

Swimming Pool and Spa Building Permit Packet Instructions



**City Of Sedona Community
Development Department**
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/cd

The Swimming Pools, Spas, and Hot Tubs Building Permit Packet includes the following:

1. Residential Building Permit Application
2. Color and Material Sample Sheet (for pool barriers)
3. Outdoor Lighting Application
4. Owner-Builder/Developer Statement
5. 2019 Amendments to Sedona City Code
6. CEF instructions
7. Stormwater Prevention Guidelines
8. Underground Color Code/Blue Stake Info
9. Customer Survey Form

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

- City of Sedona Building Safety Division • 928-282-1154
- Yavapai County • 928-639-8100
- Coconino County • 928-774-5011
- Sedona Fire District • 928-282-6800
- Arizona Public Service • 928-282-4000
- AZ Water Company • 928-282-5555
- Unisource Gas Company • 928-282-3919
- Your 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/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 business days	21 business days	42 business days	City Code Title 15

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

Swimming Pool and Spa Building Permit Packet Instructions

STEPS FOR OBTAINING A PERMIT

The Steps for obtaining a Swimming pool, Spa and Hot Tub building permit are as follows:

1. Complete application. The application can be downloaded from the Community 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 Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
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 Swimming pool, Spa and Hot Tub Building Permit application. Upon receipt of the application, Community Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
4. 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 general questions regarding the process for obtaining a Swimming Pool, Spa and Hot Tub Building Permit please contact the Community Development Department at 928-282-1154.
- For specific questions regarding grading, drainage or sewer capacity fees please contact Public Works at 928-204-7111.

Swimming Pool and Spa Building Permit Packet Instructions

PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a building permit for a swimming pool, spa or hot tub and associated pool safety barriers.

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, all work must be done by a licensed swimming pool contractor or individual specialty contractors. 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.

Public and semi-public pools and spas must be constructed by a licensed swimming pool contractor.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (877-692-9762).

If a swimming pool contractor will be used or is required for your project, the State regulations require that you provide:

- CONTRACTOR NAME AND ADDRESS
- LICENSE NUMBER AND TYPE

If the project is exempt from licensing regulations and 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.

ARCHITECT / DESIGNER

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

Plan Review Deposit & Fees

A Plan Review Deposit is required at the time an application is made for a building permit. The deposit usually covers the total cost of the permit. Additional plan review and/or permit fees may be assessed if the project involves substantial grading, retaining walls or revisions to the original approval.

The following are the plan review deposits and permit fees for new swimming pools spas and hot tubs, including the pool safety barriers:

In-ground swimming pools \$200 (\$50 deposit)
Above-ground swimming pools, spas, hot tubs and fountains \$50 (\$50 deposit).

Plans Required

• 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 AND GRADING PLANS

(Scale: minimum 1"=20')

- Provide north arrow. Label all streets and highways.
- Show property lines, easements, and edge of street pavement.
- Locate all existing buildings, decks and covered patios.
- Show pool location, fences, and gates.
- Dimension distance of pool from property lines and all buildings, decks and covered patios.
- Show all native vegetation and trees. Indicate canopy size and species. Indicate those to be removed.
- Indicate location of proposed construction envelope and natural vegetation to be preserved. Provide construction envelope fence for preservation.
- Show existing and proposed topographic contours (min 2' contour).
- Indicate finished pool deck elevation(s) and height of walls, fences and retaining walls

Swimming Pool and Spa Building Permit Packet Instructions

- Show all cut and fill slopes.
- Indicate estimated quantities of cut and fill.
- Indicate location of any on-site sewage disposal fields.
- Show proposed and existing culverts, swales and underground drainage devices.
- Show location of pool equipment. Indicate method of screening the equipment.

- SOILS CLASSIFICATION AND SOILS ENGINEERING & GEOLOGY REPORT**
- A soils classification, prepared by an Arizona registered geotechnical engineer is required for all new structures. See additional requirements and waivers below.
- A soils engineering & engineering geology report is required if the soils classification determines the soils have a plasticity index of 15 or greater, or otherwise proved conditions necessitate this report. These reports shall meet the requirements of the Design, Review, Engineering, and Administrative Manual Chapter 3.1.F.(4) and 3.1.F.(5).
- A soils classification waiver; Non-habitable residential structures or accessory structures (attached or detached) 400 square feet or less; sheds, garages (with a non-conversion agreement recorded by the applicable county) and decks.

