

Manufactured Home Building Permit Application



City Of Sedona Community Development Department
 104 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • Fax: (928) 204-7124

The State Office of Manufactured Housing has jurisdiction for the issuance of the permit and inspection, for the installation of the unit, including original accessory structures that are included in the dealers sales contract, e.g., footing/foundation, mechanical equipment, awnings, etc. State Office of Manufactured Housing fees are separate from fees assessed by City of Sedona.

Accessory structures/equipment (attached or detached) not planned or are not included in the dealers sales contract, will require a separate Residential addition/remodel permit submittal, through the City of Sedona Development Services.

| | | |
|-------------------------|---|------------------|
| PRIMARY CONTACT: | Phone: | Permit #: |
| Address: | Cell Phone: | Parent Permit #: |
| E-mail: | Parcel #: | Date Rec'd: |
| Job Site Address: | Deposit Pd.: | |
| Project Valuation*: | *(The cost of installation , not the price of the home) | |

| |
|----------------|
| Scope of Work: |
|----------------|

| | |
|--------------------|--------------------------|
| OWNER NAME: | CONTRACTOR NAME: |
| Address: | Company: |
| Phone: | Address: |
| Cell Phone: | Phone: |
| | Cell Phone: |
| | E-mail: |
| | City Business License #: |
| | ROC State License #: |
| ARCHITECT: | ENGINEER: |
| Company: | Company: |
| Address: | Address: |
| Phone: | Phone: |
| Cell Phone: | Cell Phone: |
| E-mail: | E-mail: |
| ID #/Exp. Date: | ID #/Exp. Date: |

BUILDING/FIRE

| | Existing Sq. Ft. | New Sq. Ft. | | Existing Sq. Ft. | New Sq. Ft. |
|------------------------|------------------|-------------|-----------------|------------------|-------------|
| Basement: | | | Garage: | | |
| 1 st Floor: | | | Covered Deck: | | |
| 2 nd Floor: | | | Covered Porch: | | |
| 3 rd Floor: | | | Uncovered Deck: | | |
| Total: | | | Other: | | |

| | |
|------------------|--|
| Fire Sprinklers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------|--|

Is the Property Within a Flood Hazard Area? Yes No

APPLICANT (check one of the following): Owner Owner's Agent Contractor Contractor's Agent

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Arizona State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractors full knowledge or consent.

Print Name

Signature

Date

Manufactured Home and Factory Built Building Permit Packet Instructions

STEPS FOR OBTAINING A MANUFACTURED AND FACTORY BUILT BUILDING PERMIT

The Steps for obtaining a Manufactured and Factory Built Building Permit are as follows:

1. Complete application. The application can be downloaded from the Community Development website at sedonaaz.gov/cd. Click on the "Permits" button on the left hand side of the Community Development web page.
2. If access to the Internet is not available, a paper copy can be obtained from the City of Sedona Community Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
3. Applicant must complete the application and submit it to the Community Development Department. Complete instructions, necessary information and applicable fees are included in the Manufactured and Factory Built Building Permit application.
4. Upon receipt of the application, Community Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
5. Upon final review and approval by Community Development Department and Public Works staff, the Community and Economic Development Department will issue the permit at the front counter.

Staff Contacts

- For questions on the process for obtaining a Permit please contact the Community Development Department at 928-282-1154.
- For specific questions on grading, drainage please contact Public Works at 928-204-7111.

PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a permit for new manufactured homes, factory built buildings and associated accessory buildings, including additions, decks, patio covers, garages and carports, remodeling and repair or renovation work.

Plan Review Information

■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it on your own:

- ASSESSOR'S PARCEL #
- PROJECT ADDRESS
- LOT NUMBER and SUBDIVISION

■ OWNER INFORMATION

■ CONTRACTOR

A homeowner can do any new construction work and all repairs to their home without the requirement of a licensed contractor. If a residence is used a rental unit, all repairs and construction work require a licensed contractor to do the work per Arizona Statute §32-1151 and §32-1154. Violation of this law is a Class One Misdemeanor.

A licensed contractor is required on all commercial repairs or new construction. A Registrar of Contractors (ROC) and City of Sedona Business license is required to do work in Sedona.

