CITY OF SHOW LOW

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

RESIDENTIAL ADDITION APPLICATION PACKET

(Additions, decks, garages/carports, etc.)

Building Codes and Standards

General Instructions

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Contractor Licensing Verification

Sample Site Plan

Erosion Control Plan

Plan Review Checklist

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Business License Application

Building Permit/Plan Review Fees & Review Time Frames

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.

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GENERAL INSTRUCTIONS for RESIDENTIAL ADDITIONS APPLICATION

These are general instructions only. Please see the Plan Review Checklist for additional requirements.

A) APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:

1) PLANS: Two (2) sets of plans measuring not more than twenty-four (24) by thirty-six (36) drawn to scale (including footing detail, framing detail, roof, floor, electrical, two elevations) and two (2) plot plans (site plans) showing accurate lot delineation, location of all existing buildings or structures, proposed building(s), showing ACTUAL (not minimum) setbacks. One (1) set of plans will be returned when approved.

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

3) SEPTIC SYSTEM: A copy of the Approved Sanitary System Permit is required.

4) PLAN REVIEW DEPOSIT: A $50.00, non-refundable plan review deposit for additions to dwellings. This deposit will be deducted from the total permit cost 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.

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) INSPECTIONS: It shall be the duty of the person doing the work authorized by a permit (or the owner) to notify the building safety department that such work is ready for inspection. The building safety department request that all inspection be called 24 hours in advance (Monday through Friday, between the hours of 8am and 5pm) prior to the needed inspection. Inspections called in Saturday and/or Sunday will be done the following Tuesday. 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) Contractor
5) Subdivision and lot number
6) Type of inspection requested
7) Instructions, remarks, if any

D) Newly constructed buildings may not be occupied until after the final inspection and a Certificate of Occupancy (C.O.), or at the least, a Temporary Certificate of Occupancy (T.C.O.), is issued by the Department of Building Inspection. If a T.C.O. is issued, another final inspection is required prior to the expiration date of the T.C.O., at which 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.

RESIDENTIAL ADDITIONS 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's e-mail address*: _____ How do you wish to be contacted? ☐Phone ☐e-mail

Contractor: _____ Mailing Address: _____

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

Contractor's e-mail address*: _____ How do you wish to be contacted? ☐Phone ☐e-mail

Contractor License #: ROC - _____ **City of Show Low Business Permit #: _____

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

Describe Building Project: _____

NEW CONSTRUCTION SPECIFICATION:

Livable sf: _____ Porch (covered) sf: _____
Garage sf: _____ Deck (uncovered) sf: _____
Other, sf: _____ Water meter specs: _____

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

Separate inspections are required for footings, stem wall, slab reinforcement, under floor framing, roof sheathing/nail, 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 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 | Signature of Agent | Signature of Owner

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

Any person, business or company that does business within the city limits of Show Low **must have a City of Show Low business license, aside from a contractor's license. For further information, please call City Hall at (928) 532-4000.

CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
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CONTRACTOR LICENSING VERIFICATION

Prior to issuance of a Building Permit, each applicant must verify that they are a currently Licensed Contractor or is exempt from licensing requirements.

