

# Commercial and Multi-Family Residential Building Permit Packet Instructions



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

The Commercial and Multi-Family Residential Building Permit Packet includes the following:

1. Commercial Building Permit Application
2. Commercial Preliminary Questionnaire
3. Color and Material Sample Sheet
4. Outdoor Lighting Application
5. Development Impact Fees Schedule
6. Construction Envelope Fencing Instructions
7. Stormwater Pollution Prevention Guidelines
8. Sign Permit Application
9. Customer Survey Form

Although you are building under the main jurisdiction of the City of Sedona, the information contained in this application packet may not list all requirements or regulations specific to your individual building project. If you need detailed information regarding specific requirements within your project, it is recommended that you contact the following agencies or offices with your concerns:

- Yavapai County • 928-639-8100
- Coconino County • 928-774-5011
- Sedona Fire District • 928-282-6800
- Arizona Public Service • 928-282-4000
- Oak Creek Water Company 928-282-3404
- AZ Water Company • 928-282-5555
- Unisource Gas Company • 928-282-3919

## Relevant Ordinances & Timelines

The relevant ordinances governing this permit are:

- City of Sedona Land Development Code requirements, Articles 1-19  
[www.codepublishing.com/AZ/sedona/lcd.html](http://www.codepublishing.com/AZ/sedona/lcd.html)
- City of Sedona City Code, Chapter 15 Buildings and Construction [www.codepublishing.com/AZ/sedona](http://www.codepublishing.com/AZ/sedona)

Per these Ordinances, established by the Sedona City Council and Community and Economic Development Department, the following time frame applies:

License/Permit	Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
Multi-Family (Under 10 Units)	30 calendar days	21 calendar days	51 calendar days	City Code Title 15 LDC Article 6 & 9
Multi-Family (10-40 Units)	45 calendar days	45 calendar days	90 calendar days	City Code Title 15 LDC Article 6 & 9
Multi-Family (40 Units or more)	60 calendar days	90 calendar days	150 calendar days	City Code Title 15 LDC Article 6 & 9
Commercial (under 2000 sq ft)	30 calendar days	21 calendar days	51 calendar days	City Code Title 15 LDC Article 6 & 9
Commercial (2000-5000 sq ft)	45 calendar days	45 calendar days	90 calendar days	City Code Title 15 LDC Article 6 & 9
Commercial (5000 & greater sq ft)	60 calendar days	90 calendar days	150 calendar days	City Code Title 15 LDC Article 6 & 9

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## NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. You should send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application

## STEPS FOR OBTAINING A COMMERCIAL AND MULTI-FAMILY RESIDENTIAL BUILDING PERMIT

### Step 1 - Getting Started!

The Community Development Department and Public Works Department can inform you of requirements for building in the City of Sedona. City staff is available to assist you with questions related to:

- **Zoning** - For specific questions regarding setbacks, height limitations, lot coverage, exterior color, outdoor lighting standards and other zoning information zoning or land use requirements, please contact a Planner at 928-282-1154.
- **Building Code** - For specific questions regarding construction and building requirements code compliance, design standards including seismic design, wind load, roof load, soil bearing and other building code related information, please contact the Plans Examiner at 928-282-1154.
- **Drainage, Grading and Sewer** - For specific questions regarding drainage, grading, or sewer and sewer capacity fees please contact Public Works at 928-204-7111.
- **Inspection** - For specific questions regarding inspection requirements, please contact the Building Inspector, 928-282-1154.

### Step 2 - Complete the Application!

- Complete application and questionnaire. The application can be downloaded from the Community Development web page located at [www.SedonaAZ.gov/cd](http://www.SedonaAZ.gov/cd). Click on the "Permits" button on the left hand side of the Community Development web page. On this page you will find a menu of different types of permits available, click on the type of permit you wish to apply.
- If access to the Internet is not available, a paper copy of the application can be obtained from the Community Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
- Detailed instructions, applicable fees and other related information are available upon request from Community Development staff or online at [www.SedonaAZ.gov/cd](http://www.SedonaAZ.gov/cd). Click on the "Permits" button on the left hand side of the Community Development web page for more information.

### Step 3 - Submit the Application!

- Once you have a complete application including all the required documents, such as all applicable fees, site plans, construction drawings, etc., submit your application and all attachments to staff at the Community Development Front Counter.
- Upon receipt of a complete application, Community Development Department and Public Works staff will review the application it for completeness. Applications that are not complete or considered to be deficient will be returned and not processed at that time.
- Once Community Development and Public Works staff determine that the application is complete, appropriate staff members will review and process the application through a substantive review analysis.
- Upon final substantive review and approval by Community Development and Public Works staff, a building permit will be issued and made available to you at the Community Development front counter.
- The relevant ordinances governing this permit application are found at [www.codepublishing.com/AZ/sedona](http://www.codepublishing.com/AZ/sedona) - Sedona City Code, Chapter 15, Building, and <http://www.codepublishing.com/AZ/sedona/ldc.html> Sedona Land Development Code, Articles 1-19

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- Please note: All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. It is recommended that you submit a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application.

