

Fence 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 Fence Building Permit Packet includes the following:

1. Fence Building Permit Application
2. Color and Material Sample Sheet
3. Owner-Builder/Developer Statement
4. 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/lcd.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	LDC Article 6 & 9

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 FENCE 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.

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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 Fence 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 Development Department and Public Works staff, the Community and Economic Development Department will issue the permit at the front counter.

Staff Contacts

- For questions on the process for obtaining a Fence Permit please contact the Community and Economic Development Department at 928-282-1154.
- For specific questions on grading, drainage please contact Public Works at 928-204-7111.
- For specific questions on construction and building requirements, please contact the Plans Examiner, 928-282-1154.
- For specific questions on inspection requirements, please contact the Building Inspector at 928-282-1154.

PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a construction permit for fences.

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, State regulations require 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 by this department.

■ INSTALLATION

- Fences cannot obstruct or alter any drainage swales or washes.
- Solid, opaque fences cannot exceed 36" high when located within the front or street side setbacks.
- No fence can exceed 6 feet high unless otherwise approved by the Zoning Inspector.

Plan Review Deposit

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

Fences \$ 50

Plans Required

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

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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).
- Show exact location of proposed fence.
- Indicate height of fence in all areas.
- Provide detail section from bottom of footing to top of fence, show footing size, and detail all connections.
- Indicate type of materials to be used for construction.
- Elevation of drawings may be required.
- Calculations for wind loading prepared by a registered professional are required for any fence greater than 6' in height.

■ PAINT

- Chain link fences must be painted or vinyl coated dark brown or dark green.
- Fences shall blend with the surrounding natural environment without calling undue attention to the development, and materials or colors used shall have a light reflecting value (LRV) not exceeding thirty-eight percent (38%) (Munsell value)
- Wood fences may be natural or finished with a clear, non-glossy sealer.
- Provide paint samples on an 8½" x 11" form provided by this department.

Subdivision Approval

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

A list of known subdivision committees is available from Community Development.

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

Plan review, building permit and grading fees are calculated when the plans are reviewed. Grading fees are established upon the quantity of cut or fill, whichever is larger.

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.

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. Please leave permit number and type of inspection. Calls received before 7:00 a.m. can be scheduled for inspection that same day.

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Before obtaining a fence permit, the applicant will be required to make the following acknowledgment:

____ (Initial) By making this application, the property owner avows that he/she has carefully examined the proposed fence location in relation to his/her property boundaries and represents to the City that the installation of the fence is entirely on his/her property, and/or that he/she has obtained the explicit written permission of the adjoining property owner to have the fence built in the proposed location and remain there in perpetuity. The property owner understands and agrees that by issuing this permit, the City of Sedona is not taking any position on the applicant's right to construct the fence in the proposed location, and that if it is ever determined that the fence was built in violation of another person's property rights, that the applicant will, at his/her own cost and expense, remove the fence.

Fence Building Permit Application



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Check <u>all</u> that apply:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demo	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
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Job Site Address:		Parcel #:		Permit #:	
Subdivision Name:		Lot #:		Parent Permit #:	
Condos-Bldg Name:		Unit #:		Date Rec'd:	
Manuf. Homes-Park Name:		Space #:		Deposit Pd.:	
Project Valuation:	\$				

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 #:	

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

**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.**

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

ELECTRICAL CONTRACTOR

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

MECHANICAL CONTRACTOR

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

PLUMBING CONTRACTOR

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

OTHER CONTRACTOR (specify):

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

OTHER CONTRACTOR (specify):

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

OTHER CONTRACTOR (specify):

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

OTHER CONTRACTOR (specify):

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

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.

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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!