIVES AT YOUR SCHEDULED TIME, DO YOU STILL WANT THE WATER TURNED ON? YES: ☐ [____] INITIAL NO: ☐ [____] INITIAL**
8. When services are turned on, be sure that all faucets and landscaping water is turned off. If you have a main valve on your dwelling, please turn it off. If it appears water is running inside or outside the dwelling, the water service will NOT be turned on. You are responsible for all water usage and any damage that may occur when the water is turned back on.
9. The applicant agrees to comply with all regulations of the City relating to utility services. The account holder agrees that failure to comply with such regulations may result in the termination of utility services.

BY SIGNING THIS APPLICATION, I AFFIRM THAT I AM RESPONSIBLE FOR THE PAYMENT OF ALL UTILITY SERVICES PROVIDED BY THE CITY. _____

Applicant Signature / Date

City of Show Low

"Named by the turn of a card"

180 North 9th Street
Telephone (928)532-4000
Facsimile (928) 532-4009
www.showlowaz.gov

PERMIT FOR WORK WITHIN A PUBLIC RIGHT – OF – WAY
PUBLIC UTILITIES APPLICATION

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CONTACT PERSON FOR DESIGN: _____ PHONE: _____

CONSTRUCTION TO BE DONE BY (UTILITY NAME): _____

CONTRACTOR NAME: _____ LICENSE #: _____

CONTACT PERSON FOR ROW WORK: _____ PHONE: _____

LOCATION OF WORK: _____ LOT #: _____

START DATE (ESTIMATED): _____ COMPLETION DATE (ESTIMATED): _____

NEW RESIDENTIAL: _____ OUTSIDE CITY LIMITS: _____

SERVICES NEEDED

- ☐ SERVICE LINE INVESTIGATION
- ☐ PAVEMENT (1)(2)
- ☐ CULVERT (1)
- ☐ DRIVEWAY (1)
- ☐ MAILBOX (1)
- ☐ LANDSCAPING (1)(2)(4)
- ☐ WATER MAIN TAP (3)
- ☐ WATER METER
- ☐ SEWER MAIN TAP (3)
- ☐ SEWER SERVICE NO TAP
- ☐ LINE EXTENSION (3)
- ☐ WORKING IN EASEMENT (NOT ROW)
- ☐ COMMERCIAL CONSTRUCTION
- ☐ ESTIMATE

(1)	*A plan and written description of the work is required.*
(2)	*Private Retaining Structures and Fences are PROHIBITED in the City Right-Of-Way.*
(3)	*Sewer and Waterline Taps and/or Extensions will incur additional costs which will be determined on a case by case basis. The City will provide a cost estimate for this work. Only City Personnel may make water or sewer main connections.*
(4)	*Landscape plans to be reviewed by Planning and Zoning.*

AGREEMENT

It is understood and agreed that all work shall conform to applicable City, State and Federal regulations and to all conditions set forth on this permit.