POOL AND EQUIPMENT LAYOUT

- Show piping layout. Indicate pipe size, outlet, inlet and skimmer locations.
- Provide electrical and BTU ratings of pumps filters and heaters.
- Show location and size of electric subpanels, feeders and branch circuits.
- Show location and size of gas piping.
- Indicate venting and provide combustion air for enclosed gas fired equipment.
- Show all proposed and existing pool lighting, area lighting, receptacles and switches. Provide GFI protection and clearances to pool as required by the 2017 NEC. Indicate bonding, grounding, and raceway materials in accordance with the 2017 NEC.
- Show water supply and method of backflow prevention.
- Specify area and method of disposing of pool filter backwash.

NOTE:

Pool filter backwash must be disposed of on site

without runoff into adjacent properties, washes or public streets. Backwash cannot be discharged into any sewer or individual waste disposal system.

STRUCTURAL SECTIONS

- Show pool wall construction, thickness and reinforcement.
- Provide details of supporting retaining walls.
- Sections should show any adjacent footing that is < 10' from pool edge.

POOL SAFETY BARRIERS

- Indicate methods of providing pool safety barriers around the pool.
- Indicate method of barrier at house walls.

Copies of City Code specifying the minimum requirements for pool barriers are available from Community Development.

EXTERIOR PAINT AND FINISHES

- Indicate the type of material, finish and color of fences, gates and retaining walls. Paint or color samples may be required.

Except for natural wood finishes, exterior paints and materials must have a light reflectance value (LRV) of 38% or less and a chroma meeting the requirements of the Munsell Color Book. All chain-link fencing must be vinyl coated or painted to comply with LRV and chroma standards.

Design Criteria and Adopted Codes

- 2017 National Electrical Code
- 2018 International Residential Code
- City Code Article 15.50.020 Pool Barriers

Public and Semi-Public Pools & Spas

County and /or State health department approval is required for public and semi-public pools and spas. A copy of the permit needs to be provided this department prior to issuance of a City permit.

https://static.azdeq.gov/forms/pool_approval_construction.pdf

You may contact the following agency for additional information:

Arizona Department of Environmental Quality
1100 W Washington Street - Phoenix, AZ (602) 207-2300

Swimming Pool and Spa Building Permit Packet Instructions

prior to filling the pool with water.

Subdivision Approval

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

Processing Times

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received. Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, unless a building permit has been issued. Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least once every 180 days in order to maintain an active permit. You may request a permit extension by completing the applicable form from Community Development. An extension may be granted for unforeseeable and justifiable delays.

Construction Inspections

All of the customary inspections required for new structures are listed on the Job Card you receive when your permit is issued. The following are the minimum inspections necessary:

- PRE-GUNITE AND ELECTRICAL
- GAS LINE TEST
- PRE-PLASTER BARRIER
- POOL AND SAFETY BARRIER FINAL

Additional inspections may be required for retaining walls or other structures related to the pool installation. You may contact the building division 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. *Pool safety barriers must be in place*

A final inspection of the project must be requested prior to putting the pool or spa into use. Failure to request a final inspection or provide safety barriers may result in the issuance of a Civil Citation.

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, or online by 3:00 pm,. Please leave permit number and type of inspection, and if you would prefer an am or pm inspection time.

Residential Building Permit Application



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Check <u>all</u> that apply:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
	<input type="checkbox"/> Demo - Is the property 50 years or older? If yes, please provide documentation, photos, site plan & narrative.		

PRIMARY CONTACT:	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:

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

BUILDING/FIRE

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

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.

 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-

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

Residential Outdoor Lighting Application
LDC 5.8: Exterior Lighting



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Applicant Name:		Phone:		Permit # B	
Address:		Cell Phone:		Date Rec'd	
E-mail:		Parcel #:		Staff Initials	

Lighting Inventory Table:

- Refer to page 2 for an example of a plan view diagram and completed table.
- The shielding column below refers to: full (F), partial (P), or unshielded (U).
- Attach cut sheet or manufacturer's product description for all new lights. If such data is not available, 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.

