

# Fence Building Permit Packet Instructions



## City Of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • [www.sedonaaz.gov/cd](http://www.sedonaaz.gov/cd)

The Fence Building Permit Packet includes the following:

1. Fence Building Permit Application
2. Prescriptive Detail
3. Color and Material Sample Sheet
4. Sample Site Plan
5. Owner-Builder/Developer Statement
6. Wall Specs Detail
7. 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:

- 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 business days	21 business days	42 business 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 Development website at [sedonaaz.gov/cd](http://sedonaaz.gov/cd). Click on the "Permits" button on the left hand side of the Community Development web page.
2. If access to the Internet is not available, a paper copy can be obtained from the City of Sedona Community Development Department at 104 Roadrunner Drive or by calling 928-282-1154.

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3. Applicant must complete the application and submit it to the Community Development Department. Complete instructions, necessary information and applicable fees are included in the Fence Permit application.
4. Upon receipt of the application, Community Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
5. Upon final review and approval by Community Development Department and Public Works staff, the Community 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 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

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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

##### ■ 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

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

Fences \$ 50

#### Plans Required

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- 4 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 exact location of proposed fence.

## Fence Building Permit Packet Instructions

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- 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.
- 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

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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

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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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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

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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

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



# Fence Building Permit Application



## City Of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • www.sedonaz.gov/cd

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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<b>OWNER NAME:</b>		<b>CONTRACTOR NAME:</b>	
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



## Fence Building Permit Packet Instructions

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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.



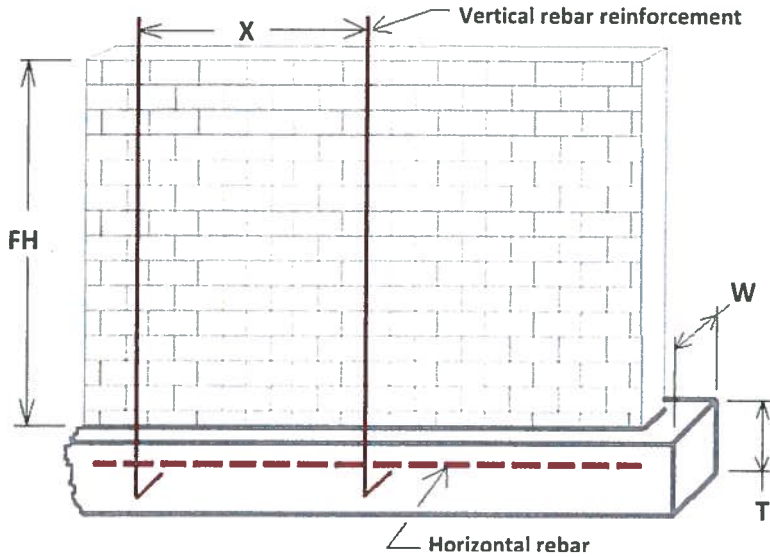


# Prescriptive Block Wall Detail



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

## Typical block wall detail



**Notes:**  
 Two pieces of horizontal rebar required in all footings, with minimum #4 rebar.  
 All reinforcement is grade 60 centered within cell.  
 Block walls in excess of 6 feet height require design by a licensed engineer, at applicant's expense.

Minimum footing details			Minimum vertical reinforcement	
FH Fence/wall height - feet	T Thickness of footing - inches	W Width of footing - inches	X 6-inch CMU (block)	X 8-inch CMU (block)
Less than/equal to 4	8	16	#4 rebar at 6-foot on center	#4 rebar at 6-foot on center
Greater than 4 Less than/equal to 6	12	24	#4 rebar at 4-foot on center	#4 rebar at 56-inches on center
Greater than 6	Applicant must submit design by a licensed engineer			

By submitting this City of Sedona prescriptive fence/wall detail, I agree to construct the fence/wall to the standards depicted in this detail. I understand that failure to do so may lead to the City not giving final approval for the construction of the fence/wall and I may be required to remove the fence/wall at my expense. 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 and am acting with the owner's/contractor's full knowledge or consent.