### **Step Four: Begin Construction!**

- With the issuance of a building permit will be authorized to begin construction according to the approved plans and building permit.
- Approved plans must be available on the building site at all times. These plans need to be available to the Building Inspector. No work shall be deemed approved until required inspections are completed and the inspection card is updated and signed by the Building Inspector.
- You must post your inspection card and building permit in a conspicuous location at all times when construction begins and they must remain posted until all inspections have been completed and satisfied. The inspection card is important as it is a record that the required inspections have been completed. Pursuant to the International Building Code, inspections are mandatory.
- For all inspections, arrangements are to be made in the following manner:
  - Inspections are scheduled by phoning 282-3268 between the hours of 7:00 am and 3:30 pm, Monday through Friday. Based on scheduling, the Building Inspector will schedule all inspection request made between these hours for the following business day. Inspection requests received after 3:30 will not be scheduled for the following business day, but will be placed for inspection on the next business day after.
- When calling for inspections always reference your building site address and building Permit number. If you do not include this information, you may not receive your desired inspection. When calling regarding questions related to your building permit and construction activity or if complications arise during construction or alterations are made, please contact the Community Development Department at 928-282-1154.

# Commercial and Multi-Family Residential Building Permit Packet Instructions

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## PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a construction permit for commercial, multi-family residences, hotels, motels and associated accessory buildings, including new buildings, additions, decks, patio covers, garages and carports, remodeling and repair or renovation work.

### Plan Review Information

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#### ■ 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
- SUITE NO. and BUILDING NAME (If applicable)

#### ■ OWNER INFORMATION

If improvements to commercial property are applied for by someone other than the owner, the tenant should verify that the proposed work is authorized by the property owner. The owner of the building must submit in writing, approval of the proposed work.

#### ■ CONTRACTOR

Generally, all work must be done by licensed general or specialty contractors. New structures must be constructed by a licensed general contractor. Improvements to existing structures may be constructed by either a licensed general contractor or licensed specialty contractors hired individually by the 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 owner is hiring licensed specialty contractors for the work, indicate "Owner" for CONTRACTOR and complete the "Owner-Builder/Developer Statement" provided by this department. List the name, license and sales tax number of each specialty contractor on the back of the "Owner-Builder/Developer Statement".

#### ■ ARCHITECT / DESIGNER

State regulations do require professional design and construction drawings for any structure exceeding 3,000 square feet or having an occupant load of more than 20. Professional engineering is also required for services greater than 600 amps, single phase or 225 amp, 120/208 volts, three phase.

Professional design is recommended. The plans examiner may also require engineering for other elements of any structure if determined necessary.

#### ■ FLOOR AREAS

Provide the area of new commercial space, garages, carports, decks, covered patios, sheds and basements. For remodels and additions, provide the floor area of the existing structure.

For new structures and additions, provide the building "footprint" which is the area of the building at ground level within the foundation. Indicate the number of stories.

For multifamily and motels, indicate the number of dwelling units or lodging units.

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## Plan Review Deposit

A Plan Review Deposit is required at the time an application is made for a building permit. The deposit is applied toward the total permit fees calculated by the plan reviewer. An additional permit application and deposit is required for each detached or separate structure on the site. The following are the plan review deposits for new buildings:

Hotels, motels and apartments:

Up to 1000 sq. ft.	\$200
1000 to 2500 sq. ft.	\$600
2500 to 5000 sq. ft.	\$800
Over 5000 sq. ft.	\$1000

Commercial:

Up to 1000 sq. ft.	\$200
1000 to 3000 sq. ft.	\$500
3000 to 10,000 sq. ft.	\$800
10,000 to 20,000 sq. ft.	\$1500
Over 20,000 sq. ft.	\$2500

Remodels and additions:

Normally, with exceptions	\$50
Garages & carports	\$75
Interior remodels, additions, roof covers & decks	\$50

## Plans Required

### 5 Complete Sets of Plans

➤ *No site plans necessary for interior-only work*

- 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.
- Show property lines, easements, edge of street pavement.
- Location of all proposed and existing buildings, decks and covered patios.
- Distance (setbacks) from property lines to all buildings, decks and covered patios.
- Show 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.

- Show all native vegetation and trees. Indicate canopy size and species. Indicate those to be removed.
- Indicate location of proposed construction envelope and natural vegetation to be preserved. Provide construction envelope fence for preservation.
- Show existing and proposed topographic contours (min 2' contour).
- Indicate finished floor elevations.
- Indicate edge of pavement elevation at driveway entrances.
- Show the proposed driveway and parking lot slope and drainage by indicating finish pavement elevations.
- Show all cut and fill slopes.
- Indicate estimated quantities of cut and fill.
- Indicate location and grading for on-site sewage disposal fields.
- Show proposed and existing culverts, swales and underground drainage devices.
- Show all retaining walls and fences. Indicate wall and fence heights above adjacent grade.
- Show location, type and height of all exterior building and site lighting.
- Indicate driveway material and finish.
- Show handicapped parking stalls, dimensions, cross-slopes and signage.
- Indicate handicapped accessible route from parking stalls and public sidewalks to building entrances; show slopes and details of curb ramps, stairs, ramps and handrails.

