



### GENERAL INSTRUCTIONS FOR RESIDENTIAL BUILDING PERMITS

The following information is provided to assist the public in the procedure to obtain a building permit from the Town of Pinetop-Lakeside for the construction of single-family residences, additions, detached accessory buildings, and construction of other buildings that have received site plan approval.

- A. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:
1. Complete application
  2. Contractor's Statement
  3. Sanitary District Permit or Navajo County Health Department Permit for a septic system
  4. Two (2) complete sets of plans and specifications for the building, drawn to scale and which include the following:
    - a. Site Plan/Plot Plan - Showing accurate lot delineations, location of all existing building or structures, proposed building(s), showing ACTUAL (not minimum) setbacks.
    - b. Footing detail
    - c. Framing detail
    - d. Roof Plans
    - e. Floor Plans
    - f. Electrical, plumbing and mechanical plans
- B. TIME FRAMES: Up to ten(10) business days may be required for plan review and approval. Upon approval, one set of plans will be returned.
- C. INSPECTIONS: It shall be the duty of the person doing the work authorized by the permit (or the owner) to notify the building department that such work is ready for inspection. All inspections should be called in 24 hours in advance (Monday through Thursday between 7am and 6pm). No footing or foundation will be approved without clearly delineated accurate property lines and property yard setback.
- D. Newly constructed buildings may not be occupied until after the final inspection and a certificate of Occupancy (C.O.), or at the least, a Temporary Certificate of Occupancy (T.C.O.), is issued by the Department of Building Inspection. If a T.C.O. is issued, another final inspection is required prior to the expiration date of the T.C.O., at which time all discrepancies noted on the T.C.O. must have been corrected. The builder is responsible for obtaining this inspection!
- E. Newly constructed building on vacant land will be required to meet all Forest Health and Fire Protection requirement in Chapter 17.96 of the Town Code.

**COMPLIANCE WITH THE TOWN BUILDING CODES AND ZONING REGULATIONS IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT WITHIN THE TOWN OF PINETOP-LAKESIDE.**

**BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT.**



## For Office Use Only

Value for Livable		Permit Fee	\$
Value for Garage		Plan Check Fee	\$
Value for Decks		Impact fee	\$
Total Value		Total Fee	\$

### INSPECTION RECORD

<u>FOUDATION:</u>	<u>APPROVAL DATE AND INITIALS</u>	<u>REJECTION REASONS</u>
FOOTING & STEEL	_____	_____
STEM & STEEL	_____	_____
MONO/ POUR	_____	_____
<u>UNDER FLOOR</u>		
WATER	_____	_____
PLUMBING	_____	_____
ELECTRICAL	_____	_____
FLOOR FRAMING	_____	_____
<u>ROUGH-IN</u>		
ROOF SHTG	_____	_____
FRAMING	_____	_____
ELECTRICAL	_____	_____
PLUMBING	_____	_____
VENTING & HEATING	_____	_____
SHEAR WALL	_____	_____
<u>INTERIOR WALL-COVERING</u>		
DRYWALL/NAILING	_____	_____
<u>ELECTRIC &amp; GAS HOOK-UPS</u>		
METER LOOP	_____	_____
GAS/PRES TEST	_____	_____
<u>FINAL INSPECTION</u>		
BUILDING	_____	_____
ELECTRICAL	_____	_____
MECHANICAL	_____	_____
GRADING	_____	_____

CERTIFICATE OF OCCUPANCY: NO. \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