OTHER CONDITIONS: _____

_____ _____
Applicant Signature Date

FOR CITY STAFF USE ONLY

BUILDING PERMIT # (IF APPLICABLE): _____ A.P.N. _____

RECEIVED BY: _____ DATE: _____

SERVICE LINE AVAILABLE AT PROPERTY LINE: SEWER Y____ N____ WATER Y____ N____

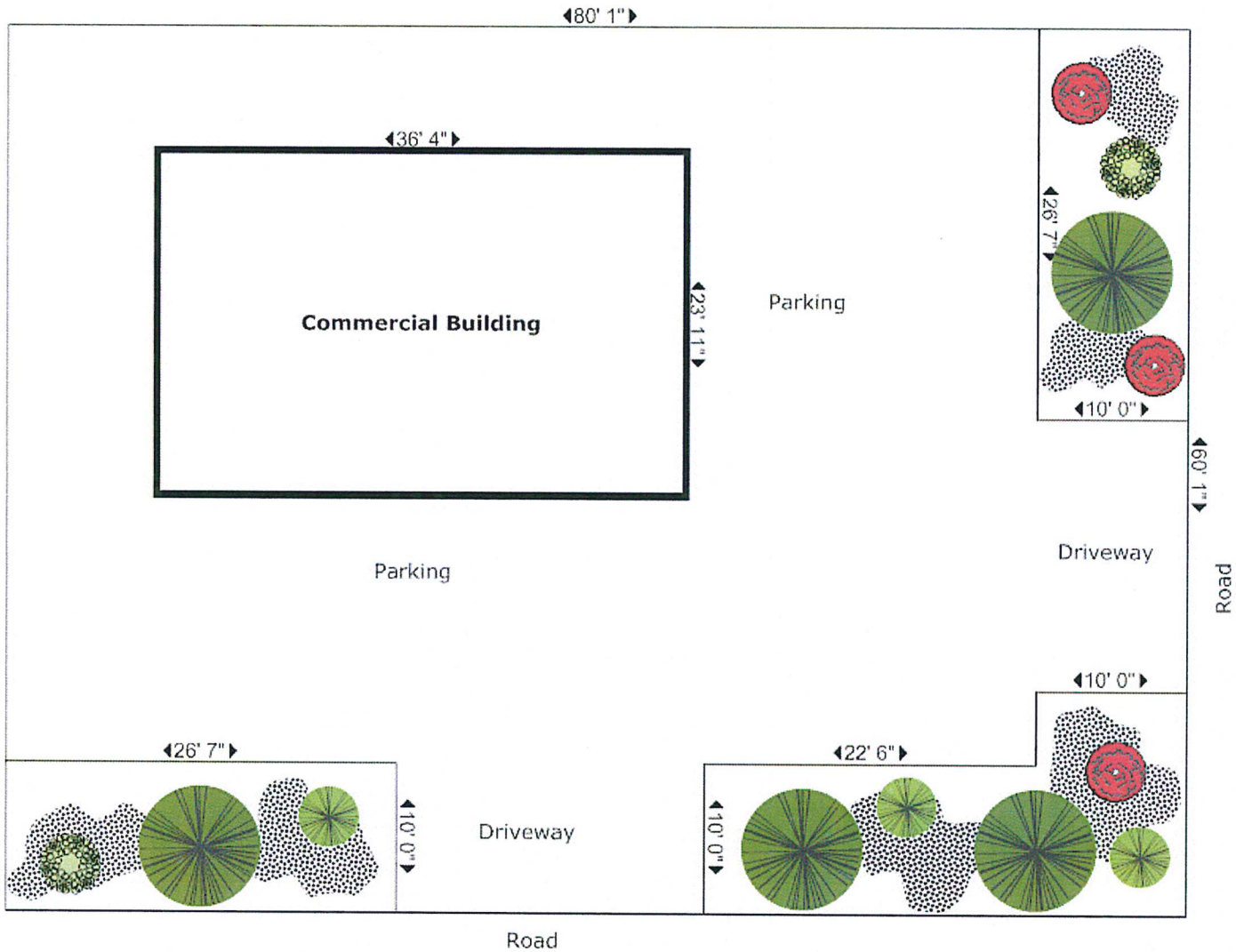
INVESTIGATE FOR SERVICE DONE BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

FINAL INSPECTION (IF APPLICABLE): _____ DATE: _____

FINAL APPROVAL: _____ DATE: _____

SAMPLE COMMERCIAL LANDSCAPE PLAN



PLANT LEGEND

SYMBOL	COMMON NAME	SIZE	QUANTITY
TREES			
	TREE	15 GAL.	4
SHRUBS			
	SHRUB	15 GAL.	3
	SHRUB	5 GAL.	3
	SHRUB	5 GAL.	2
	VEGETATIVE GROUND COVER		246 Sq.Ft.

-A minimum of 30% of the required landscape area shall consist of vegetative ground cover.

-Remaining landscape area not covered by vegetative ground cover shall be landscaped and may utilize granite, gravel or cinders.

-10 ft average width X length of property line – driveways = required landscape area.

-An average of 10 feet measured from the property line and the street side property line, extending the developed length of the property (except for driveways), shall be landscaped.

