

Residential Remodel/Addition Building Permit Packet Instructions



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

The Residential Remodel/Addition Building Permit Packet includes the following:

1. Residential Building Permit Application
2. Color and Materials Sample Sheet
3. Outdoor Lighting Application
4. Owner-Builder/Developer Statement
5. Construction Envelope Fence Instructions
6. Using The City Right of Way Info
7. General Stormwater Pollution Prevention Guidelines
8. Underground Color Code/Blue Stake Info
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:

- City of Sedona Building Safety Division • 928-282-1154
- Yavapai County • 928-639-8100
- Coconino County • 928-774-5011
- Sedona Fire District • 928-282-6800
- Arizona Public Service • 928-282-4000
- AZ Water Company • 928-282-5555
- Unisource Gas Company • 928-282-3919
- Your Home Owner’s Association, if applicable

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/lcdc.html
- City of Sedona City Code, Chapter 15 Buildings and Construction 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:

Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
21 calendar days	21 calendar days	42 calendar days	City Code Title 15

NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding it’s 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

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STEPS FOR OBTAINING RESIDENTIAL REMODEL/ADDITION BUILDING PERMIT

1. Complete application. The application can be downloaded from the Community and Economic 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 and Economic Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
3. Applicant must complete the application and submit it to the Community and Economic Development Department. Complete instructions, necessary information and applicable fees are included in the Addition/Remodel Building Permit application.
4. Upon receipt of the application, Community and Economic Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
5. Upon final review and approval by Community and Economic Development Department and Public Works staff, the Community and Economic Development Department will issue the permit at the front counter.

STAFF CONTACTS

For questions regarding the process for obtaining an Addition/Remodel Building Permit please contact the Community and Economic Development Department at 928-282-1154.

For specific questions regarding grading, drainage or sewer capacity fees please contact Public Works at 928-204-7111.

For specific questions regarding development impact fees, zoning or land use requirements, please contact a Planner at 928-282-1154.

For specific questions regarding construction and building requirements, please contact the Plans Examiner at 928-282-1154.

For specific questions regarding inspection requirements, please contact the Building Inspector at 928-282-1154.

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PERMIT APPLICATION INSTRUCTIONS

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

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

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.

Plan Review Deposit

A Plan Review Deposit is required at the time an application is made for a building permit.

Remodel \$ 50.00

Plans Required

Construction plan requirements for either county:

- 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.
- Show property lines, easements, edge of street pavement.
- 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.

■ 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.
- Indicate the location and construction of all fire-rated walls and ceilings.
- Show ceiling height of each room.
- Indicate location and method of bracing.

For remodels:

- Indicate existing walls, including those to be removed.

For additions:

- Indicate the existing floor plan adjacent to the proposed addition.
- Minimum of one (1) each transverse and longitudinal sections required for submittal.

■ 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.

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■ 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.
- Show foundation crawlspace ventilation.

■ 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.
- Provide roof drain calculations based on 2½" rainfall per hour.
- Indicate roof framing (if applicable) and ventilation.
- Indicate bearing walls, header, and beam sizes.
- Indicate joist, rafter size, spacing, direction of spans.
- Indicate truss layout. Indicate location of girder and hip trusses.
- Indicate or detail framing connections.

■ ELECTRICAL PLANS

- Indicate locations of outlets, switches, electrical devices.
- Indicate location of electrical service (electrical meter) and all sub panels.
- Indicate locations of smoke detectors.

■ MECHANICAL PLANS

- Indicate location and type of all heating and cooling equipment.
- Indicate provisions for combustion air.
- Indicate provisions for mechanical equipment screening.

■ PLUMBING PLAN

- Indicate all plumbing fixtures and floor drains.

■ 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):
 - 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.