Unless the project is exempt from State contracting license regulations, licensed general or specialty contractors must do all work. The project is exempt from contractor licensing regulations if:

1. It is not for sale or rent, AND
2. Is solely occupied by the property owner.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a contractor will be used or is required for your project, the state requires that you provide:

- CONTRACTOR NAME AND ADDRESS
- LICENSE TYPE and NUMBER
- SALES TAX NUMBER

If the project is exempt from licensing regulations or the owner is hiring licensed specialty contractors for the work, indicate "Owner" for CONTRACTOR and complete the "Owner-Builder/Developer Statement" provided in this handout.

Manufactured Home and Factory Built Building Permit Packet Instructions

■ FLOOR AREAS

Provide the area of new living space, garages, carports, decks, covered patios, sheds and basements. For remodels, provide the existing floor area that is being modified.

Plan Review Deposit

A Deposit is required at the time of application and is determined based on the type of improvement proposed. The deposit is applied toward the total permit fees calculated by the plan reviewer.

The following are the plan review deposits for new manufactured homes, factory built buildings.

| | |
|-------------------|----------|
| Manufactured home | \$120.00 |
|-------------------|----------|

Plans Required

5 Complete Sets of Plans

- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.
- *Plans considered deficient will be returned before processing the application.*

■ SITE AND GRADING PLANS

(Scale: minimum 1"=20')

- Provide north arrow. Label all streets and highways.
- Indicate property lines, easements, edge of street pavement.
- Location of all proposed and existing buildings, decks and covered patios.
- Indicate distance (setbacks) from property lines to all buildings, decks and covered patios.
- Indicate proposed and existing site utilities.
 - Location of natural gas meter and yard line.
 - Location of L.P. tank and yard line.
 - Location of water service.
 - Location and size of electric service.
 - Location of building sewer.
 - Location of septic tanks, treatment plants and disposal areas.
- Indicate all native vegetation and trees including

those to be removed. Indicate canopy size and species.

- Indicate with construction envelope fencing, the location of natural vegetation to be preserved.
- Indicate existing and proposed topographic contours (2' min).
- Indicate finish floor elevations.
- Indicate edge of pavement elevation at center of driveway.
- Indicate the proposed driveway slope with finish pavement elevations.
- Indicate all cut and fill slopes.
- Indicate estimated quantities of cut and fill.
- Indicate location and grading for on-site sewage disposal fields, if applicable.
- Indicate proposed and existing culverts, swales and underground drainage devices.
- Indicate all retaining walls and fences. Indicate wall and fence heights above adjacent grade.
- Indicate location, type and height of all exterior building and site lighting.
- Indicate driveway material and finish..

For remodels:

- Indicate existing walls, including those to be removed.

For additions:

- Indicate the existing floor plan adjacent to the proposed addition.

NOTE:

All additions, carports, garages, decks and wood awnings and patio covers must be self-supporting, independent of the manufactured home or factory built building unless specifically approved by the manufacturer of the home or building.

■ EXTERIOR ELEVATIONS

- Indicate natural grade and 22 foot imaginary height plane. May indicate on cross-section.
- Indicate maximum building height:
 - Elevation of lowest natural grade at the exterior wall or column.
 - Elevation of highest point of roof or parapet.
 - If building is found to be over height, indicate applied alternate standards calculations.
- Identify all exterior wall and roof materials.
- Identify finish floor level and indicate elevation(s).

■ EXTERIOR PAINT

- Stain and roof samples indicating LRV. Provide paint and roof samples on the 8½" x 11" form provided in this handout

Manufactured Home and Factory Built Building Permit Packet Instructions

■ OUTDOOR LIGHTING

- Before a permit can be issued, information regarding all outdoor lighting is required. All proposed lighting must comply with the Outdoor Lighting Ordinance; Section 911 of the Land Development Code, and the following must apply (application within):
- Single-family additions less than 50% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
 - Single-family additions greater than 50% must bring the entire site into conformance with all outdoor lighting requirements.
 - All lighting fixtures are required to be fully shielded and installed so that the shielding complies with the definition of fully shielded light fixtures.
 - Partially shielded light fixtures may be allowed, and are limited to a maximum of 5,500 lumens per net acre and shall not exceed 2,000 lumens per lamp.