### ■ FLOOR PLAN

- Label all rooms according to use.
- Indicate door sizes and direction of swing.
- Indicate types of windows and sizes.
- Identify all appliances and plumbing fixtures.
- Indicate all stairs and ramps, including rise and run.
- Detail and show ADA requirements (a separate sheet is recommended.)
  - Indicate the location and construction of all fire-rated walls and ceilings.
  - Show location of shear panels and wall bracing. (May be shown on structural framing plans)

For remodels:

- Indicate existing walls, including those to be

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removed.

For additions:

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

## ■ BUILDING CROSS SECTIONS

- Indicate full building cross-section(s), both transverse and longitudinal, including footing/foundations or stem walls, floor slabs and/or floor framing, roof framing, columns/beams and/or bearing walls.
- Identify the extent and construction of all fire rated walls and ceilings.

## ■ 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).

## ■ FOUNDATION PLAN and DETAILS

- Indicate all footings, wall, column, and pier sizes and reinforcement.
- Indicate retaining wall footing size and reinforcements.
- Indicate all lintel sizes, bolt sizes & spacing, metal post bases and beam seats.

## ■ FRAMING PLANS

- Floor Framing (if applicable)
  - Indicate girder and beam sizes.
  - Indicate bearing walls.
  - Show header sizes.
  - Show joist size, spacing and direction of spans.
  - Indicate or detail framing connections.
- Roof Framing (if applicable)
  - Indicate bearing walls.
  - Show header sizes.
  - Indicate beam sizes.
  - Show joist and rafter size, spacing and direction of spans
  - Show truss layout. Indicate location of girder and hip trusses.
  - Detail framing connections.

## ■ ELECTRICAL PLANS

- Location of outlets, switches, electrical devices.
- Location of electrical service (electrical meter) and all sub-panels.
- Show smoke detector, emergency lighting and exit sign locations.
- Provide one-line diagram of service section and sub-panels.
- Provide panel schedules and load calculations.

## ■ MECHANICAL PLANS

- Location, size and type of all heating and cooling equipment.
- Indicate provisions for combustion air and venting of gas-fired appliances.
- Show size and location of Type I hoods, exhaust fans and make-up air; detail hood protection and duct shaft requirements.
- Indicate provisions for mechanical equipment screening.

## ■ PLUMBING PLAN

- Show all plumbing fixtures and floor drains.
- Show grease trap or interceptor; indicate sizing calculation.
- Indicate gas line sizes; provide isometric.
- Indicate drain, waste and vent pipe sizes; provide isometric.
- Indicate water line sizes; provide isometric.

## ■ EXTERIOR PAINT

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

## ■ 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):
  - Commercial additions less than 25% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
  - Commercial additions greater than 25% 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

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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.
- Total outdoor light output shall not exceed 100,000 lumens per net acre.

## ■ STORMWATER POLLUTION PREVENTION

- Develop site specific plan -or- provide notice of intent to abide by the city's general storm water pollution guidelines.

## ■ SOILS REPORT

## ■ STRUCTURAL ENGINEERING

- If soils reports or structural calculations are required or available, provide 2 copies of each.

## Design Criteria and Adopted Codes

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- 2006 International Building Code
- 2006 International Fuel Gas Code
- 2006 International Residential Code
- 2006 international Plumbing Code
- 2006 International Mechanical Code
- 2005 National Electrical Code
- Roof Live Load -- 25 PSF (ground snow)
- Wind Load – basic wind speed (3 second gust) is 90 mph.
- Wind Exposure B (unless a specific site is located in exposure C)
- IRC seismic design category: C (soils class D)
- IBC seismic category: C for groups I and II
- IBC seismic category: D for group III
- IBC: MCE map values:
  - $S_s=32.2\%$  g (short period map value)
  - $S_1=09.1\%$  g (1.0 sec period map value)
- Site class (w/o soils report): D
- Soil Bearing -- 1500 PSF maximum unless a higher value is substantiated by soils testing.
- Rainfall: 2.5" per hour

## Fire Sprinkler Systems

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Fire sprinkler systems are required for all new commercial and multi-family structures. Additions and remodels to existing non-sprinkled structures is required when the valuation of the proposed improvements exceed 10% of the valuation of the existing structure.

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

## Design Review

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Design Review approval by the City's Planning and Zoning Commission is required for all new commercial projects and additions to existing structures that are greater than 2000 square feet or contain 5 or more dwelling units or guest rooms.