■ STORMWATER POLLUTION PREVENTION

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

Design Criteria and Adopted Codes

- 2006 International Building Code
- 2006 International Residential Code
- 2006 International Plumbing Code
- 2006 International Mechanical Code
- 2006 International Fuel Gas 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)

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- S1=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

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

Plan review, building permit and grading fees are calculated upon review of the plans. Fees for new structures are based upon the combined areas of living space, garages, carports, decks and covered patios. Grading fees are established upon the quantity of cut or fill; whichever is larger.

Fees for remodels are most often based upon a percentage of those that are 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..

■ INDIVIDUAL WASTE TREATMENT SYSTEMS

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.

Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, unless a building permit has been issued. Building permits expire 180 days after issuance, unless

construction is commenced and diligently pursued to completion. Progress inspections must occur at least once every 180 days in order to maintain an active permit. You may request a permit extension by completing the applicable form 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 4:00 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 3:30 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.

Residential Building Permit Application



City Of Sedona Community & Economic 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"/> Mobile Home Setup
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PRIMARY CONTACT:	Phone:	Permit #:
Address:	Cell Phone:	Parent Permit #:
E-mail:	Fax:	Date Rec'd:
Job Site Address:	Parcel #:	Deposit Pd.:
Subdivision Name:	Lot #:	
Condos-Bldg Name:	Unit #:	
Manuf. Homes-Park Name:	Space #:	Project Valuation*:

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

Scope of Work:	
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OWNER NAME:	CONTRACTOR NAME:
Address:	Company:
Phone:	Address:
Cell Phone:	Phone:
E-mail:	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:
City Business License #:	City Business License #:

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:		
			Number of Bedrooms:		

Fire Sprinklers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Construction:	

MECHANICAL (indicate the number of each new and/or relocated fixture type in the space below)

Air Conditioner/Heat Pump		Gas Cook Top		Wall Heater	
Fans-stationary, incl. whole house		Gas Dryer		Vents/Single Duct	
Fireplace insert		Gas Piping (# of outlets)		Water Heater	
Furnace < 100,000 BTUs		Gas Stove/Range			
Other:		Other:		Other:	

PLUMBING (indicate the number of each new and/or relocated fixture type in the space below)

Bathtub		Kitchen/Bath/Laundry Sink		Hose Bibb	
Shower/Tub Combo		Dishwasher		Modular Building Connection	
Toilet		Clothes Washer			
Other:		Other:			
Water Service: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, size of pipe:		<u>Total # of Fixtures:</u>	

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

Color and Material Samples



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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

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

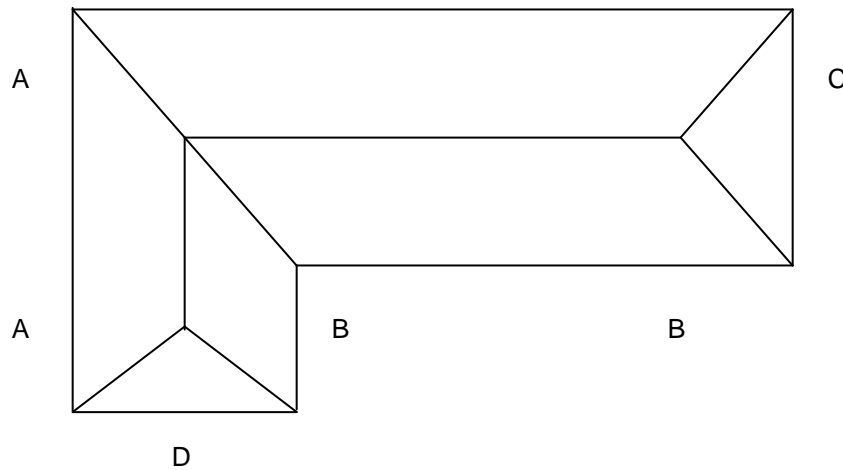
Plan Key (ID)*	Light Class (1, 2, or 3)	Lamp Type (LPS, HPS, MH, FL, IN)	Initial Lumens	No. of Units	Shielding (F, P, or U)	Watts (each)	New or Existing (N or E)	Total Lumens
A	1	FL	2,975	7	F	35	N	20,825
B	1	IN	1,750	6	F	100	N	10,500
C	2	LPS	13,500	2	F	135	N	27,000
D	1	MH	16,000	2	F	250	N	32,000
Total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