Fire Sprinkler Systems

Fire sprinkler systems may be required if the home is more than 500' from a fire hydrant or if there is difficult fire department access to the home. Commercial uses in factory built buildings are required to be sprinkled, unless otherwise approved by the Sedona fire Department.

The system design and installation will be reviewed and approved by the Sedona Fire Department located at 2860 Southwest Drive, Sedona. 928-282-6800.

Special Designations

Special approvals are required if your property is:

- An area with a slope greater than 30% where construction will occur. A soil and geology report identifying areas of unstable slope may be required.
- A historic building, or is located within a Historic District.

Subdivision Approval

Deed restrictions may require that each owner obtain subdivision architectural committee approval prior to beginning construction. It is the responsibility of the property owner to contact their subdivision's committee in order to comply with regulations.

Processing Times

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

Fees

■ BUILDING PERMIT

Building permit fees for new manufactured homes and associated structures constructed at the same time as the home is installed are The fee covers plan review and three (3) inspections. If more than 3 inspections are required, an additional charge of \$50.00 for each inspection will be assessed.

Fees for factory built buildings are based upon the installation cost, not including the actual cost of the home. The owner must submit the contract costs for fee determination.

Grading fees are established upon the quantity of cut or fill, whichever is larger.

Fees for remodels or additions are based on a percentage calculated for a new structure and vary with the extent and nature of the improvements. Remodel fees may also be established by calculating "unit fees" for each particular type of work involved.

■ DEVELOPMENT IMPACT FEES

Impact fees are a one-time fee paid by residential and non-residential developers to offset the demand of new development on municipal infrastructure. Fees will be paid when a building permit is issued.

■ SEWER CAPACITY FEE

The sewer capacity fee is due and payable at the time the building permit is issued for those properties authorized to connect to city sewer. Capacity fees, as well as monthly user fees, are established by the Base Sewer User Rates table.

Public Works staff can determine if a particular property may connect to the City Wastewater System and at what capacity fees will be assessed. Contact Public Works at 928-204-7111.

Manufactured Home and Factory Built Building Permit Packet Instructions

■ INDIVIDUAL WASTE TREATMENT SYSTEMS

An on-site sewage disposal system is required if your property cannot be served by city sewer. A permit to construct an individual sewage system permit can be obtained by applying to:

Yavapai County Environmental Services
6th and Mingus Avenue
Cottonwood, AZ 86326 928-639-8136

-or-

Coconino County Health Services
2500 N Fort Valley Road
Flagstaff, AZ 86001 928-774-8941

If an alternate (aerobic) system is required, the system must be designed by an engineer who will submit to the appropriate agency for review, approval and permit issuance.

For remodels and additions:

If the improvements include additional bedrooms or plumbing fixtures, you may be required to verify that the existing treatment system is adequate for the increased discharge, or the existing system will require improvement.

A *Permit to Construct an Individual Waste Treatment System* must be obtained and a copy submitted to this department prior to the issuance of the building permit.

■ WATER, NATURAL GAS and ELECTRIC UTILITY COMPANIES

- **Arizona Water Company**
65 Coffeepot Drive
Sedona 928-282-5555
- **Oak Creek Water Company**
90 Oak Creek Boulevard
Sedona 928-282-3404
- **Unisource Energy Services (natural gas)**
500 S. Willard Street
Cottonwood, AZ 86326 - 928-634-5555
- **Arizona Public Service (electric)**
1250 E. Highway 89A
Cottonwood, AZ 86326 - 928-646-8452

Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, unless a building permit is issued.

Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to

completion. Progress inspections must occur at least every 180 days in order to keep the permit active. Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays.

Construction Inspections

All of the customary inspections required for new structures are listed on the job card you receive when your permit is issued. The particular inspections applicable to each project will vary dependent upon the nature of construction. Building Department staff may be contacted in order to determine the specific inspections required for your project.

- ***It is the customer's responsibility to call for all required inspections.***

No portion of the construction work may be covered, concealed or put into use until approved by the inspector.

A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 3:30 p.m. Monday through Friday. Inspections are scheduled by calling 282-3268 and leaving a voice message. To schedule an inspection, ***the applicant must call by 3:00 P.M.*** the day before you would like your inspection. Please leave permit number and type of inspection and if you would prefer an am or pm inspection.