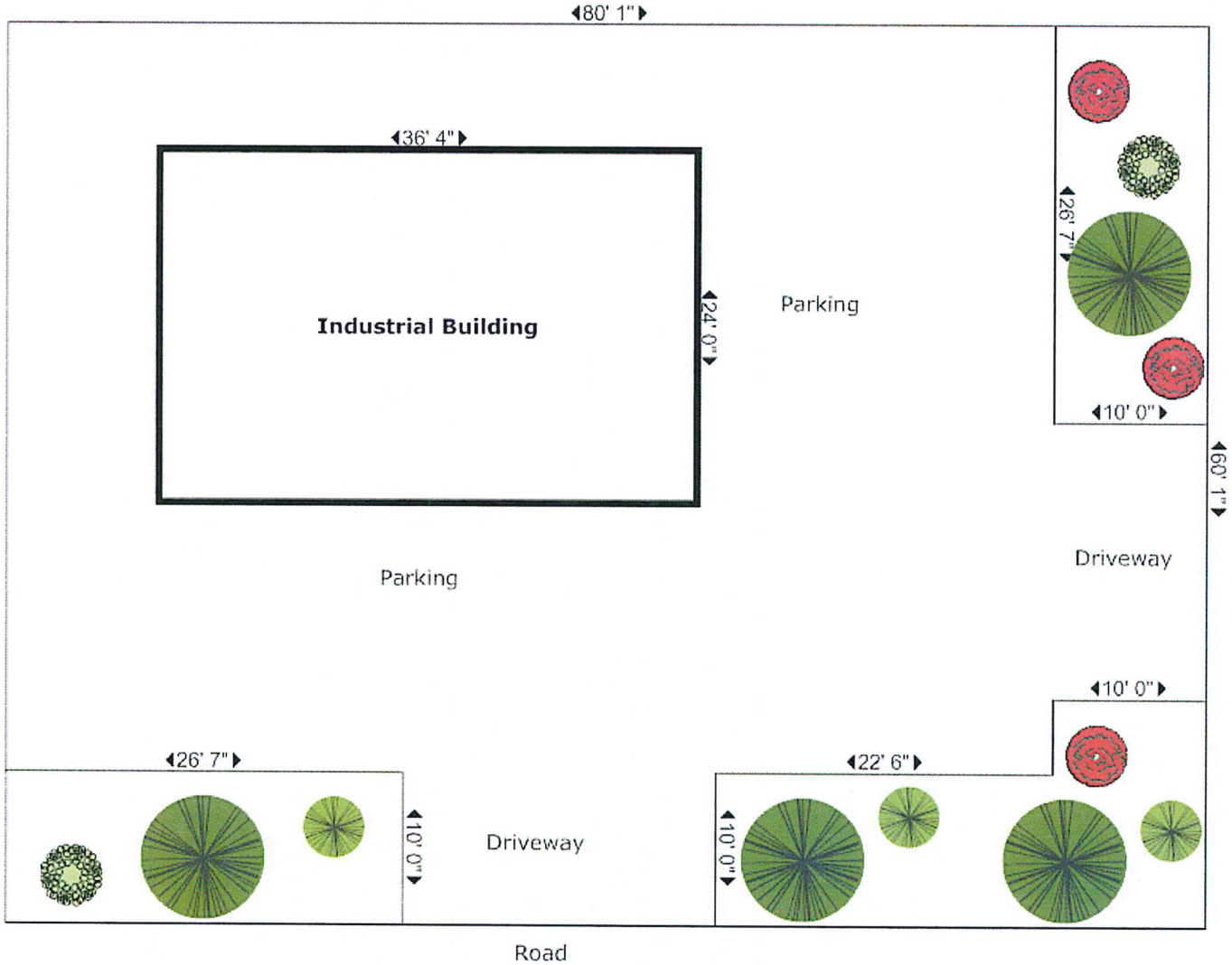
-All open areas not designated and surfaced for parking shall be landscaped.

-1 tree per 200 square feet of required landscape area.
-1 shrub per 100 square feet of required landscape area.
-30% vegetative ground cover of required landscape area.

-Example: 820 Sq. Ft./ 200= 4 Trees, 820 Sq. Ft./100= 8 Shrubs, 820 Sq. Ft. X 30%= 246 Sq. Ft. Vegetative ground cover

***This Sample Landscape Plan illustrates the minimum general landscape requirements. Please refer to the specific Zoning District for complete landscape requirements.**

SAMPLE INDUSTRIAL LANDSCAPE PLAN



PLANT LEGEND

SYMBOL	COMMON NAME	SIZE	QUANTITY
TREES			
	TREE	15 GAL.	4
SHRUBS			
	SHRUB	15 GAL.	3
	SHRUB	5 GAL.	3
	SHRUB	5 GAL.	2

-Vegetative ground cover, granite, gravel or cinders shall be used in landscape areas

-10 ft average width X length of property line – driveways = required landscape area.