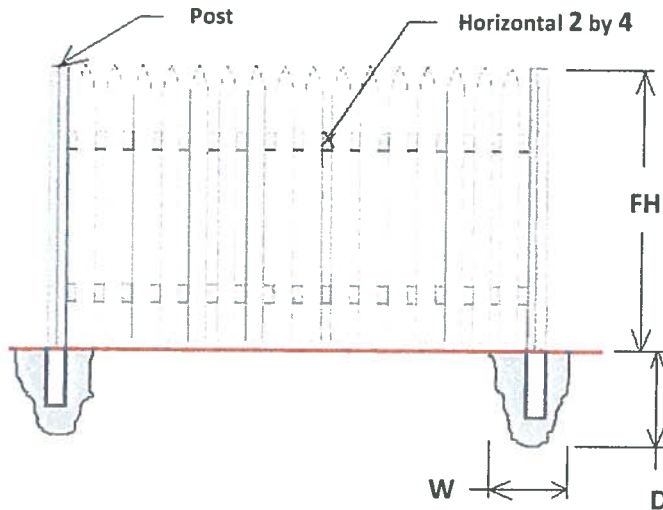
Print Name

Signature

Date



Typical wood picket fence detail



**Notes:**

Minimum wood post size is 4 by 4 inches.

Fences less than 6 feet height, minimum two horizontal 2 by 4's.

Fences 6 feet and over in height, minimum three horizontal 2 by 4's.

Connectors shall be corrosion resistant nails, screws or bolts common to the fence construction industry.

Fences in excess of 6 feet height may require design by a licensed engineer, at applicant's expense.

FH Fence Height	D Depth of Footing	W Width of Footing
2.5 to less than 4-feet	18 inches	12 inches
4 to 6 feet	24 inches	12 inches
Over 6 feet	May require engineer design	

By submitting this City of Sedona prescriptive fence/wall detail, I agree to construct the fence/wall to the standards depicted in this detail. I understand that failure to do so may lead to the City not giving final approval for the construction of the fence/wall and I may be required to remove the fence/wall at my expense. 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 and am acting with the owner's/contractor's full knowledge or consent.

Print Name

Signature

Date

**Color and Material Samples**  
LDC Section 5.7.F(4) & (5)



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All building materials shall meet the requirements of LDC Section 5.7.F(4)

All exterior building colors must meet requirements for light reflective value (LRV) and chroma, as described in LDC Section 5.7.F(5) and shown in the Munsell Book of Color, available for review in the Community Development Department.

Date Rec'd:	
Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff/Date:	

Owner:		Owner Phone:	
Contact Name:		Contact Phone:	
Project Address:		Plan Check No.:	<b>B-</b>

**IMPORTANT:** Indicate all exterior colors and materials below or on a separate sample board. Physical samples may be required. Use of colors and/or materials not provided here may not be approved and may be required to be changed at the expense of the property owner. The LDC requires that metallic surfaces be treated to reduce reflections and prohibits reflective or shiny surfaces. If the installation of a color or material results in a reflective or shiny surface, the property owner may be required to treat, modify, or replace the material to meet LDC requirements.

**EXTERIOR WALL COLOR**

**EXTERIOR TRIM COLOR**

Paint manufacturer:		Paint manufacturer:	
Paint name/number:		Paint name/number:	

(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)

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

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### ELECTRICAL CONTRACTOR

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

### MECHANICAL CONTRACTOR

Name:		Phone:	
Address:		License No.:	
Email		City License No.:	