Manufactured Home and Factory Built Building Permit Packet Instructions

Works at 928-204-7111.

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Cottonwood, AZ 86326 - 928-634-5555
- **Arizona Public Service (electric)**
1250 E. Highway 89A
Cottonwood, AZ 86326 - 928-646-8452

New electric service locations are required to be approved by Arizona Public Service. The APS approval form is available within this packet.

- A site plan must be attached for review.

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Color and Material Samples



City Of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • Fax: (928) 204-7124

All exterior colors must meet City color requirements for light reflective value (LRV) and chroma, as described in SLDC 904 and shown in the Munsell Book of Color, available for review in the Community & Economic Development Department.

| | |
|-----------------|--|
| Date Rec'd: | |
| Staff Initials: | |
| Approved: | |
| Not Approved: | |

| | | | |
|------------------|--|-----------------|--|
| Owner: | | Owner Phone: | |
| Contact Name: | | Contact Phone: | |
| Project Address: | | Plan Check No.: | |

| EXTERIOR WALL COLOR | | EXTERIOR TRIM COLOR | |
|---------------------|--|---------------------|--|
| Paint manufacturer: | | Paint manufacturer: | |
| Paint name: | | Paint name: | |

(ATTACH SAMPLE)

(ATTACH SAMPLE)

| ROOF COLOR: | | FENCE/WALL COLOR: <i>(if applicable)</i> | |
|------------------------|--|--|--|
| Manufacturer's number: | | Paint manufacturer: | |
| Manufacturer's name: | | Paint name: | |

(ATTACH SAMPLE)

(ATTACH SAMPLE)

IMPORTANT:

Remember to indicate all exterior materials on the submitted sample board (e.g. stucco, wood siding, red rock, etc.). When necessary, exterior material samples will be required by the Director and must be provided.

Applicant Signature

Outdoor Lighting Application Part 1



City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • Fax: (928) 204-7124

| | | | | | |
|------------------------|--|-------------|--|----------------|--|
| Applicant Name: | | Phone: | | Permit # B | |
| Address: | | Cell Phone: | | Date Rec'd | |
| E-mail: | | Fax: | | Staff Initials | |

The following is for COMMERCIAL only.

Approved: **Yes** **No**

2. Site Identification

| | | | |
|--------------------------------|--|--|--|
| Parcel #: | | | |
| Building Site Location: | | | |
| Business Name (if applicable): | | | |

3. Lumen Information for Non-residential and Multi-family Use Only: - Commercial only

| | | | |
|--------------------------------|--|--------------|--|
| Gross acres of entire site: | | | |
| Acres for Public Right-of-Way: | | | |
| Net Acreage of Site: | | X 100,000* = | |

4. Type of Shielding and Lumens Proposed: - Commercial only -See Lumen Calculation Table (page 2)

| | |
|--|--|
| Fully Shielded Fixtures - Lumens Proposed: | |
| Partially Shielded Fixtures - Lumens Proposed: | |
| TOTAL LUMENS PROPOSED: (fully + partially shielded fixtures) | |

*Total outdoor light output shall not exceed 100,000 lumens per net acre for all development except single-family residential uses. This cap is not intended to be achieved in all cases or as a design goal. Instead, design goals should be the lowest levels of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to a maximum of 5,500 lumens per net acre and are counted towards the 100,000 lumens per net acre cap.

Outdoor Lighting Application

Part 2 – Inventory

Lighting Inventory and Lumen Calculation Table

- Refer to page 3 for an example of a plan view diagram and completed table.
- List all new or proposed lighting first, then any existing light.
- Include any lighting proposed for external illumination of signs.
- Attach photometric data sheet or manufacturer’s product description for all lights, both new and existing (must include lumens). If such data is not available for existing fixtures that will be retained, include photographs of the fixtures showing sufficient detail to determine the shielding characteristics.
- Please include a Site Plan identifying all proposed and existing lighting fixtures.