-An average of 10 feet measured from the property line and the street side property line, extending the developed length of the property (except for driveways), shall be landscaped.

-All open areas not designated and surfaced for parking shall be landscaped.

-1 tree per 200 square feet of required landscape area.
-1 shrub per 100 square feet of required landscape area.

-Example: 820 Sq. Ft./ 200= 4 Trees, 820 Sq. Ft./100= 8 Shrubs

***This Sample Landscape Plan illustrates the minimum general landscape requirements. Please refer to the specific Zoning District for complete landscape requirements.**

City of Show Low

ENGINEERING DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901

Erosion Control Plan Submittal Guidelines

Pursuant to City Code, Chapter 20, an erosion control permit is required prior to conducting the following activities on a property or site:

1. Activities including, but not limited to: construction, landscaping, removal of vegetation, stockpiling of soil or construction debris, grading, filling, excavating, trenching, drilling, transport of fill, utility work, etc. that disturbs 500 square feet or more of land surface area.

   - OR -

2. Activities as described in subsection 1 or in this subsection that disturb less than 500 square feet of land surface and are located within 50 feet of any pond, lake, river, stream, corridor, canal, or wetland.

3. Exemptions: Landscaping activities in conjunction with a single-family residence shall be exempt from compliance with this Chapter. "Landscaping Activities" means: the installation or removal of vegetation and minor landscaping features. It does not include installation or removal of more than 50 cubic yards of fill, or installation of large site features like parking pads, swimming pools or structures as defined in Chapter 20 of the City Code, which are not exempt if the activity involved would otherwise require an erosion control permit under this section. (Developmental landscaping done for several single family residences at the same time).

The new Erosion Control Permit fee structure is included in the Building Permit Fee.

Once your plan is reviewed and a final version is approved, you are responsible for implementing the measures laid out in the approved plan prior to starting construction. Additionally, you are required to schedule and Initial Erosion Control inspection (after measure are in place), as well as a Pre-Footings Inspection (after excavation is complete). Please use the City's 24-hour inspection hotline for this purpose.

If you have any further questions, please contact the Building Department.

City of Show Low

ENGINEERING DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901

Erosion Control Permitting Guidelines

1. Pick up the Erosion Control Permit Application at the Building Department Service Counter. The application may also be downloaded from the City of Show Low's website at www.showlowaz.gov. (See previous page of this packet.)

2. Complete the application and submit it at the Building Department Service Counter with a site plan that meets the criteria outlined on the front page of this permit application packet.

3. The permit application will be reviewed. Any necessary changes will be made to the site plan to bring it into compliance with the City of Show Low Code (Chapter 20) and our adopted erosion control manual. Once reviewed, an Erosion Control Permit Number will be issued and the approved permit will be placed in the Building Department project file.

4. The permit can then be picked up and fees paid at the time of Building/Demo Permit issuance.

5. Once issued, it is the Builder's responsibility to implement the measures on the approved site plan and call in for an Erosion Control inspection from the Building Department scheduled for the same day that clearing or grading work will begin on the site. The inspection card must be posted on site to receive this inspection. Note: In order for the inspection to be scheduled for the day that you pick up the permit, it will have to be phoned in the day before you intend to pick up or before 7:00 a.m. that morning.

6. Initial and Pre-footing Erosion Control Inspections are required for each site. Both of these inspections must be signed off on the yellow inspection card issued by the Building Department in order to get a Footings Inspection from the Building Department.

7. All soils site must be sufficiently stabilized to receive occupancy from the Building Department. This means that soils must either have established vegetative cover, or permanent ground cover (mulch, straw, wood chips, compost, rock). All temporary erosion control measures must be left in place until this condition has been satisfied. At the point, they should be removed from the site.