Projects less than 2000 square feet or less than 5 dwelling units or guest rooms may be approved by zoning staff.

Contact Community and Economic Development at 928-282-1154 prior to or at the preliminary design stage with regard to the Design Review requirements.

## Sign Permits

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Commercial signs require separate applications and permits. Submittal information and applications are available at Community Development.

## Special Designations

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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.

## Restaurants: (all)

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Seat counts are necessary and need to be calculated with every permit. Seat counts affect changes to the customer's monthly billing and the property owner's ERU capacity.

## Processing Times

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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.

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

## Fees

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### ■ BUILDING PERMIT

Plan review, building permit and grading fees are calculated when the plans are reviewed. Fees for new structures are based on the combined areas of commercial space, guest rooms, dwellings, garages, carports, decks and covered patios. Grading fees are established on the quantity of cut or fill, whichever is larger.

The total building permit fee for new hotels, motels, multifamily residences and commercial projects vary considerably with the type of project and enclosed floor area.

Fees for remodels are most often based upon a percentage of that 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 that new development creates on municipal infrastructure. Fees will be paid when a building permit is issued. For information regarding impact fees, please refer to the Impact Fee Schedule included in this packet.

### ■ SEWER CAPACITY FEE

For those properties authorized to connect to City sewer, the capacity fee due and payable at the time the building permit is issued. The Base Sewer User Rates table establishes capacity fees, as well as monthly user fees.

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

### ■ 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-

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.

### **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 the construction. You may contact the Building Department staff in order to determine the specific inspections required for your project.

Inspections are conducted between 7:30 a.m. and 4:00 p.m., Monday through Friday. Inspections are scheduled by calling 928-282-3268 and leaving a message. Please leave the permit number and type of inspection you desire.

# Commercial Building Permit Application



## City Of Sedona Community Development Department

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

Check <u>all</u> that apply:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demo	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Tenant Improvement
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<b>PRIMARY CONTACT:</b>		Phone:		Permit #:	
Address:		Cell Phone:		Parent Permit #:	
E-mail:				Date Rec'd:	
Job Site Address:		Parcel #:		Deposit Pd.:	
Tenant Name:					
Complex Name:				Suite #:	
Project Valuation*:	\$				

\*(do not include cosmetic improvements such as paint and carpet)

Scope of Work:	
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<b>OWNER NAME:</b>	<b>CONTRACTOR NAME:</b>
Address:	Company:
Phone:	Address:
Cell Phone:	Phone:
	Cell Phone:
	E-mail:
	City Business License #:
	ROC State License #:
<b>ARCHITECT:</b>	<b>ENGINEER:</b>
Company:	Company:
Address:	Address:
Phone:	Phone:
Cell Phone:	Cell Phone:
E-mail:	E-mail:
ID #/Exp. Date:	ID #/Exp. Date:

City Business License #:		City Business License #:	
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<b>PLEASE LIST YOUR SUBCONTRACTORS:</b>			
<b>ELECTRICAL CONTRACTOR</b>			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	
<b>MECHANICAL CONTRACTOR</b>			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	
<b>PLUMBING CONTRACTOR</b>			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	

Number of Stories:		Vacant Site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Building/Tenant Sq. Footage:		Fire Alarms: <input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Building/Tenant Sq. Footage:		Existing 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.

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Print Name Signature Date

# Commercial Preliminary Questionnaire



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

Applicant Name:		Phone:		Permit #:	
Business Name:		Cell Phone:		Business License #:	
Street Address:		Building or Plaza Name:		Suite #:	

Please describe, in detail the type of proposed business activity:	
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Responsible party for current sewer billing?		Account #:	
Hours of operation:		Location of restrooms relative to this space:	
Prior to this proposal, what type of business activity was conducted at this location?		What types of businesses are in the adjacent tenant spaces?	
Will the building exterior be painted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide color samples.	
Does the building have a fire sprinkler system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What is the gross floor area? (square feet)	
Will exterior signs or window signs be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe any alterations or additions to exterior lighting.	
How many off-street parking spaces are located on the property?		How many spaces are solely reserved for your business' use?	

## Restaurants

If planning a restaurant, please check the following that apply:	<input type="checkbox"/> Full service <input type="checkbox"/> Take-out <input type="checkbox"/> Self-service <input type="checkbox"/> Liquor service	Anticipated # of meals served per peak hours of operation:	
Grease trap size and location:		Grease interceptor size and location:	
# of indoor seats*:		# of outdoor seats*:	

\*Seat counts are necessary and need to be calculated with every permit.  
 Seat counts affect changes to the customer's monthly billing and the property owner's ERU capacity.  
 Initial: \_\_\_\_\_

I acknowledge the above information is true to the best of my knowledge. Sign & date below.