Plan Key (ID)*	No. of Units	Shielding (F, P, or U)	Kelvin Rating	Cut Sheet Attached (Y or N)

**Plan key identification in first column must correspond to labeling on the required site plan map.*

Site Plan (See example on page 2):

Attached Provided with plans (Sheet _____)

Applicant Signature: _____ Date: _____

Residential Outdoor Lighting Application

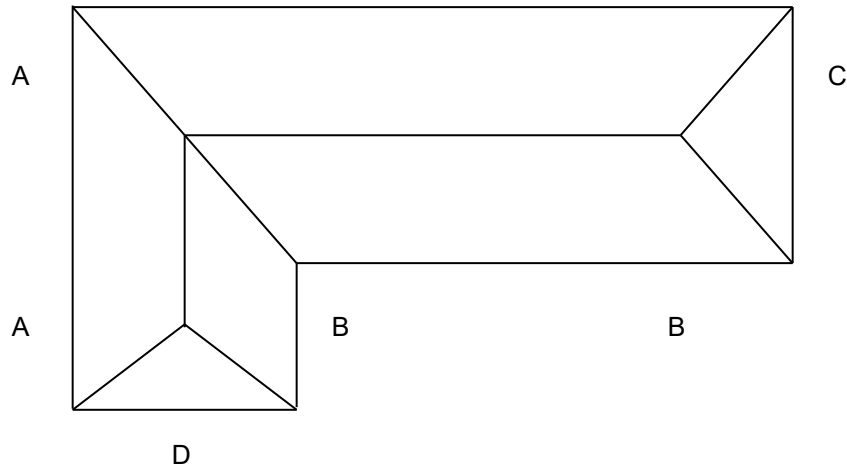
Example Inventory

Example of a Lighting Inventory Table:

Plan Key (ID)*	No. of Units	Shielding (F, P, or U)	Kelvin Rating	New or Existing (N or E)
A	2	F	3000	N
B	2	F	3000	N
C	1	F	4000	E
D	1	F	3500	E

*Plan key identification in first column must correspond to labeling on site plan map, as shown below.

Example - Plan View:



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



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Arizona Revised Statutes, 32-1121, items 1-16, allows exemptions from state licensing requirements under the following conditions (items 5 & 6 are common to the area and are reproduced below):

(Owner-Builder) Item 5. “Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees, or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members of the public as the owner’s employees or business visitors and the structures or appurtenances are not intended for sale or for rent. In all actions brought under this chapter, proof of the sale or rent, or the offering for sale or rent of any such structure by the owner-builder within one year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. As used in this paragraph “sale” or “rent” includes any arrangement by which the owner receives compensation in money, provisions, chattels, or labor from the occupancy or the transfer of the property or the structures on the property.”

(Owner-Developer) Item 6. “Owners of property who are acting as developers and who build structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor licensed pursuant to this chapter and owners of property who are acting as developers, who improve structures or appurtenances to structures to their project for the purpose of sale or rent and who contract for such a project with a general contractor or specialty contractors licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors’ names and license numbers shall be included on all sales documents.”

NOTE: Commercial zoning requires commercially licensed contractors.

If an owner is allowed to utilize his own employees, the owner is required to: a) provide each employee with unemployment and workman’s compensation insurance, b) have a Federal and State Tax I.D. number, and c) withhold and file Federal and State income tax for each employee.

I CERTIFY THAT I AM NOT REQUIRED TO BE LICENSED OR UTILIZE A LICENSED GENERAL CONTRACTOR FOR THE WORK AUTHORIZED BY BUILDING PERMIT NO. **B**_____ ON THE BASIS THAT (check all that apply):

- The structure is **not for sale or rent** and is **solely owner occupied**.
- The **improvements are for sale or rent** and all work will be done by **licensed contractors identified** on the back of this form.
- The **improvements will be occupied by the general public** and **all work will be done by licensed contractors identified** on the back of this form.