City of Show Low

ENGINEERING DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901

Erosion Control Site Plan Requirements

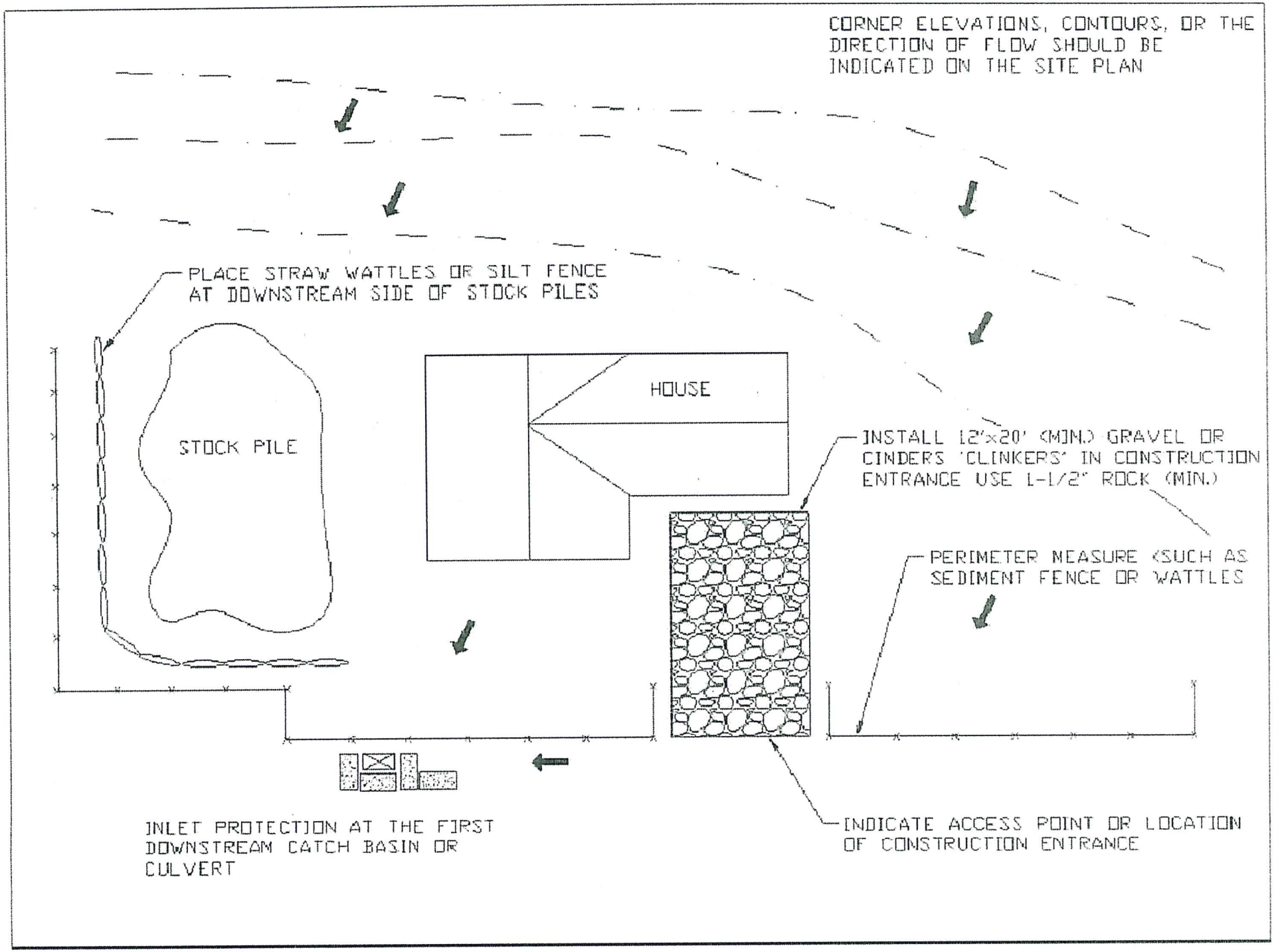
Your Erosion Control Permit Application **will not** be processed until a site plan is submitted addressing the following items:

1. Location of all site disturbances associated with your project.
2. Corner elevations, contours, or arrows clearly marking the direction of stormwater flow on the site.
3. *Access points (construction entrance, existing paved driveway, or access protected with alternative materials such as wood chips, plywood, etc.)
4. Perimeter containment measures (sediment fence, compost filter berm, existing structures, etc.)
5. **Inlet protection (choose the most appropriate measure of the situation. Biobags or non-woven catch basin inserts can be used).
6. Stockpiling/staging areas.
7. Erosion control measures shall be maintained throughout the length of the project.