Print Name	Signature	Date
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# Color and Material Samples



**City Of Sedona Community & Economic 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 *(if applicable)*

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 & Economic Development Department**  
102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

<b>Applicant Name:</b>		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:	
<b>TOTAL LUMENS PROPOSED:</b> (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

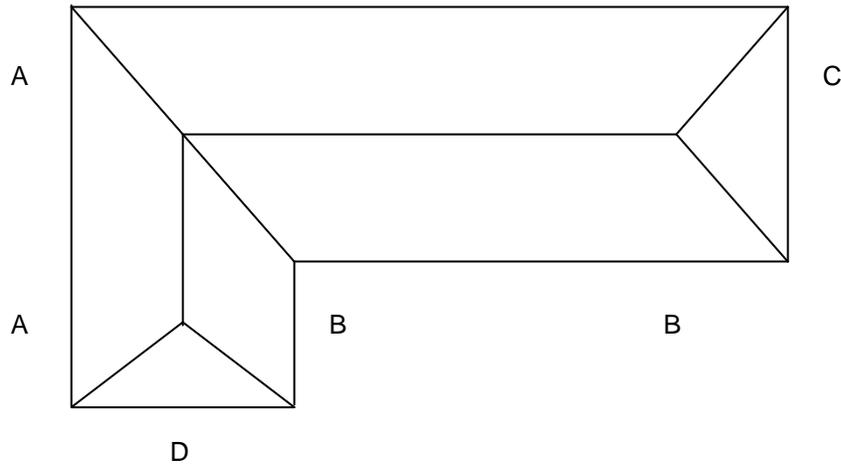
Plan Key (ID)*	Light Class (1, 2, or 3)	Lamp Type (LPS, HPS, MH, FL, IN)	Initial Lumens	No. of Units	Shielding (F, P, or U)	Watts (each)	New or Existing (N or E)	Total Lumens
A	1	FL	2,975	7	F	35	N	20,825
B	1	IN	1,750	6	F	100	N	10,500
C	2	LPS	13,500	2	F	135	N	27,000
D	1	MH	16,000	2	F	250	N	32,000
Total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



# Requirements for Installation of Construction Envelope Fencing

Prior to Issuance of a Building Permit



## City Of Sedona Community & Economic 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:

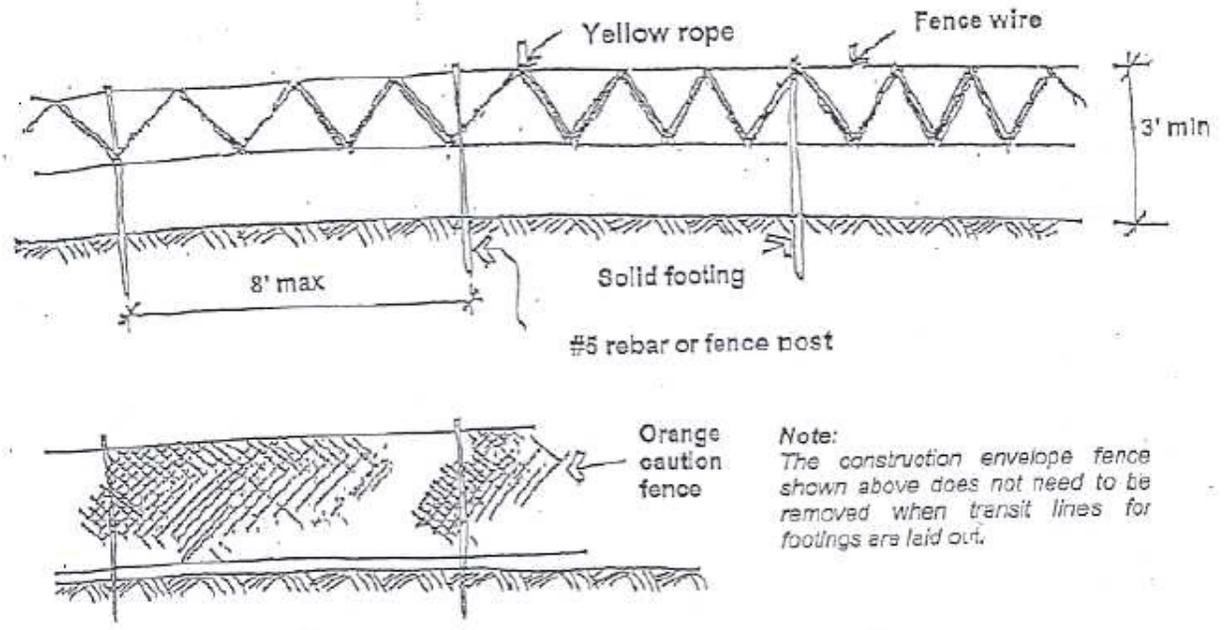
- The location of the CEF must be shown on the site plan submitted for building permit review. Failure to show the location of the CEF will result in the plans being returned for corrections.
- The City's Building Inspector will check the CEF as a part of the first inspection on a project. If the CEF 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.**