### PLUMBING CONTRACTOR

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

### OTHER CONTRACTOR (specify):

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

### OTHER CONTRACTOR (specify):

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

### OTHER CONTRACTOR (specify):

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

### OTHER CONTRACTOR (specify):

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	



## City of Sedona Stormwater Pollution Prevention Best Management Practices

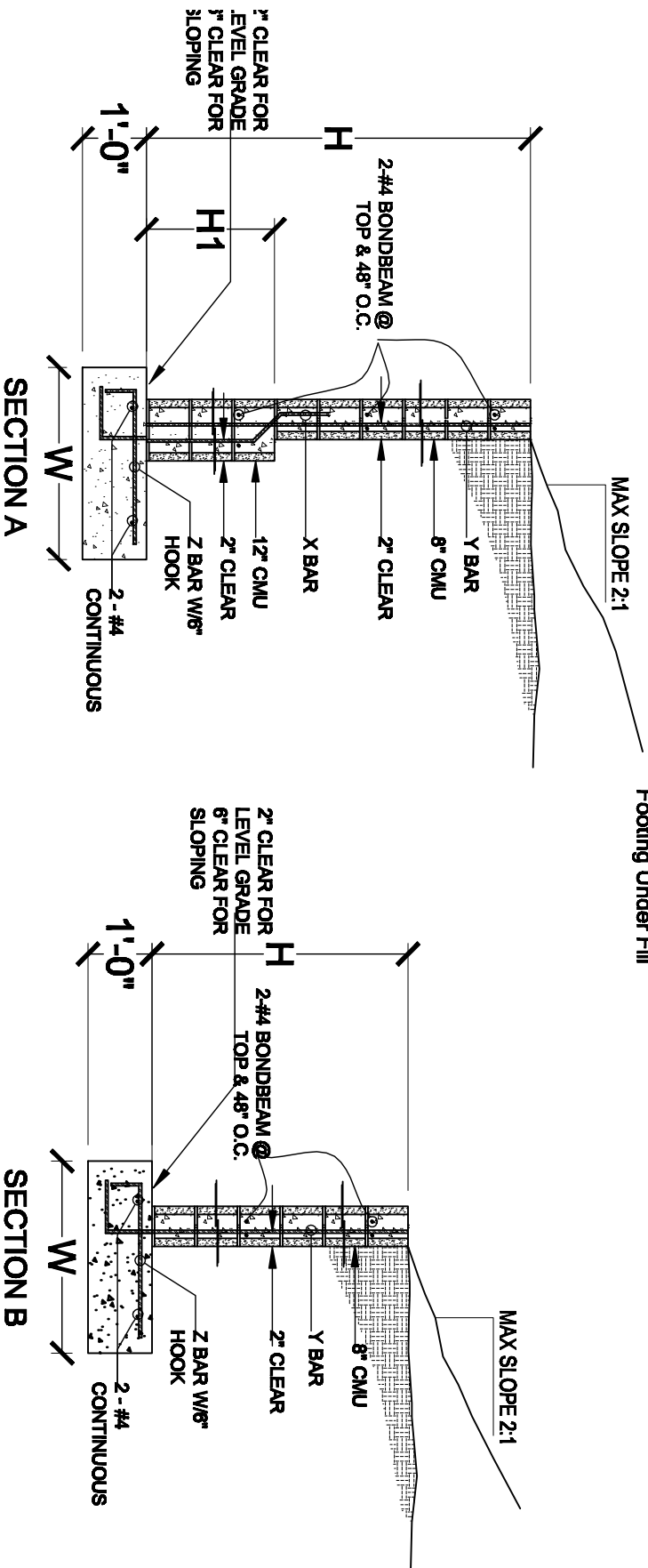
There are a number of “Best Management Practices” (BMPs) that can reduce pollution in the municipal separate storm sewer system. The City of Sedona is committed to encouraging and requiring the implementation and maintenance of good practices throughout the city.