PROPERTY IS FOREST HEALTH AND FIRE PROTECTION COMPLIANT: \_\_\_\_ YES \_\_\_\_ NO





Building Codes and Standards

BUILDING CODE: International Code, Series 2006

PLUMBING CODE: International Plumbing Code, Series 2006

MECHANICAL CODE: International Mechanical Code, Series 2006

FIRE CODE: International Fire Code, Series 2006

ELECTRICAL CODE: NEC 2005

WIND LOAD: 100 MPH

SNOW LOAD: 4/12 or greater – 40 lbs live snow load

SNOW LOAD: less than 4/12 – 45 lbs live snow load

FROST LINE: 18 inches

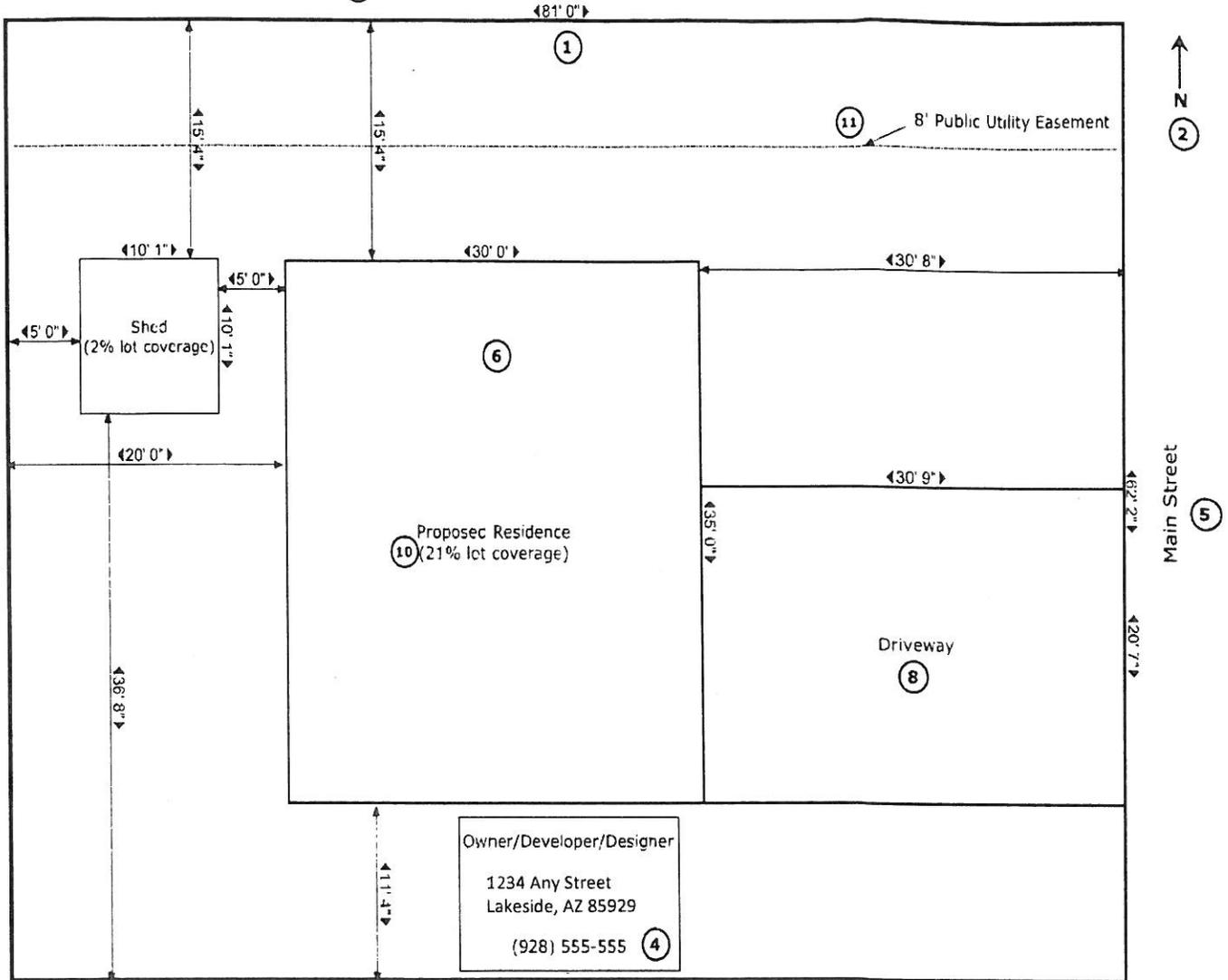
EXPOSURE: C SEISMIC ZONE: B

GAS TEST SPECIFICATIONS: Minimum of 3# PSI for 10 minutes  
1/10<sup>th</sup> #increment gauge

AMERICAN NATIONAL STANDARD: ADA Accessibility '2006'

**SAMPLE SITE PLAN**

③ 1234 Any Street- A.P.N. 210-00-000



**Minimum requirements for site plan (drawn to scale):**

1. Lot dimensions.
2. North arrow.
3. The address and A.P.N. of the property.
4. The name, address and telephone number of the owner, developer and designer.
5. The location and name of any and all streets along the property boundary.
6. Location and size of both existing and proposed buildings and structures, including distances (showing actual, not minimum setbacks) from all structures to property boundaries.
7. If in a mobile home/RV park the distance between all nearest structures, including those not located on the property.
8. Location and dimensions of existing and proposed driveways.
9. Location and height of walls and fences.
10. Percentage of the site covered by any and all structures, both existing and proposed.
11. Locations, dimensions, and description of all existing or proposed easements.