*Item #3 is required base measures. These measures must be shown on your plan, or a narrative description of why these measures are not necessary must be presented with the plan. In the case that a narrative explanation is provided, the site will be assessed at the initial inspection and a determination will be made at the time as the measures that will be necessary.

**Inlet protection is always required.

See attached sample site plan


CORNER ELEVATIONS, CONTOURS, OR THE DIRECTION OF FLOW SHOULD BE INDICATED ON THE SITE PLAN
PLACE STRAW WATTLES OR SILT FENCE AT DOWNSTREAM SIDE OF STOCK PILES
STOCK PILE
HOUSE
INSTALL 12'x20' (MIN.) GRAVEL OR CINDERS 'CLINKERS' IN CONSTRUCTION ENTRANCE USE 1-1/2" ROCK (MIN.)
PERIMETER MEASURE (SUCH AS SEDIMENT FENCE OR WATTLES
INLET PROTECTION AT THE FIRST DOWNSTREAM CATCH BASIN OR CULVERT
INDICATE ACCESS POINT OR LOCATION OF CONSTRUCTION ENTRANCE

BP# _____

Issued by _____

For City Use Only

City of Show Low

ENGINEERING DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901

Erosion Control Permit Application

General Contractor Information	Building Permit Application No.:
Name:	
Address:	Parcel ID No. (APN):
City, State, Zip:	Subdivision Name:
Phone: Cell:	Site Address:
Owner Information	Location from Nearest Intersection:
Name:	**Feet**
Address:	Job Site (circle one): **Private** **Public**
City, State, Zip:	Amount of Work Area to be Excavated: **Square Feet**
Phone: Cell:	Existing & Proposed Site Runoff Drains (circle one): **Ditch** **Pipe** **Creek** **Catch basin**
24-Hour Emergency Contact	**Other**:
Name:	Soil Disposal:
Address:	Disposal Location Address:
City, State, Zip:	Estimated Amount: **Cubic Feet**
Phone: Cell:	

Erosion control measures **MUST be in place prior to any stripping, grading, or excavation work and shall remain until excavation component is complete and disturbed areas are re-vegetated or protected.

_____ Owner/Applicant Signature

_____ Date

CITY OF SHOW LOW

BUILDING DEPARTMENT
AFFIDAVIT OF NOTICE
(CC&Rs)

This is to verify that I /We_____, the legal owner(s)
(PRINT YOUR NAME)

and/or Building Contractor of Lot #_____ in _____ (Subdivision)

and/or _____ (Address) are aware and understand that the City of Show Low Building Permit No. _____, which I/We have applied for, may or may not conform to the covenants, conditions, and restrictions/deed restrictions of the above mentioned Subdivision and/or Address. I hereby agree to hold the City of Show Low harmless should any legal action result against me in the execution of this permit and acknowledge that the City of Show Low has no legal responsibility for the issuance of this permit in conflict with such deed restrictions. I hereby accept Building Permit No. _____ in full knowledge of the above mentioned statement and facts.

_____
Building Contractor **(SIGN YOUR NAME)**

_____
Lot Owner (SIGN YOUR NAME)

_____
Date

State of Arizona)
)
County of Navajo)

This instrument was acknowledged before me this _____day of
_____, 20____.