<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>	



# CANTILEVERED RETAINING WALL

Footing Under Fill



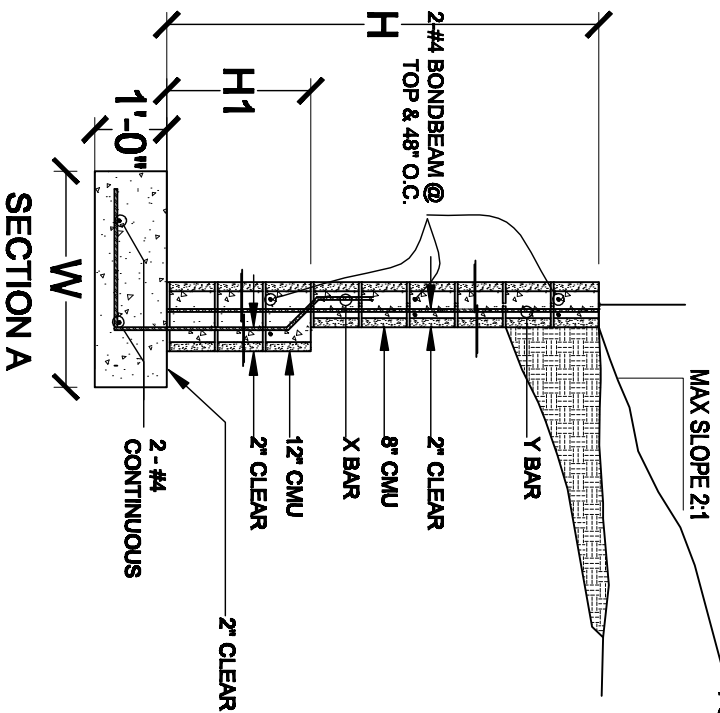
## GRADE SLOPING BEHIND WALL

SECTION	H	H1	W	X BARS	Y BARS	Z BARS	SECTION	H	H1	W	X BARS	Y BARS	Z BARS
A	8'-0"	2'-8"	6'-6"	#5 @ 16" O.C.	#5 @ 16" O.C.	#5 @ 4" O.C.	A	8'-0"	2'-0"	5'-3"	#5 @ 16" O.C.	#5 @ 16" O.C.	#5 @ 16" O.C.
A	7'-4"	2'-0"	5'-9"	#5 @ 16" O.C.	#5 @ 16" O.C.	#5 @ 4" O.C.	A	7'-4"	1'-4"	4'-9"	#4 @ 16" O.C.	#4 @ 16" O.C.	#5 @ 16" O.C.
A	6'-8"	1'-4"	4'-9"	#5 @ 16" O.C.	#5 @ 16" O.C.	#5 @ 8" O.C.	A	6'-8"	1'-4"	4'-0"	#4 @ 16" O.C.	#4 @ 16" O.C.	#4 @ 16" O.C.
A	6'-0"	1'-4"	4'-3"	#5 @ 16" O.C.	#5 @ 16" O.C.	#5 @ 16" O.C.	A	6'-0"	3'-6"	3'-6"	#4 @ 16" O.C.	#4 @ 16" O.C.	#4 @ 16" O.C.
B	5'-4"	-	3'-10"	#5 @ 16" O.C.	#4 @ 16" O.C.	#5 @ 16" O.C.	B	5'-4"	-	3'-0"	#4 @ 16" O.C.	#4 @ 16" O.C.	#4 @ 24" O.C.
B	4'-8"	-	3'-6"	#4 @ 16" O.C.	#4 @ 16" O.C.	#4 @ 16" O.C.	B	4'-8"	-	2'-6"	#4 @ 24" O.C.	#4 @ 24" O.C.	#4 @ 24" O.C.
B	4'-0"	-	3'-0"	#4 @ 24" O.C.	#4 @ 24" O.C.	#4 @ 24" O.C.	B	4'-0"	-	2'-2"	#4 @ 32" O.C.	#4 @ 32" O.C.	#4 @ 32" O.C.
B	3'-4"	-	2'-6"	#4 @ 32" O.C.	#4 @ 32" O.C.	#4 @ 32" O.C.	B	3'-4"	-	1'-10"	#4 @ 32" O.C.	#4 @ 32" O.C.	#4 @ 32" O.C.