Signature of Owner

Date

**VIOLATION OF ARIZONA CONTRACTORS LICENSING
IS A CLASS ONE MISDEMEANOR UNDER ARS 32-1151 AND 32-1154.**

Owner-Builder/Developer Statement

Part 2 - Licensed Contractors

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.:	

Chapter 15.50
INTERNATIONAL SWIMMING POOL AND SPA CODE

Sections:

15.50.010 Adoption of the International Swimming Pool and Spa Code.

15.50.020 Amendments to the International Swimming Pool and Spa Code.

15.50.010 Adoption of the International Swimming Pool and Spa Code.

That certain code entitled International Swimming Pool and Spa Code, 2018 Edition, as amended and codified, published by the International Code Council, Inc., three copies of which are available for public inspection in the office of the director of community development, is hereby adopted as the swimming pool and spa code of the city and made a part of this title the same as though set forth in full herein, excepting those portions hereinafter deleted or amended.

15.50.020 Amendments to the International Swimming Pool and Spa Code.

The International Swimming Pool and Spa Code, 2018 Edition, is modified as follows:

A. Section 101.1 Title, is hereby amended by replacing "Name of Jurisdiction" with "City of Sedona".

B. Section 102.9 Other laws, is hereby amended by adding the following to the end of the sentence:

...including Arizona Statute 36-1681, except that Section (D)(7) of Statute 36-1681 is hereby deleted in its entirety.

C. Section 105.5.3 Expiration, is hereby amended by adding the following to the end of the first sentence:

Lack of a scheduled and performed inspection within 180 days constitutes a suspension or abandonment of work, and therefore an expiration of the permit.

D. Section 105.5.4 Extensions, is hereby amended by deleting the last sentence in its entirety.

E. Section 105.6.2 Fee schedule, is hereby amended by deleting the section in its entirety and inserting the following:

The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be assessed in accordance with SCC 15.05.060.

F. Section 105.6.3 Fee refunds, is hereby amended by adding the following to the end of the section:

Refunds that are within the scope of this Section shall be assessed in accordance with the provisions of this section and as set forth in SCC 15.05.060.

G. Section 107.4 Violation penalties, is hereby amended by deleting the section in its entirety and inserting the following:

Section 108.4 Violation penalties. Any person, firm or corporation who shall violate this code shall be subject to the penalties as provided in SCC 1.15.010 for each and every such violation and non-compliance as a separate offense. Imposition of penalty for a violation of this code shall not excuse the violation or permit it

to continue. A violation shall be remedied within a reasonable time, and each day that such violation continues unabated shall constitute a separate offense.

H. Section 107.5 Stop work orders, is hereby amended by removing the second sentence in its entirety and inserting the following:

Such notice shall be in writing and shall be given to the owner of the property, or to the owner's authorized agent, or to the person performing the work, or shall be posted on the building or on site in a conspicuous location.

I. Section 107.5 Stop work orders, is hereby amended by deleting the last sentence in its entirety and inserting the following:

Any person, firm or corporation who removes a stop work order without authorization from the Building Official, or who shall continue any work in or about the structure after having been served a stop work order, or where a stop work order has been posted, except such work as that person, firm or corporation is directed to perform to remove a violation or unsafe condition, shall be subject to the penalties as provided in SCC 1.15.010 for each and every such violation and non-compliance as a separate offense. Imposition of penalty for a violation of this code shall not excuse the violation or permit it to continue. A violation shall be remedied within a reasonable time, and each day that such violation continues unabated shall constitute a separate offense.

J. Section 108 Means of appeal, is hereby amended by deletion in its entirety and substituting the following:

Appeals of decisions made by the code official shall be to the Board of Appeals as established in the 2018 International Building Code as amended by the City of Sedona.

K. Section 305.2.1 Barrier height and clearances, is hereby amended by deleting "48 inches (1219 mm)" from Item 1 and replacing with "60 inches".

L. Section 305.3.3 Latches, is hereby amended by deleting "3 inches (76 mm)" from the fourth line of the paragraph and replacing with "5 inches".

M. Section 305.3.3 Latches, is hereby amended by deleting "18 inches (457 mm)" from the last line of the paragraph and replacing with "24 inches".