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

_____	_____	_____
Name (Please Print)	Signature	Date

--OR--

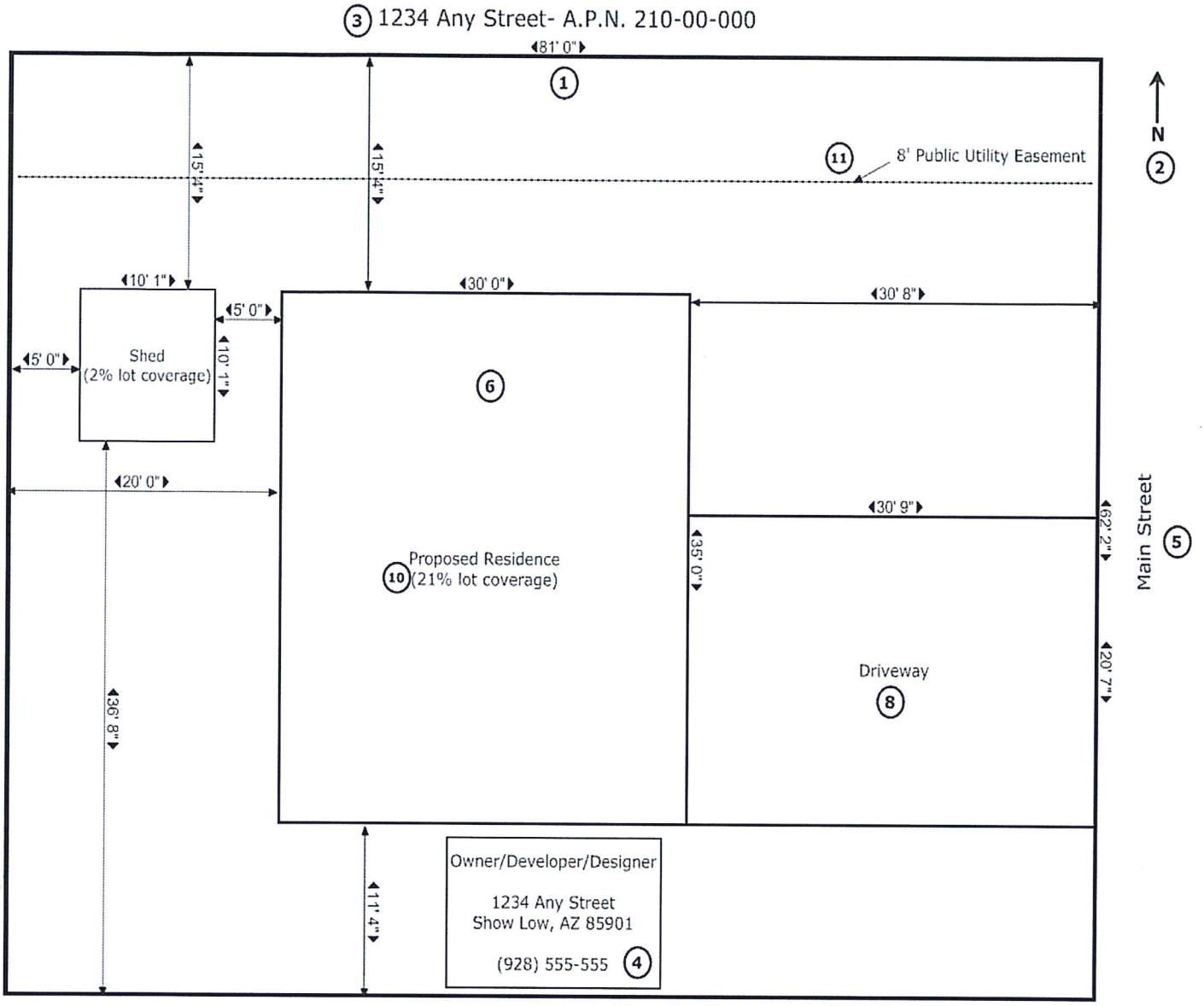
I hereby verify that I am exempt from the requirements of licensing because:

_____ I am a property owner working on my own home, not for sale or rent.
_____ I claim other specific exemptions under ARS 32-1121 as follows:

_____
_____
_____
_____

_____	_____	_____
Name (Please Print)	Signature	Date

SAMPLE SITE PLAN



Minimum requirements for site plan (drawn to scale):

1. Lot dimensions.
2. North arrow.
3. The address and A.P.N. of the property.
4. The name, address and telephone number of the owner, developer and designer.
5. The location and name of any and all streets along the property boundary.
6. Location and size of both existing and proposed buildings and structures, including distances (showing actual, not minimum setbacks) from all structures to property boundaries.
7. If in a mobile home/RV park the distance between all nearest structures, including those not located on the property.
8. Location and dimensions of existing and proposed driveways.
9. Location and height of walls and fences.
10. Percentage of the site covered by any and all structures, both existing and proposed.
11. Locations, dimensions, and description of all existing or proposed easements.