(seal)

_____
Notary Public
My Commission expires on: _____

When completed, please return to: City of Show Low, 180 N. 9th Street, Show Low, AZ 85901
Please direct any questions to: Justen Tregaskes, Planning and Zoning Director (928) 532-4041

Business License Application

♣ City of Show Low ♣

(Application fee: $25.00)

Name of Business:_____

Name of Applicant:_____ Relationship to business:_____

Phone:_____ Cell:_____

Email:_____ Fax:_____

Physical address*: Mailing address (if different):

_____ _____

_____ _____

_____ _____

***If this business is located in a residence within the City of Show Low, you will also need a Home Occupation Permit.**

Brief description of nature of business:_____

_____

Type of business: ☐Corporation ☐L.L.C. ☐Partnership ☐Sole Proprietor

If a corporation or L.L.C., state where incorporated:_____

Statutory Agent:_____ Statutory Agent Phone: _____

Arizona Transaction Privilege Tax Number:_____

Contractor's license number (if applicable):_____

Emergency contact name:_____ Phone:_____

Owners/officers of business *(required)*

Name	Date of Birth

Required attachments (if applicable):

- A list of officers/owners/managers of the business and their addresses.
- Affidavit demonstrating lawful presence in the United States with required identification.
- A copy of the Arizona Transaction Privilege Tax documentation.
- If business involves food, a copy of Navajo County Health Department approval.
- A list of hazardous materials or hazardous wastes which will be used or stored by the business.
- Copies of any additional licensing, registration, or permit requirements, i.e. professional, medical, technical, contractors, real estate, etc.

For Office Use Only

Police:_____ Date:_____

Fire:_____ Date:_____

P & Z:_____ Date:_____

Affidavit with identification provided: Yes_____ No_____ N/A_____ Date:_____

License:

Date Paid:_____ Amt:$_____ Date Issued:_____ #:_____

AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a business license, grant, contract or loan) must demonstrate that he/she is lawfully present in the United States through the presentation of one (1) of the following documents.

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

☐ **Arizona Driver License issued after 1996.**
Print first 4 numbers/letters on license: ☐☐☐☐

☐ **Arizona Non-Operating Identification License.**
Print first 4 numbers/letters on license: ☐☐☐☐

☐ **Birth Certificate or Delayed Birth Certificate issued in any state, territory or possession of the United States**
Year of birth:_____. Place of birth:_____.

☐ **U. S. Certificate of Birth Abroad.**
Year of birth:_____. Place of birth:_____.

☐ **U. S. Passport.**
Print first 4 numbers/letters on passport: ☐☐☐☐

☐ **Foreign Passport with a United States Visa.**
Print first 4 numbers/letters on passport: ☐☐☐☐
Print first 4 numbers/letters on visa: ☐☐☐☐

☐ **I-94 Form with a photograph.**
Print first 4 numbers on I-94: ☐☐☐☐

☐ **USCIS Employment Authorization Document (EAD).**
Print first 4 numbers/letters on EAD: ☐☐☐☐
or Permanent Resident Card (acceptable alternative): ☐☐☐☐

☐ **Refugee Travel Document.**
Date of issuance:_____; Refugee Country:_____.

☐ **U. S. Certificate of Naturalization.**
Print first 4 numbers/letters of CIS Reg. No.: ☐☐☐☐

☐ **U.S. Certificate of Citizenship.**
Date of issuance:_____; Place of issuance:_____.

☐ **Tribal Certificate of Indian Blood.**
Date of issuance:_____; Name of tribe_____.

☐ **Tribal or Bureau of Indian Affairs Affidavit of Birth.**
Year of birth:_____. Place of birth:_____.

I swear or affirm, under penalty of perjury, that I presented the document marked above to the City of Show Low, that I am lawfully present in the United States, that the document I presented to establish this presence is true, and that I am the person stated on the document.

_____
Signature

_____
Business/Company

_____
Print Name

_____
Address

Date: _____

_____
City, State, Zip Code

For Office Use Only:
Employee Name:_____ Date:_____
Promptly report all observed violations of federal immigration law to (866) 347-2423 or by emailing azicereport@dhs.gov.
☐ Reported violation (*check if applicable*); Date/Time Reported:_____

CITY OF SHOW LOW
UTILITY RATE TABLE

Resolution 2014-39
Effective 1/1/2019

Water Rates

Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
101	5/8 - 3/ 4"	5,000	30.37	2.99
102	1"	5,000	46.95	2.99
103	1 1/2"	11,000	98.67	2.99
104	2"	22,000	212.22	2.99
105	3"	44,000	436.90	2.99
106	4" +	67,000	704.15	2.99

Water Rates - Outside City Limits 125%

Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
111	5/8 - 3/ 4"	5,000	37.96	3.73
112	1"	5,000	58.69	3.73
113	1 1/2"	11,000	123.33	3.73
114	2"	22,000	265.28	3.73
115	3"	44,000	546.10	3.73
116	4" +	67,000	880.19	3.73

