



GENERAL INSTRUCTIONS FOR BUILDING PERMITS

The following information is provided to assist in the procedure of obtaining a building permit from the Town of Pinetop-Lakeside for the construction of single-family residences, additions, remodels, detached accessory buildings over 144 square feet, and construction of commercial 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 (New Construction)
 4. A 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, utilities, and drainage.
 - 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.
- 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 Friday between 7am and 4pm). 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.

IT IS YOUR RESPONSIBILITY TO BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT.

COMMUNITY DEVELOPMENT DEPARTMENT
325 W White Mountain Blvd. Lakeside, AZ 85929
(928) 368-8883 FAX (928) 368-8528 TDD (928) 368-8802
www.pinetoplakesideaz.gov

For Office Use Only:

Permit#: _____
Date Issued: _____
Type: _____



BUILDING PERMIT APPLICATION

APPLICANT TO PROVIDE ALL THE FOLLOWING INFORMATION (PLEASE PRINT)

Construction Address: _____

Parcel #: _____ Zoning: _____ Lot: _____ Unit: _____

Owner: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Contractor: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Contractor License #: ROC - _____ *Town of Pinetop-Lakeside Business License #: _____

Primary contacts e-mail address (required): _____

Describe Building Project: New Addition Alteration Repair Move Demolition
 Service Panel Upgrade Natural Gas Conversion Other: _____

Any existing building on property at present: _____

NEW CONSTRUCTION SPECIFICATION: Livable sf: _____ Porch (covered) sf: _____
Garage sf: _____ Deck (uncovered) sf: _____
Other sf: _____

Separate inspections are required for footings, stem wall, slab reinforcement, floor framing, roof sheathing & shear nail, underground plumbing, rough plumbing/framing/electrical/heating ducts/vents, insulation, drywall nail, gas test, electric service, and final.

This permit becomes null and void if work of construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name or Agent or Owner

Signature

Date

THIS FORM SHOULD BE REVIEWED AND A COPY RETAINED BY THE APPLICANT.

*Any person, business or company that does business within the Town limits of Pinetop-Lakeside **must have** a Town of Pinetop-Lakeside business license, aside from a contractor's license. For further information, please call Town Hall at (928) 368-8883.

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[Type text]

For Office Use Only

Value for Livable	
Value for Garage	
Value for Decks	
Total Value	

Permit Fee	\$
Plan Check Fee	\$
Impact fee	\$
Total Fee	\$

INSPECTION RECORD

FOUDATION:

FOOTING & STEEL

APPROVAL DATE AND INITIALS

REJECTION REASONS

STEM & STEEL

MONO/ POUR

UNDER FLOOR

WATER

PLUMBING

ELECTRICAL

FLOOR FRAMING

ROUGH-IN

ROOF SHTG

SHEAR WALL

FRAMING

ELECTRICAL

PLUMBING

VENTING & HEATING

INSULATION

INTERIOR WALL-COVERING

DRYWALL/NAILING

ELECTRIC & GAS HOOK-UPS

METER LOOP

GAS/PRES TEST

FINAL INSPECTION

BUILDING

ELECTRICAL

PLUMBING

MECHANICAL

INSULATION

GRADING

CERTIFICATE OF OCCUPANCY: ____ Yes ____ No DATE ISSUED: _____

PROPERTY IS FOREST HEALTH AND FIRE PROTECTION COMPLIANT: ____ YES ____ NO

[Type text]



CONTRACTOR LICENSING VERIFICATION

Prior to issuance of a Building Permit, each applicant must verify that he is a currently Licensed Contractor or is exempt from licensing requirements.

I hereby state that I am a Contractor, currently licensed to perform the work that is covered by the Permit.

Contractor's License Number: _____

Transaction Privilege Tax Number: _____

Name of Company (Please Print) Signature Date

I hereby verify that I am exempt from the requirements of licensing because:

_____ I am a property owner working on my own home, not for sale or rent.

_____ I claim other specific exemptions under ARS 32-1121 as follows:

Name (Please Print) Signature Date