Lamp Type Key: LPS Low Pressure Sodium
 HPS High Pressure Sodium
 MH Metal Halide
 FL Fluorescent
 IN Incandescent (including quartz-halogen)

Shielding Key: F Fully Shielded
 P Partially Shielded
 U Unshielded

| Plan Key (ID)* | Light Class (1, 2, or 3) | Lamp Type (LPS, HPS, MH, FL, IN) | Initial Lumens | No. of Units | Shielding (F, P, or U) | Watts (each) | New or Existing (N or E) | Total Lumens |
|----------------|--------------------------|----------------------------------|----------------|--------------|------------------------|--------------|--------------------------|--------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Lumens = | | | | | | | | |

*Plan key identification in first column must correspond to labeling on site plan map below.

Please attach a site plan (see following example) of your structure and locations for the new and existing exterior lighting.

Applicant Signature: _____ Date: _____

Outdoor Lighting Application

Example Inventory

Example of a Lighting Inventory and Lumen Calculation Table

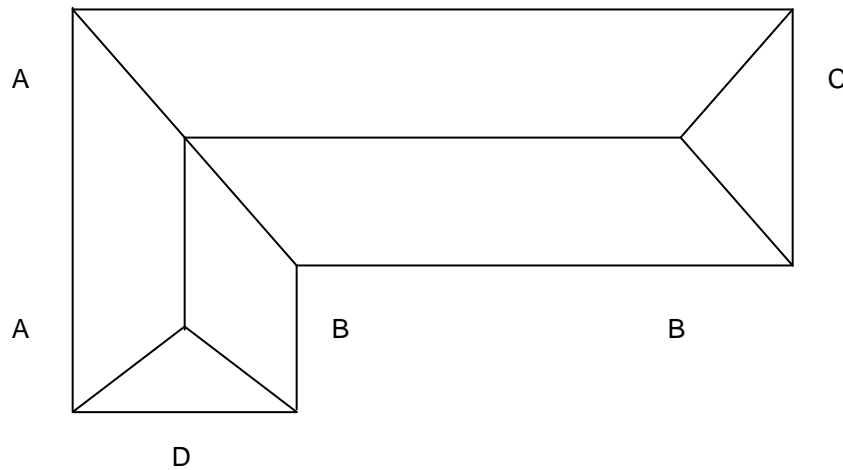
| Plan Key (ID)* | Light Class (1, 2, or 3) | Lamp Type (LPS, HPS, MH, FL, IN) | Initial Lumens | No. of Units | Shielding (F, P, or U) | Watts (each) | New or Existing (N or E) | Total Lumens |
|----------------|--------------------------|----------------------------------|----------------|--------------|------------------------|--------------|--------------------------|--------------|
| A | 1 | FL | 2,975 | 7 | F | 35 | N | 20,825 |
| B | 1 | IN | 1,750 | 6 | F | 100 | N | 10,500 |
| C | 2 | LPS | 13,500 | 2 | F | 135 | N | 27,000 |
| D | 1 | MH | 16,000 | 2 | F | 250 | N | 32,000 |
| Total Lumens = | | | | | | | | 90,325 |

*Plan key identification in first column must correspond to labeling on site plan map, as shown below.

Lamp Type Key: LPS Low Pressure Sodium
 HPS High Pressure Sodium
 MH Metal Halide
 FL Fluorescent
 IN Incandescent (including quartz-halogen)

Shielding Key: F Fully Shielded
 P Partially Shielded
 U Unshielded

Example - Plan View:



**Owner-Builder/Developer Statement
Part 1 - Exemption from Contractor
Licensing Requirements**



City Of Sedona
Community Development Department
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Arizona Revised Statutes, 32-1121, items 1-16, allows exemptions from state licensing requirements under the following conditions (items 5 & 6 are common to the area and are reproduced below):

(Owner-Builder) Item 5. “Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees, or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members of the public as the owner’s employees or business visitors and the structures or appurtenances are not intended for sale or for rent. In all actions brought under this chapter, proof of the sale or rent, or the offering for sale or rent of any such structure by the owner-builder within one year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. As used in this paragraph “sale” or “rent” includes any arrangement by which the owner receives compensation in money, provisions, chattels, or labor from the occupancy or the transfer of the property or the structures on the property.”

(Owner-Developer) Item 6. “Owners of property who are acting as developers and who build structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor licensed pursuant to this chapter and owners of property who are acting as developers, who improve structures or appurtenances to structures to their project for the purpose of sale or rent and who contract for such a project with a general contractor or specialty contractors licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors’ names and license numbers shall be included on all sales documents.”