## GRADE LEVEL BEHIND WALL

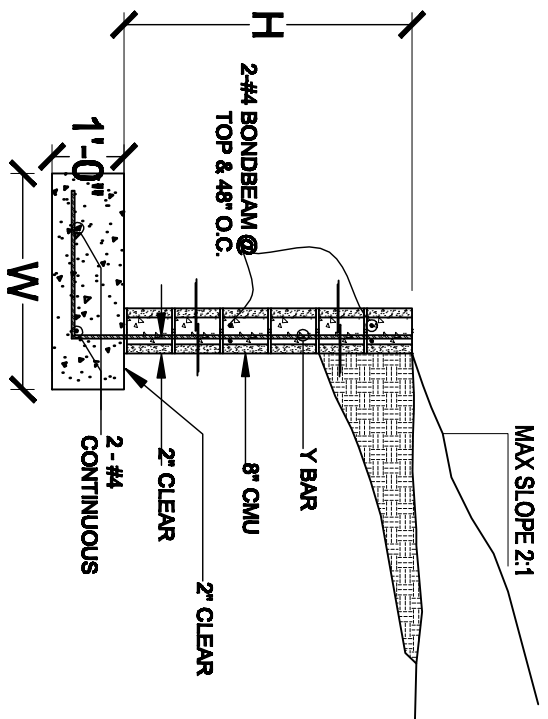
# CANTILEVERED RETAINING WALL

Footing Away From Fill



SECTION A

GRADE SLOPING BEHIND WALL					
SECTION	H	H1	W	X BARS	Y BARS
A	8'-0"	2'-8"	5'-0"	#5 @ 8" O.C.	#5 @ 16" O.C.
A	7'-4"	2'-0"	4'-8"	#5 @ 8" O.C.	#5 @ 16" O.C.
A	6'-8"	1'-4"	4'-2"	#5 @ 16" O.C.	#5 @ 16" O.C.
A	6'-0"	1'-4"	3'-8"	#5 @ 16" O.C.	#4 @ 16" O.C.
B	5'-4"	-	3'-6"	#5 @ 16" O.C.	#4 @ 16" O.C.
B	4'-8"	-	3'-0"	#4 @ 16" O.C.	#4 @ 16" O.C.
B	4'-0"	-	2'-6"	#4 @ 24" O.C.	#4 @ 24" O.C.
B	3'-4"	-	2'-2"	#4 @ 32" O.C.	#4 @ 32" O.C.



SECTION B

GRADE LEVEL BEHIND WALL					
SECTION	H	H1	W	X BARS	Y BARS
A	8'-0"	2'-0"	4'-2"	#5 @ 16" O.C.	#5 @ 16" O.C.
A	7'-4"	1'-4"	3'-8"	#4 @ 16" O.C.	#5 @ 16" O.C.
A	6'-8"	1'-4"	3'-3"	#4 @ 16" O.C.	#4 @ 16" O.C.
A	6'-0"	-	3'-2"	#5 @ 16" O.C.	#5 @ 16" O.C.
B	5'-4"	-	2'-9"	#4 @ 16" O.C.	#4 @ 16" O.C.
B	4'-8"	-	2'-8"	#4 @ 24" O.C.	#4 @ 24" O.C.
B	4'-0"	-	2'-2"	#4 @ 32" O.C.	#4 @ 32" O.C.
B	3'-4"	-	1'-9"	#4 @ 32" O.C.	#4 @ 32" O.C.

# Customer Satisfaction Survey



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

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

How was contact made?

- Front Counter   
  Phone   
  Email   
  Field Employee   
  Website   
  Other: \_\_\_\_\_

Which division of Community Development did you contact?

- Building Safety   
  Planning and Zoning   
  Code Enforcement   
  Other: \_\_\_\_\_

Please rate the following:

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

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

- Improving   
  About the same   
  Needs improvement

My overall service experience was:

- Poor   
  Fair   
  Good   
  Great   
  Excellent

*Continue on back →*

Comments:

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

*(Optional)*

Your Name:	
Email Address:	
Phone:	

May we contact you to follow up?       Yes    No

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