

# Single-Family Residential 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 Single-Family Residential Building Permit Packet includes the following:

1. Residential Building Permit Application
2. Color and Material Sample Sheet
3. Outdoor Lighting Application
4. Owner-Builder/Developer Statement
5. Stormwater Pollution Prevention Guidelines
6. Property Sewer Billing Information
7. Customer Survey Form

More specific and detailed information about the City of Sedona Building Permit requirements and guidelines, including taxability of speculative builders, construction envelope fencing, storm water pollution prevention, use of City right-of-way, and color code marking for underground utility lines/Blue Stake can be obtained at the Community Development Front Counter or online at: [www.SedonaAZ.gov/CD](http://www.SedonaAZ.gov/CD) under "Permits".

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 Homeowners 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/ldc.html](http://www.codepublishing.com/AZ/sedona/ldc.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:

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 A SINGLE-FAMILY RESIDENTIAL BUILDING PERMIT

### Step 1 - Getting Started!

The Community and Economic 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 the Engineering staff at 928-204-7111
- **Inspection** - For specific questions regarding inspection requirements, please contact a 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.
- 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

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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 staff at 928-282-1154.

## PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a building permit for single family homes and duplexes.

### 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

#### ■ 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.

#### ■ ARCHITECT / DESIGNER

Professional design is recommended but not required, plans may be returned for improvement prior to review if they are considered deficient. The plans examiner may also require engineering for certain elements of the structure.

*State regulations do require professional design and construction drawings for duplexes and multi-family projects exceeding 3,000 square feet.*

#### ■ FLOOR AREAS

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

For new residences, provide the building "footprint" defined as the area of the building at ground level within the foundation. Indicate the number of stories.

If multifamily, indicate the number of dwelling units..

### Plan Review Deposit

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A Plan Review deposit is required at the time of application. The amount of the deposit is based upon the living area of the new dwelling unit or a set fee established for additions. The deposit is applied toward the total permit fees calculated by the plan reviewer.

The following are the plan review deposits for new residential buildings, remodels and additions:

Living area up to 1000 sq. ft.	\$ 200
1000 to 2500 sq. ft.	\$ 600

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2500 to 5000 sq. ft.	\$ 800
Over 5000 sq. ft.	\$ 1000
Garages & carports	\$ 75
Guesthouse	\$ 50
Residential remodels, additions, sun rooms, patio covers & decks	\$ 50
Pool or Spa	\$ 100 ea.
Fence or Wall	\$ 50
Photovoltaic system	\$ 75

\*An additional permit application and deposit is required for each detached or separate structure on the site.

## Plans Required

Construction plan requirements for either county:

- 5 Complete Sets of Plans**  
With one extra site plan attached to APS form, when applicable.

- The minimum size for all plans submitted shall be at least 18" x 24" in size  
All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.
- *Plans considered deficient will be returned before processing the application.*

### ■ SITE AND GRADING PLANS

(Scale: minimum 1"=20')

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

- Indicate existing and proposed topographic contours, using a minimum 2' contour).
- Indicate finished floor elevations.
- Indicate edge of pavement elevation at center of driveway.
- Indicate the proposed driveway slope with finish pavement elevations.
- Indicate all cut and fill slopes.
- Indicate estimated quantities of cut and fill.
- Indicate location and grading for on-site sewage and disposal fields.
- Indicate proposed and existing culverts, swales and underground drainage devices.
- Indicate all retaining walls and fences. Indicate wall and fence heights above adjacent grade.
- Indicate location, type and height of all exterior building and site lighting.
- Indicate driveway material and finish.

### ■ 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.

### ■ EXTERIOR ELEVATIONS

- Indicate natural grade and 22 foot imaginary height plane. May indicate on cross-section.
- Indicate maximum building height:

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- 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 stormwater pollution prevention guidelines.

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## Design Criteria and Adopted Codes

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- 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)
  - $S_1=09.1\% g$  (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 residences greater than 3600 square feet or constructed within gated communities. They may also be required if the home is more than 500' from a fire hydrant or if access to the home by the Fire Department is difficult. For questions regarding your specific fire sprinkler requirements, please contact the Sedona Fire District.