NOTE: Commercial zoning requires commercially licensed contractors.

If an owner is allowed to utilize his own employees, the owner is required to: a) provide each employee with unemployment and workman’s compensation insurance, b) have a Federal and State Tax I.D. number, and c) withhold and file Federal and State income tax for each employee.

I CERTIFY THAT I AM NOT REQUIRED TO BE LICENSED OR UTILIZE A LICENSED GENERAL CONTRACTOR FOR THE WORK AUTHORIZED BY BUILDING PERMIT NO. **B**_____ ON THE BASIS THAT (check all that apply):

- The structure is **not for sale or rent** and is **solely owner occupied**.
- The **improvements are for sale or rent** and all work will be done by **licensed contractors identified** on the back of this form.
- The **improvements will be occupied by the general public** and **all work will be done by licensed contractors identified** on the back of this form.

Signature of Owner

Date

**VIOLATION OF ARIZONA CONTRACTORS LICENSING
IS A CLASS ONE MISDEMEANOR UNDER ARS 32-1151 AND 32-1154.**

**Owner-Builder/Developer Statement
Part 2 - Licensed Contractors**

ELECTRICAL CONTRACTOR

| | | | |
|----------|--|----------------|--|
| Name: | | Phone: | |
| Address: | | License No.: | |
| | | Sales Tax No.: | |

MECHANICAL CONTRACTOR

| | | | |
|----------|--|----------------|--|
| Name: | | Phone: | |
| Address: | | License No.: | |
| | | Sales Tax No.: | |

PLUMBING CONTRACTOR

| | | | |
|----------|--|----------------|--|
| Name: | | Phone: | |
| Address: | | License No.: | |
| | | Sales Tax No.: | |

OTHER CONTRACTOR (specify):

| | | | |
|----------|--|----------------|--|
| Name: | | Phone: | |
| Address: | | License No.: | |
| | | Sales Tax No.: | |

OTHER CONTRACTOR (specify):

| | | | |
|----------|--|----------------|--|
| Name: | | Phone: | |
| Address: | | License No.: | |
| | | Sales Tax No.: | |

OTHER CONTRACTOR (specify):

| | | | |
|----------|--|----------------|--|
| Name: | | Phone: | |
| Address: | | License No.: | |
| | | Sales Tax No.: | |

OTHER CONTRACTOR (specify):

| | | | |
|----------|--|----------------|--|
| Name: | | Phone: | |
| Address: | | License No.: | |
| | | Sales Tax No.: | |

Requirements for Installation of Construction Envelope Fencing

Prior to Issuance of a Building Permit



City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • Fax: (928) 204-7124

In order to preserve existing vegetation and limit access to a construction site, the City of Sedona requires that a Construction Envelope Fence (CEF) be installed and maintained on all active construction sites. Please keep the following information in mind when planning for and installing your CEF:

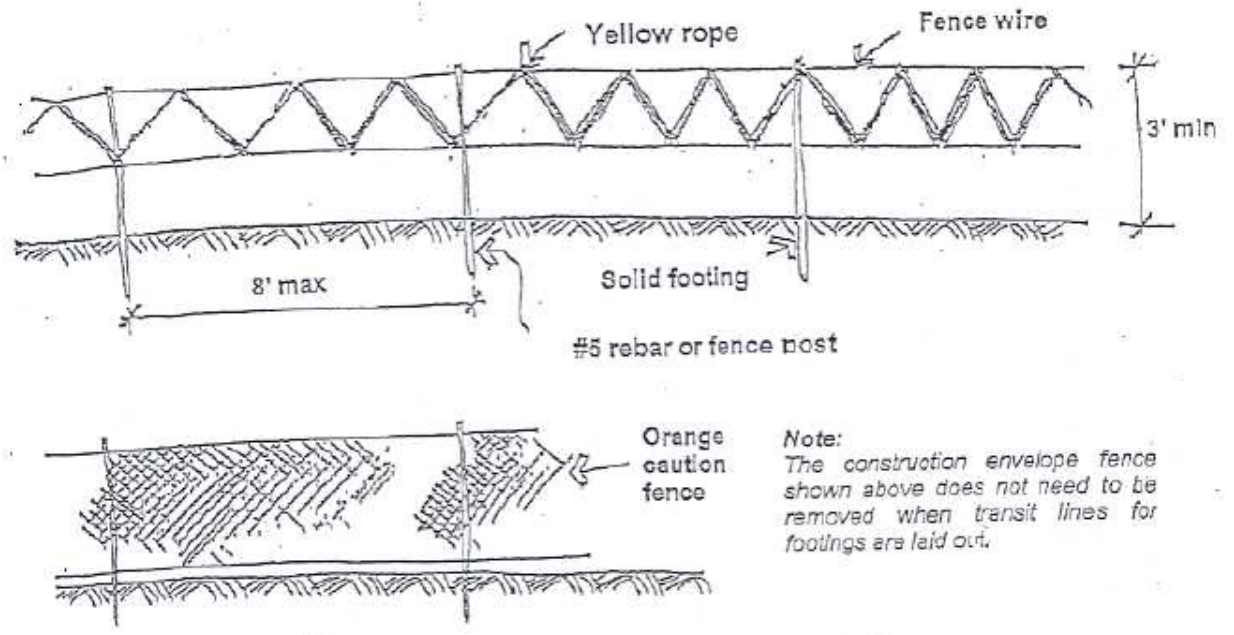
- The location of the CEF must be shown on the site plan submitted for building permit review. Failure to show the location of the CEF will result in the plans being returned for corrections.
- The City's Building Inspector will check the CEF as a part of the first inspection on a project. If the CEF is not properly installed, a notice of correction will be issued and the project will not be permitted to proceed until the CEF is properly installed and reinspected.
- The CEF must be located on the construction side of all trees to be preserved. Additional trees to be preserved may be individually fenced off. SLDC Section 909.D defines how trees within the construction envelope should be protected:

"All trees which are to be saved within the construction envelope shall be fenced during construction to avoid compaction of the root system and low branches from being broken. Such a barrier shall be no smaller than the diameter of the drip line of the tree to be saved and shall be a minimum of three feet high, except that trees within three to five feet of a structure's walls or that overhang a driveway or patio may be exempt from the requirements of this section, provided that six or more inches of gravel is placed over that portion of the drip line to reduce compaction damage, and if it can be shown that construction activities would be unduly hindered by the fencing requirements. Other recognized procedures for tree preservation may be approved by the Director."
- Examples of acceptable and non-acceptable CEFs are on the back of this form.
- **Once installed, the permittee is responsible for ensuring the CEF remains in place during the ENTIRE construction phase. Failure to maintain the CEF may result in the City issuing a Stop-Work Order for a permit until the CEF is reinstalled properly.**

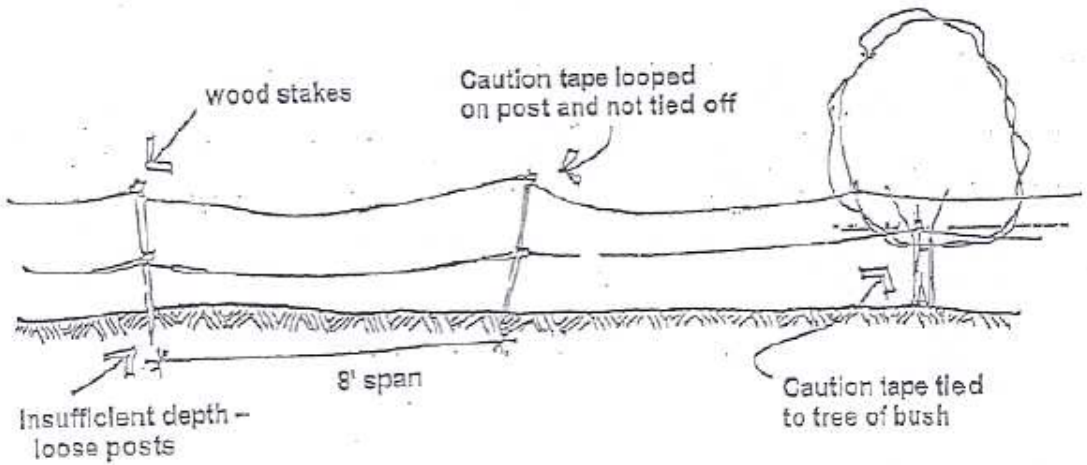
If you have any questions or need further clarification, please call the Community Development Department at 928-282-1154.