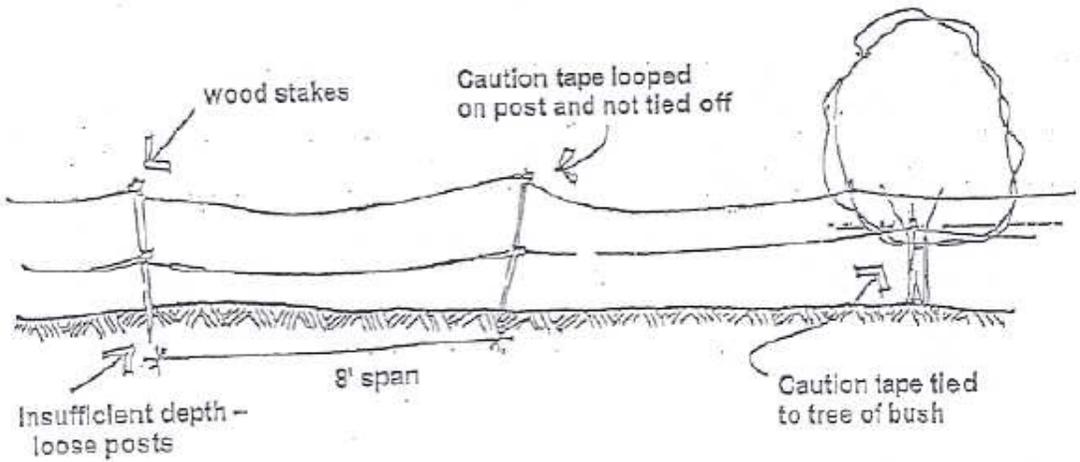
If you have any questions or need further clarification, please call the Community and Economic Development Department at 928-282-1154.

# Minimum Requirements for the Installation of Construction Envelope Fencing

## Acceptable



## Non-Acceptable



# Development Impact Fee Schedule



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

## Storm Drainage Development Fees (by drainage basin)

Land Use	Dry Creek Wash	Coffeepot Wash	Soldiers Pass Wash	Oak Creek Wash
<b>Residential (per housing unit)</b>				
<b>Single-Family</b>				
Very Low Density	\$107	\$0	\$0	\$0
Low Density	\$85	\$1,642	\$1,989	\$0
Medium Density	\$53	\$1,026	\$1,243	\$0
High Density	\$27	\$513	\$0	\$0
2+ Units	\$20	\$385	\$466	\$0
All Other Types of Housing	\$0	\$432	\$0	\$0
<b>Nonresidential (per square foot of floor area)</b>				
Nonresidential	\$0.01	\$0.13	\$0.15	\$0.00
Lodging (per room)	\$13	\$251	\$304	\$0

## Non-Utility Development Impact Fee Schedule

Land Use	General Government	Parks	Police	Streets	TOTAL
<b>Residential (per housing unit)</b>					
Single Unit	\$194	\$3,627	\$511	\$1,216	\$5,548
2+ Units	\$173	\$3,236	\$466	\$954	\$4,829
<b>Nonresidential (per square foot of floor area)</b>					
Commercial	\$0.08	\$0.00	\$0.63	\$2.66	\$3.37
Office	\$0.14	\$0.00	\$0.25	\$1.15	\$1.54
Institutional	\$0.04	\$0.00	\$0.23	\$1.06	\$1.33
Industrial	\$0.10	\$0.00	\$0.16	\$0.72	\$0.98
Lodging (per room)	\$18	\$2,329	\$127	\$580	\$3,054

**General Stormwater Pollution Prevention Guidelines**



**City Of Sedona  
Community Development Department**

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

**NOTICE OF INTENT**

The Sedona City Engineer, pursuant to Chapter 13.50.090 of the Sedona City Code, publishes these guidelines. They are minimum criteria for measures to be taken to reduce stormwater pollution from various sources.

Chapter 13.50.090E of the City Code provides that the “Smaller areas may develop a site- specific plan or provide a notice of intent to abide by the city’s general storm water pollution guidelines.” The Notice of Intent (NOI) is provided below. If a site-specific plan is not provided, the Notice of Intent shall be provided in cases where a permit is required for grading, new building construction, or building modification. The City of Sedona Notice of Intent may only be used for projects affecting an area of less than one acre (1 acre = 43,560 square feet).