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

## 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.

## Subdivision Approval

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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

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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.

## Fees

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### ■ 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.

Remodel fees 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.

### ■ DEVELOPMENT IMPACT FEES

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

For information regarding impact fee amounts, please refer to the table included in this packet.

### ■ SEWER CAPACITY FEE

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

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

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Works at 204-1111.

## ■ INDIVIDUAL WASTE TREATMENT SYSTEMS

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

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

-or-

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

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

### *For remodels and additions:*

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

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

## ■ WATER, NATURAL GAS and ELECTRIC UTILITY COMPANIES

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

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

## 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.

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## Construction Inspections

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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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<b>PRIMARY CONTACT:</b>		Phone:		Permit #:	
Address:		Cell Phone:		Parent Permit #:	
E-mail:		Parcel #:		Date Rec'd:	
Job Site Address:				Deposit Pd.:	
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 #:	

**BUILDING/FIRE**

	Existing Sq. Ft.	New Sq. Ft.		Existing Sq. Ft.	New Sq. Ft.
Basement:			Garage:		
1 <sup>st</sup> Floor:			Covered Deck:		
2 <sup>nd</sup> Floor:			Covered Porch:		
3 <sup>rd</sup> Floor:			Uncovered Deck:		
Total:			Other:		

Fire Sprinklers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**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.

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 Print Name

Signature

Date

# 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

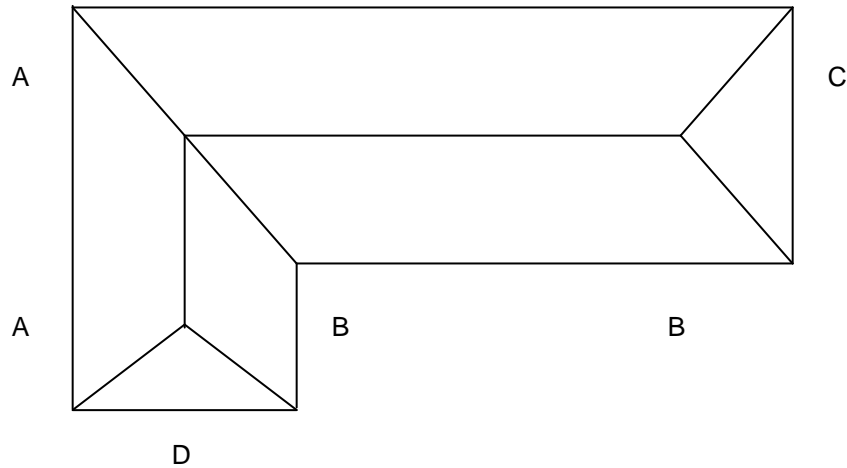
Plan Key (ID)*	Light Class (1, 2, or 3)	Lamp Type (LPS, HPS, MH, FL, IN)	Initial Lumens	No. of Units	Shielding (F, P, or U)	Watts (each)	New or Existing (N or E)	Total Lumens
A	1	FL	2,975	7	F	35	N	20,825
B	1	IN	1,750	6	F	100	N	10,500
C	2	LPS	13,500	2	F	135	N	27,000
D	1	MH	16,000	2	F	250	N	32,000
Total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



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



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

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):			

<b>ELECTRICAL CONTRACTOR</b>			
Name:		Phone No.:	
Address:		License No.:	
		Business License No.:	

<b>MECHANICAL CONTRACTOR</b>			
Name:		Phone No.:	
Address:		License No.:	
		Business License No.:	

<b>PLUMBING CONTRACTOR</b>			
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.



**General Stormwater Pollution Prevention Guidelines**



**City Of Sedona  
Community Development Department**

102 Roadrunner Drive Sedona, AZ 86336  
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**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>	

# Customer Satisfaction Survey



## City Of Sedona Community & Economic Development Department

102 Roadrunner Drive Sedona, AZ 86336  
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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!