N. Section 305.4 Structure wall as a barrier, is hereby amended by deleting Item 1 in its entirety.

O. Section 305.4 Structure wall as a barrier, is hereby amended by deleting Item 3 in its entirety adding in its place the following new Item 3:

3. All ground level doors or other doors with direct access to the swimming pool or other contained body of water shall be equipped with self-closing, self-latching devices which meet the requirements of Section 305.3.3. Emergency escape or rescue windows from sleeping rooms with access to the swimming pool or other contained body of water shall be equipped with a latching

device not less than 54 inches above the adjacent finished floor. All other openable dwelling unit or guest room windows with similar access shall be equipped with a screwed in place wire mesh screen, or a keyed lock that prevents the window from opening more than 4 inches, or a latching device located not less than 54 inches above the adjacent finished floor.

P. Section 305.5 Onground residential pool structure as a barrier, is hereby amended by deleting "48 inches (1219 mm)" from Items 1 and 2 and replacing with "60 inches".

Requirements for Installation of Construction Envelope Fencing

Prior to Issuance of a Building Permit



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

In order to preserve existing vegetation and limit access to a construction site, the City of Sedona requires that a Construction Envelope Fence (CEF) be installed and maintained on all active construction sites. Please keep the following information in mind when planning for and installing your CEF:

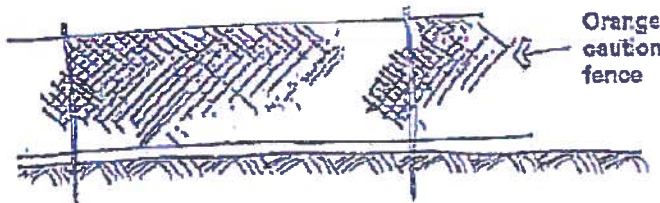
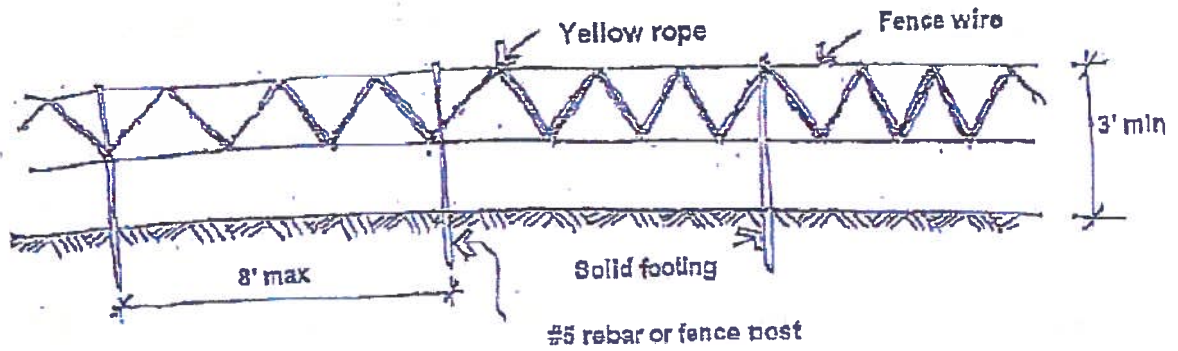
- The location of the CEF must be shown on the site plan submitted for building permit review. Failure to show the location of the CEF will result in the plans being returned for corrections.
- The City's Building Inspector will check the CEF as a part of the first inspection on a project. If the CEF is not properly installed, a notice of correction will be issued and the project will not be permitted to proceed until the CEF is properly installed and reinspected.
- The CEF must be located on the construction side of all trees to be preserved. Additional trees to be preserved may be individually fenced off. SLDC Section 909.D defines how trees within the construction envelope should be protected:

"All trees which are to be saved within the construction envelope shall be fenced during construction to avoid compaction of the root system and low branches from being broken. Such a barrier shall be no smaller than the diameter of the drip line of the tree to be saved and shall be a minimum of three feet high, except that trees within three to five feet of a structure's walls or that overhang a driveway or patio may be exempt from the requirements of this section, provided that six or more inches of gravel is placed over that portion of the drip line to reduce compaction damage, and if it can be shown that construction activities would be unduly hindered by the fencing requirements. Other recognized procedures for tree preservation may be approved by the Director."
- Examples of acceptable and non-acceptable CEFs are on the back of this form.
- **Once installed, the permittee is responsible for ensuring the CEF remains in place during the ENTIRE construction phase. Failure to maintain the CEF may result in the City issuing a Stop-Work Order for a permit until the CEF is reinstalled properly.**