**Please note, all construction activity that disturbs one or more acres of land as well as activity that disturbs less than one acre but is part of a larger common plan of development, such as a platted subdivision that has potential to disturb greater than one acre (e.g. remaining undeveloped lots in subdivision), must obtain permit coverage from ADEQ. Any project less than one acre, not part of a larger subdivision (e.g. meets and bounds) or within a subdivision that has less than one acre of disturbance potential remaining, and the project is not within one-quarter mile of Oak Creek, is eligible for this Notice of Intent.**

Is this project located within ¼ mile of Oak Creek?    Yes\*    No

*\* If YES, the project is not eligible for the City of Sedona General Stormwater Pollution Prevention Notice of Intent and must be filed with the ADEQ Stormwater Construction General Permit.*

<b>Name of Development:</b> (Provide name of business or subdivision. If none, write N/A)	
<b>Property Owner:</b> (Provide the name of the property owner)	
<b>Person Responsible for Compliance:</b> (Provide person (or persons) responsible for the implementation and maintenance of stormwater BMPs/devices for the project)	
<b>Size of the project area:</b> (Enter the project area in square feet or acres that will be disturbed during construction)	
<b>Project time frame:</b> (Enter the number of days for the project buildout to completion)	

The responsible person and the person owning the property for which this Notice of Intent is submitted agree to require that all construction work and related activity be conducted in accordance with the Sedona City Code and the requirements of the City of Sedona General Stormwater Pollution Prevention Guidelines. Persons further understand that failure to meet the mentioned requirements will be sufficient cause for the City to restrict or stop work on the property until the requirements are met. Also, persons shall additionally be subject to other actions under law.

In lieu of preparing a site-specific Stormwater Pollution Prevention Plan, I hereby declare my intent to comply with the City of Sedona General Stormwater Pollution Prevention Guidelines.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Person Responsible for Compliance

## City of Sedona Stormwater Pollution Prevention Best Management Practices

There are a number of “Best Management Practices” (BMPs) that can reduce pollution in the municipal separate storm sewer system. The City of Sedona is committed to encouraging and requiring the implementation and maintenance of good practices throughout the city.

<p><b>Erosion Control</b></p> <p>Measures to control erosion of dirt, rock, and other debris with the eroded material being carried into the storm system by runoff:</p> <ol style="list-style-type: none"> <li>1. Cover or seed piles.</li> <li>2. Use and maintain settling ponds.</li> <li>3. Compact soils well.</li> <li>4. Don't run water over steep slopes, loose dirt, or loose rock.</li> <li>5. Avoid long, steep slopes.</li> <li>6. Use hay, wattles, or similar material to slow water.</li> <li>7. Use silt fences to contain eroded material.</li> <li>8. Do not store or leave loose material in waterways.</li> <li>9. Phase construction to minimize exposed dirt and loose rock areas.</li> <li>10. Use rock, filter cloth, or other material over storm drain inlets to filter eroded material out of the water.</li> <li>11. Place containment barriers around all exterior storage areas.</li> </ol>	<p><b>Oil, Grease, and Gasoline Control</b></p> <p>Measures to reduce the amount of oil, grease, and gasoline related to cars and trucks from reaching the storm system:</p> <ol style="list-style-type: none"> <li>1. Have oil and grease changed at a professional mechanics shop.</li> <li>2. Wash your vehicles at a commercial car wash.</li> <li>3. If you change your own automotive fluids capture them in a proper container and take them to a recycling center.</li> <li>4. Parking lot drainage should be filtered prior to being discharged to the City system or offsite.</li> <li>5. Maintain the filter devices or area by periodically removing the filter material and replacing it with fresh filter material.</li> <li>6. Keep the area around grease traps and grease containers free of dripping or spilled oil and grease.</li> <li>7. Use absorbent material to collect spills and dispose of swept materials properly.</li> <li>8. Sweep streets and parking lots frequently.</li> </ol>
<p><b>Trash and Debris Control</b></p> <p>Measures to limit the amount of trash and garbage reaching the storm system:</p> <ol style="list-style-type: none"> <li>1. Put solid waste into trash containers, not the wash.</li> <li>2. Put cups, wrappings, bags, and other trash in trashcans. Don't litter.</li> <li>3. Put landscape clippings, and other vegetative waste into trashcans.</li> <li>4. Make sure that trashcans are not overfilled on windy days.</li> <li>5. Use rock, filter cloth or other material over storm drain inlets to filter debris out of the water.</li> <li>6. Businesses should provide adequate and easily located trash receptacles for customers.</li> <li>7. Discard diapers, bottles, cans, cigarette butts, string, can pull tabs, and other debris in trash cans not on sidewalks, streets, or the ground.</li> </ol>	<p><b>Dirt/Dust Control</b></p> <p>Measures to control dirt and dust being washed off of surfaces and carried to the storm system by runoff:</p> <ol style="list-style-type: none"> <li>1. Cover or seed piles.</li> <li>2. Keep dirt piles moist.</li> <li>3. Don't track mud or dirt onto streets and sidewalks.</li> <li>4. Avoid working in muddy conditions.</li> <li>5. Maintain and refresh rock pads in the entrance to construction areas and keep tires clean.</li> <li>6. Sweep sidewalks, driveways, and streets areas rather than washing them down.</li> <li>7. Use rock, filter cloth or other material over storm drain inlets to filter silt out of the water.</li> </ol>
<p><b>Miscellaneous Tips</b></p> <p>These measures address a number of ways to reduce the introduction of pollutants into the storm system:</p> <ol style="list-style-type: none"> <li>1. Do not connect the sanitary sewer or other waste piping to the storm system, they are separate systems.</li> <li>2. Do not wash paint, solvents, concrete, or other construction materials into the storm system.</li> <li>3. Pick up after your animals. Scoop the poop!</li> <li>4. Place containment barriers around all exterior chemical storage areas.</li> <li>5. Do not overuse pesticides, insecticides, or solvents.</li> <li>6. Maintain BMPs to keep them effective.</li> </ol>	

# Sign Permit Application

All information is required. Incomplete applications will not be accepted. See Page 2 for application requirements.