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

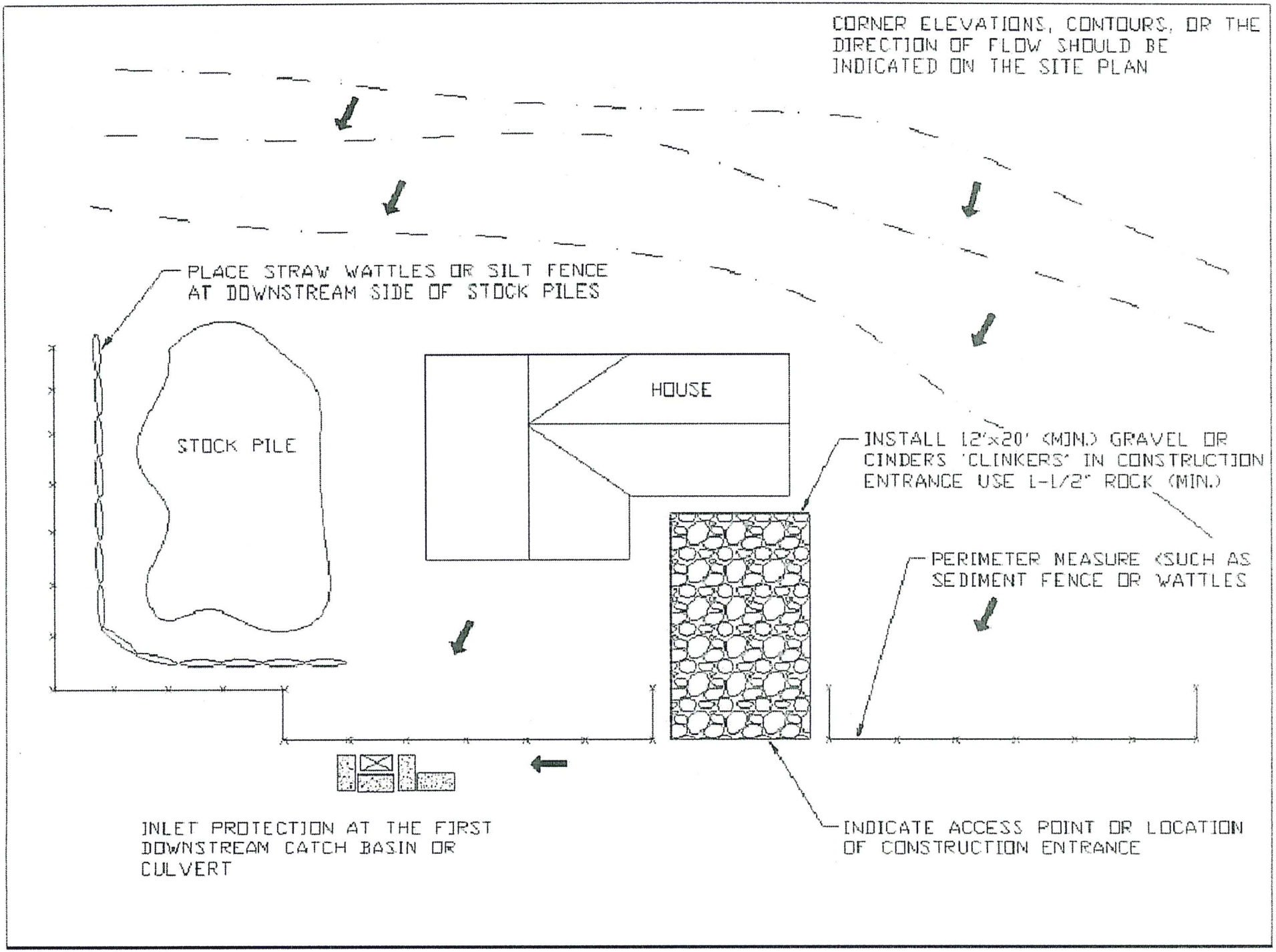
Your Erosion Control Permit Application **will not** be processed until a site plan is submitted addressing the following items:

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

BUILDING INSPECTION DEPARTMENT, CITY PLAN REVIEW

PERMIT #:_____ PROJECT ADDRESS:_____

APPLICANT:_____ PROJECT TYPE:_____

REVIEW BY:_____

DATE 1st REVIEW:_____ 2nd REVIEW:_____ 3rd REVIEW:_____

APPROVED BY:_____ DATE APPROVED:_____

☐ SEE CORRECTIONS NOTED ON PLANS

☐ ANSWER QUESTIONS

☐ SEE ATTACHED LIST

-PLEASE CLOUD AND DELTA ALL RED LINES-

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

BUILDING PERMIT/PLAN REVIEW FEES & REVIEW TIMEFRAMES

Building Permit Fees. Fees are formulated by the 1997 Uniform Building Code fee schedule. Please contact Building Safety Department personnel for assistance in calculating this fee. 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 Fees. The plan review fee shall be based on 20% of the building permit fee, as outlined in the 1997 Uniform Building Code. A deposit for all additions to residences shall be received at the time of application and plan submittal which will be applied to the plan review fee. If the permit has not been issued within 180 days from the date of application, 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.