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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.**

Sub-Contractors List



City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
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Permit:		Address:	
Licenses Verified (name/date):			

ELECTRICAL CONTRACTOR			
Name:		Phone No.:	
Address:		License No.:	
		Business License No.:	

MECHANICAL CONTRACTOR			
Name:		Phone No.:	
Address:		License No.:	
		Business License No.:	

PLUMBING CONTRACTOR			
Name:		Phone No.:	
Address:		License No.:	
		Business License No.:	

32-1168. Proof of valid license

At the request of the registrar, and after the issuance of a citation pursuant to section 32-1104, subsection A, paragraph 4, or a cease and desist order pursuant to section 32-1166, subsection A, the county, city or authority of the state may cause work on a construction project to cease or be suspended on that project until there is compliance with the licensing requirements of section 32-1151 by those contractors employed on that project.

32-1169. Local proof of valid license; violation; penalty

A. Each county, city or other political subdivision or authority of this state or any agency, department, board or commission of this state which requires the issuance of a building permit as a condition precedent to the construction, alteration, improvement, demolition or repair of a building, structure or other improvement to real property for which a license is required under this chapter, as part of the application procedures which it utilizes, shall require that each applicant for a building permit file a signed statement that the applicant is currently licensed under the provisions of this chapter with the applicant's license number and the applicant's privilege license number required pursuant to section 42-5005. If the applicant purports to be exempt from the licensing requirements of this chapter, the statement shall contain the basis of the asserted exemption and the name and license number of any general, mechanical, electrical or plumbing contractor who will be employed on the work. The local issuing authority may require from the applicant a statement signed by the registrar to verify any purported exemption.

B. The filing of an application containing false or incorrect information concerning an applicant's contractor's license or transaction privilege license with the intent to avoid the licensing requirements of this chapter is unsworn falsification pursuant to section 13-2704.

Requirements for Installation of Construction Envelope Fencing

Prior to Issuance of a Building Permit



City Of Sedona Community & Economic Development Department

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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:

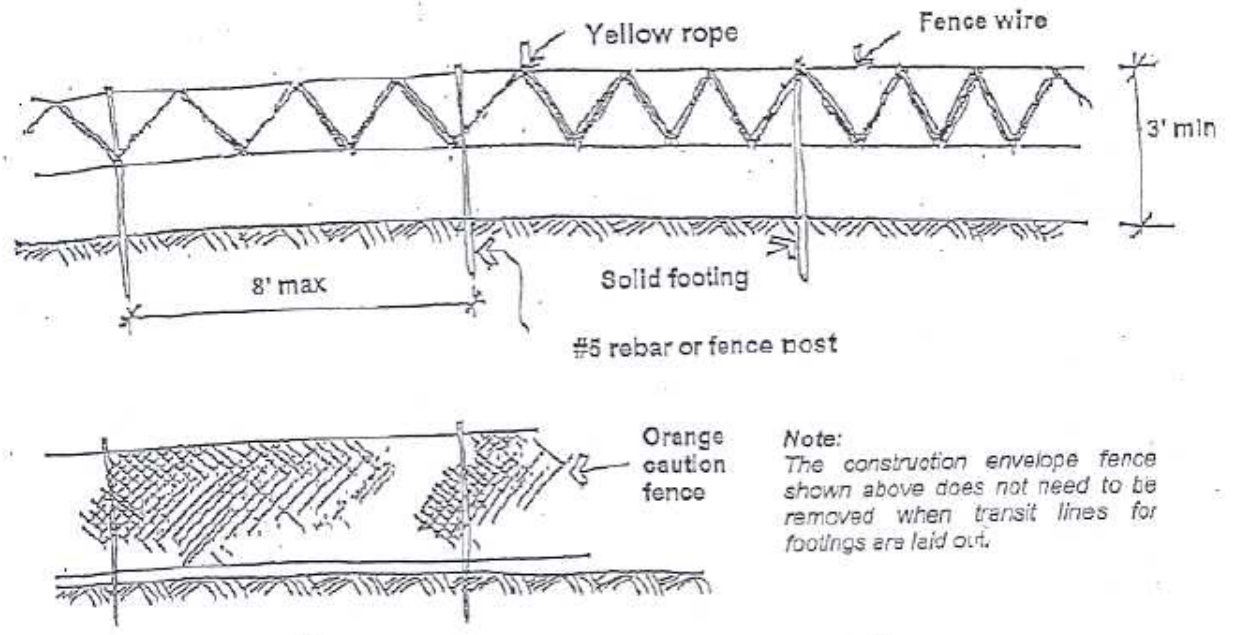
- The location of the CEF must be shown on the site plan submitted for building permit review. Failure to show the location of the CEF will result in the plans being returned for corrections.
- The City's Building Inspector will check the CEF as a part of the first inspection on a project. If the CEF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