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

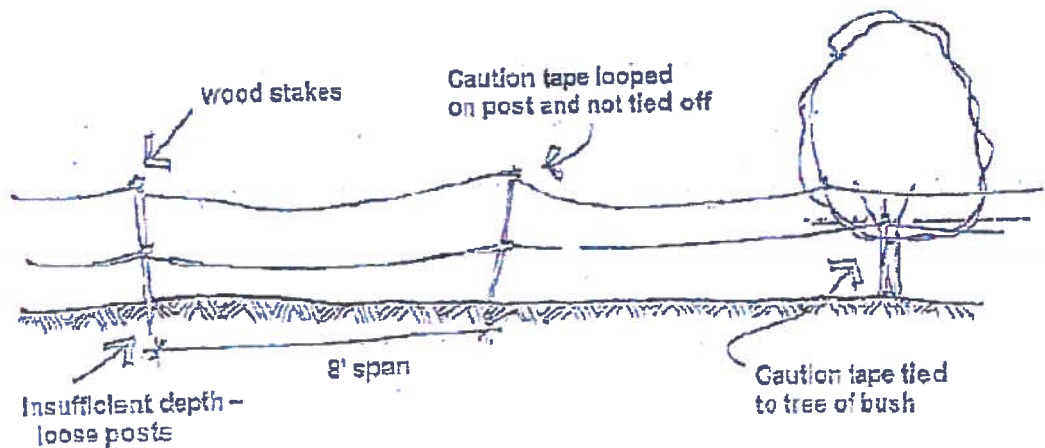
Minimum Requirements for the Installation of Construction Envelope Fencing

Acceptable



Note:
The construction envelope fence shown above does not need to be removed when transit lines for footings are laid out.

Non-Acceptable



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



Public Works Department

102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 • Fax: (928) 282-5348

REQUEST FOR SOILS CLASSIFICATION WAIVER

This waiver may be used in lieu of providing a soils classification for non-habitable residential structures or accessory structures (attached or detached) 400 square feet or less; sheds, garages (with a non-conversion agreement recorded by the applicable county) and decks.

This document shall be filled out and signed by the **Owner** prior to a building permit being issued. Please understand that this request does not guarantee the waiver to be granted.

Building Permit Number: _____

Building Site / Lot Address: _____

I (**owner**) _____ being the owner or duly authorized representative of the owner of the property located as stated above, hereby request a waiver of the requirement of providing a soils classification for my prospective building lot or site.

I hereby certify the following:

- 1) The minimum effective soil bearing capacity and design bearing pressure meet city of Sedona building code requirements for designing without a soils classification or soils report.
- 2) Existing structures have no foundation problems.
- 3) There is no existing fill on-site in the area of the proposed improvements.
- 4) The city of Sedona will be indemnified and held harmless by owner or owner’s authorized representative for any damage resulting from insufficient bearing pressure, expansive soil, or any other soil problems.

Owner / Owner’s Agent / Authorized Individual (If agent: title, relationship to project, and furnish letter signed by the owner authorizing you as an agent)

Printed Name: _____

Signature: _____ Date: _____

For Office Use Only	
Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Comments:	

City of Sedona Public Works Dept.	Date

Color Code for Marking Underground Utility Lines



City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/cd



Electric Power



Gas – Oil – Product Lines



Communication/Cable Television



Water Systems – Slurry Pipelines



Sanitary Sewer Systems



Temporary Survey Markings



Proposed Excavation



Reclaimed Water

Effective 10/30/2001

**Call at least two full working days
before you begin excavation.**

ARIZONA 811
Arizona Blue Stake, Inc. 

**Dial 8-1-1 or 1-800-STAKE-IT (782-5348)
In Maricopa County: (602) 263-1100**

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!