Minimum Requirements for the Installation of Construction Envelope Fencing

Acceptable



Non-Acceptable





Using the City Right of Way

The Streets Division of Engineering Services helps protect the public right of way and the assets within the right of way.

What is the Right of Way?

The Right of Way is the property under, on the surface, and above the roadways and sidewalks usually extending 10 to 20 feet beyond the roadway pavement. A right of way often extends well into what you may consider your yard. Assets within the right of way may include the roadway, curb, gutter, sidewalks, vegetation, drainage culverts and ditches, sewer and water lines, telephone, power, gas and cable TV. The right of way may also include areas that do not coincide with a roadway area, such as, easements associated with water ways and drainage ways, City sewer easements, and public utility easements.

When do I need a Right of Way Use Permit?

You will need a permit for any activity that disrupts traffic, restricts access, or modifies any infrastructure within the right of way. This includes replacement or modifications to driveways, placement of fences/walls, or rocks in the right of way, placement of dumpsters, "Porta-Johns" and construction materials in the right of way, parking moving vans or other vehicles in restricted parking areas, block parties, and other uses. Utility and construction companies are required to obtain permits for all work within the right of way.

The Streets Division of Engineering Services is happy to assist you in the early stages of your planning to help determine if a right of way use permit is necessary for your work. Staff can also advise you as to problems that may be encountered or revisions that may be needed to meet city codes or other regulations.

- ❖ If a permit is required, please plan on submitting your application at least two weeks prior to your desired project / event start date. Please call 204-7800 with any questions regarding Right of Way Use Permits.

IMPORTANT!

If you dig in the public right of way, even to plant a shrub, you may encounter power lines or other utilities. In addition to the obvious life-safety concerns, you may also be held liable for damage to any utility encountered. CALL BEFORE YOU DIG - 1-800-782-5348 to locate utilities in the area of your work.

IT IS THE LAW!

Color Code for Marking Underground Utility Lines



City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • Fax: (928) 204-7124



Electric Power



Gas – Oil – Product Lines



Communication/Cable Television



Water Systems – Slurry Pipelines



Sanitary Sewer Systems



Temporary Survey Markings



Proposed Excavation



Reclaimed Water

Effective 10/30/2001

**Call at least two full working days
before you begin excavation.**

ARIZONA 811
Arizona Blue Stake, Inc. 

**Dial 8-1-1 or 1-800-STAKE-IT (782-5348)
In Maricopa County: (602) 263-1100**

Customer Satisfaction Survey



City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • Fax: (928) 204-7124

We are currently in the process of evaluating our customer service, and need your feedback so we may improve even further. Please take a moment to complete the survey below, and let us know how we are doing. Participants who provide contact information are entered in our periodic drawings.

How was contact made?

- Front Counter
 Phone
 Email
 Field Employee
 Website
 Other: _____

Which division of Community Development did you contact?

- Building Safety
 Planning and Zoning
 Code Enforcement
 Other: _____

Please rate the following:

| | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Staff was helpful, courteous and professional. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff provided clear, concise, and accurate information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff responded to my needs in a timely manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employees of Community Development demonstrate a willingness to help customers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff members demonstrate knowledge and expertise. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community Development makes information easily accessible and available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am satisfied with the range of services provided by Community Development. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Thinking about Community Development as a whole, would you say the permitting process is:

- Improving
 About the same
 Needs improvement

My overall service experience was:

- Poor
 Fair
 Good
 Great
 Excellent

Continue on back →

Comments:

Please explain why you rated us as you did, and provide any suggestions on how we might serve you better in the future.

If you would like to be entered in our periodic drawings, please provide your contact information:

| | |
|----------------|--|
| Your Name: | |
| Email Address: | |
| Phone: | |

May we contact you to follow up? Yes No

Please leave your completed survey at the front counter or mail to the address above or fax to: 928-204-7124.
Thank you for your time – we appreciate your feedback!