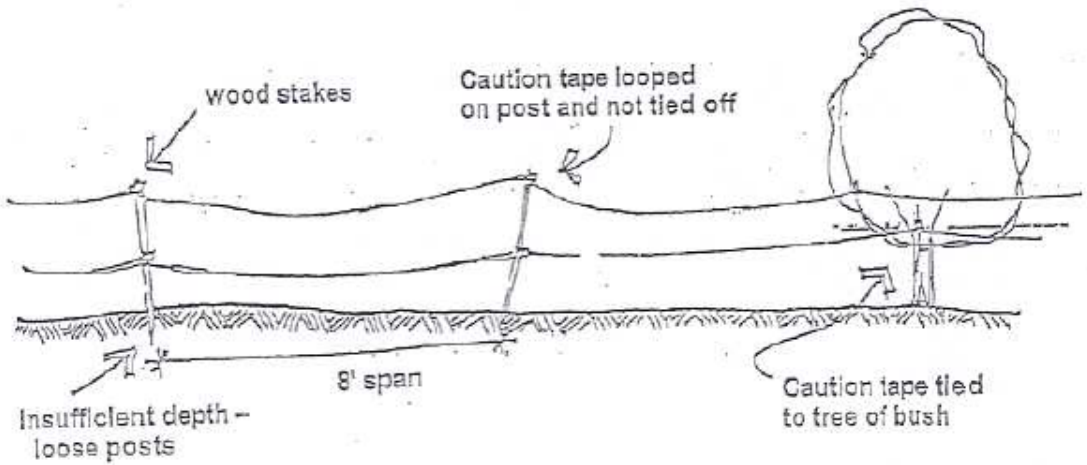
If you have any questions or need further clarification, please call the Community and Economic Development Department at 928-282-1154.

Minimum Requirements for the Installation of Construction Envelope Fencing

Acceptable



Non-Acceptable





Using the City Right of Way

The Streets Division of the Public Works Department 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 the Public Works Department 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!

General Stormwater Pollution Prevention Guidelines



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

The Sedona City Engineer, pursuant to Section 14-1-9 of the Sedona City Code, publishes these guidelines. They are minimum criteria for measures to be taken to reduce stormwater pollution from various sources.

Section 14-1-9E 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 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 Notice may only be used for projects affecting an area of less than 1 acre. (1 acre = 43,560 square feet)

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

Notice of Intent to Comply with General Stormwater Pollution Prevention Guidelines

Name of Development: <i>(Provide name of business or subdivision. If there is no name, write N/A.)</i>	
Property Owner:	
Person Responsible for Compliance: <i>(This is the person responsible to make sure that the guidelines are implemented and maintained on the project site.)</i>	
Size of the project area in square feet or acres:	
Project time frame (# of days):	

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

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

Color Code for Marking Underground Utility Lines



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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



Customer Satisfaction Survey



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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:	
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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!