Wastewater Rates

Rate Code	Description	Base Fee	Rate per 1,000/gal
301	Residential	32.62	n/a
351	Residential - Low Pressure	45.17	n/a
303	Commercial	26.86	3.07
361	Commercial - Low Pressure	41.16	3.07
310	Multi Family/Mobile Home Park	26.86	3.07
311	Offices/Business/Retail	26.86	3.07
314	Churches	26.86	3.07
316	Motels and Hotels	26.86	3.07
318	Schools	26.86	3.07
320	Bars	26.86	3.07

Sanitation Rates - Resolution 2011-07 (effective July 1, 2017)

Rate Code	Description	Base Fee
501	First Polycart (One trash, one recycling)	14.80
502	Additional Polycart	6.38

Miscellaneous Rates

Rate Code	Description	Base Fee
2101	Water Rights Preservation Fee (per month/per active water account)	1.50
	Seasonal/Inactive Status (resolution R2013-04) - Effective 5/02/13 *- Includes connect/disconnect fee for water customers* *- Fee is due and payable immediately. If not paid in full at time of disconnection the standard late fee shall be applied for all outstanding balances* *- Account must be current prior to reconnection* *- Includes all services*	150.00
	Water Connection	25.00
	Water Disconnect	25.00
	After Hours Call Out	40.00
	Re-Read/Read Only	25.00
	Bulk Meter Activation	150.00
	Bulk Meter Deposit	800.00
	Non-Sufficient Funds fee	25.00
	Late Fee (applied 10 days after billing date)	10.00
	Security Deposit	150.00
	- with autopay sign up and continued active autopay	75.00
	- refunded after 12 consecutive months of prompt payment *- may be waived with letter of credit showing 1-year of prompt payment history from previous utility*	
	Non-pay Wastewater physical disconnect	600.00

CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

COMMERCIAL FEE SCHEDULE*

Commercial water and sewer system capacity fees

(Fees effective 1/1/2020)

Meter Size	Meter Cost	Turn-on Fee	Security Deposit	Water System Capacity Fee	Sewer System Capacity Fee	Total* (meter plus fees)
3/4"	$	$25	$150	$1,589	$5,288	$7,313.60
1"	$	$25	$150	$2,704	$8,990	$12,206.30
1 1/2"	$	$25	$150	$5,254	$17,464	$24,459.40
2"	$	$25	$150	$8,340	$28,378	$38,684.20
3"	$	$25	$150	$19,044	$63,302	$84,763.00
4"	$	$25	$150	$33,624	$108,449	$145,066.10

*Note: Additional building fees will apply

Updated: 1/2/2020

CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050/FAX 532-4059

BUILDING PERMIT/PLAN REVIEW FEES & REVIEW TIME FRAMES

Building Permit Fee. Fees are formulated by the 1997 Uniform Building Code fee schedule. Please contact Building Safety Department personnel for assistance in calculating this fee. Please check below for expiration timelines.

Plan Review Fees. FOR COMMERCIAL PROJECTS REVIEWS, a fee of 50% of the building permit fee as outlined in the 1997 Uniform Building Code will be applied to the plan review fee. A $400 deposit will be received when the plans are submitted, which will be applied to the plan review fee at the time of issuance. The building permit application and documents (plans) shall be active for 180 days from the date of application. If the permit has not been issued by that time, the documents (plans) shall be returned to the applicant and the deposit forfeited to the city.

Plan Review Time Frame: The applicant shall be responsible for determining which plan review process will be followed. The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or to the time required for third-party plan review. Standard Plan Review allows the applicant and the city staff to work together to help expedite the plan review and approval process. As part of this approval process, the city will have all approvals in place within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. The Non-Standard Plan Review process requires the successful completion of two separate review processes prior to the determination of a building permit. This includes the Administrative Review, to ensure that all required information is included as part of the permit application and that all submitted information is correct. The Substantive Review is to ensure that all information required for a permit has been submitted and that all required approvals have been obtained. The time frame for each process is twenty (20) working days, therefore allowing forty (40) working days for determination is required.