**City Of Sedona**

**Community Development Department**

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • Fax: (928) 204-7124

<b>Business Owner Name:</b>		Phone:		Permit #:	
Business Name:		Cell Phone:		Date Rec'd:	
Business Owner:	<input type="checkbox"/> New -or- <input type="checkbox"/> Existing	Fax:		Deposit Pd.:	
Business License Number:	<b>BL-</b>	Occupancy Permit No.:	<b>B-</b>		
Location Address:		Building Name:		Parcel #:	

<b>Applicant:</b>		Phone:	
Mailing Address:		Cell Phone:	
		E-mail:	

<b>Sign Contractor:</b>		Phone:	
Address:		License #:	
		Class #:	

**Type and Quantity of Signs** (Please include all proposed and existing signs)

	Quantity	New or Existing	Lighted (Yes/No)	Type of materials used for each sign
<input type="checkbox"/> Freestanding				
<input type="checkbox"/> Marquee				
<input type="checkbox"/> Directory				
<input type="checkbox"/> Under Canopy				
<input type="checkbox"/> Wall				
<input type="checkbox"/> Directional				
<input type="checkbox"/> Awning/Canopy				
<input type="checkbox"/> Other				
<b>Valuation for all new signs:</b>				\$

- Please be advised that if your property is located within the Sedona Main Street District, it will be subject to additional review.

Applicant Signature

Date

## Sign Permit Requirements

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- A sign permit is required when installation of a new permanent or temporary sign or substantial alteration of an existing sign is proposed. Standards relating to the uses, locations, types, heights, colors, and illumination of signs are as set forth in the adopted Sign Regulations of the City of Sedona (copies available upon request).
- A **completed** application addressing **all** required submittal information must be provided prior to the acceptance of permit fees or deposits.
- Please be advised that new businesses or new business owners are required to obtain a Tenant Occupancy Permit prior to occupancy of any building.
- A licensed sign or other approved contractor may be required for the installation of permitted signs.
- If the applicant is not the business owner or the property owner, a letter of authorization from the business and/or property owner is required.

### MINIMUM SUBMITTAL REQUIREMENTS FOR PLAN REVIEW:

- Sign Permit Application completely filled out
- 2 complete sets of plans
- \$25.00 plan review deposit

### PLAN REQUIREMENTS

#### Site Plan:

Drawn to scale and including the following:

- Property lines with dimensions, abutting street right-of-way, easements, driveway, curbs and sidewalks. Include dimensions of street frontages.
- Building dimensions, parking areas, and if applicable, adjacent buildings or structures.
- Location of utility lines, poles, and outdoor lighting fixtures.
- Location of all existing signs and proposed new signs. Identify signs to be removed.
- Location of landscape areas and existing trees.

#### Building Elevation:

Profile view from the street towards the building(s), fully dimensioned showing rooflines, windows and doors, awnings and site features, include the following:

- Location of existing and proposed wall signs.
- Identify signs to be removed.
- Dimension of wall that sign is located on.
- Frontage of building(s) facing street(s) in feet.
- Height of signs measured from grade.

#### Sign Plan:

Show elevation of sign, dimensions, foundation detail, colors, materials, style of letters, copy, illumination, and include the following:

- Length, width and depth of sign area and of individual letters.
- Structural and foundation details of freestanding signs.
- Electrical connections and wiring detail.
- Source of illumination and combined wattage (if any).
- Additional color and material samples, as may be requested.

- NOTE: Sign permits expire if authorized construction work does not commence within 60 days from the date of issue, or if at any time prior to final inspection and approval, the work is suspended or abandoned for a period of 60 days.

# Customer Satisfaction Survey



## City Of Sedona Community & Economic Development Department

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

To help us provide better service, we would like your comments regarding our performance. Please take a moment to fill out this survey and let us know how we are doing.

Date:		Time:		Who Assisted You:	
-------	--	-------	--	-------------------	--

Staff was available to assist me:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff was helpful, courteous and professional:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff provided clear, concise and accurate information:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff responded to my needs in a timely manner:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff kept me informed of progress and resolved problems clearly and promptly:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Overall service was:

- Excellent     Good     Fair     Poor

Comments:

*Please explain why you rated us as you did and any suggestions as to how we might improve.*

Your Name:	
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!