

TOWN
of
PARADISE VALLEY



Building Safety Department
6401 E Lincoln Dr
Paradise Valley, AZ 85253
(480) 348-3692
(480) 443-3236 Fax

Building Permit Application

Date: _____ Application / Permit #: _____

Job Site Information

Address: _____ Hillside: (____) Yes (____) No

Assessor Parcel Number (APN): _____ - _____ - _____ Zoning: _____

Subdivision Name: _____ Lot #: _____

Property has: (____) Variance? (____) Special Use Permit? (____) Stop Work Order?

Owner Information

check here if owner/builder (see pg 2)

Owner Name: _____ Phone: _____

Address (if different): _____

City: _____ State: _____ Zip Code: _____

Applicant Information

Applicant's relationship to owner: Agent Architect/Designer Contractor Other: _____

Applicant Name: _____ Phone: _____

Email: _____

Address (if different): _____

City: _____ State: _____ Zip Code: _____

Contractor Information

Company Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

ROC License No.: _____ AZ Sales Tax ID: _____

I hereby certify that the above information is true and accurate. I further certify that I will comply with all Federal, State, County and Town laws relating to building construction.

OWNER OR AUTHORIZED AGENT SIGNATURE

authorization letter for agent
if value > \$25,000

No applications are accepted or permits issued after 4:30 PM. No service is available from 12:00 to 1:00 PM.

Type of Improvement: (____) New Residence (____) Remodel (____) Addition (____) Accessory (____) Other: _____

Specify work: _____

Value: \$ _____ Permit Fee: _____

FCV: \$ _____ Plan Review Fee: _____

STAFF USE ONLY: Hillside Approval: _____ Date: _____ Review Fee: _____

Final Inspection Required: Yes / No Assurance Required: Yes / No Assurance Amount: _____

A separate application is required for each type of structure (i.e. SFR, Guest House, Ramada, Fountain, Fence, etc). Since permits are only valid for 180 days, not all applications should be made at the same time.

To qualify as an Owner/Builder the improvements must be solely for occupancy by the owner and not intended for occupancy by members of the public as the owner's employees or business visitors and not intended for sale or rent within one year after completion or issuance of a certificate of occupancy. (As per A.R.S. § 32-1121)

- _____ Written authorization required for anyone acting as an agent for the owner of the property (Value >\$25k).
- _____ Demolition Permit is required any time more than twelve feet (12') of wall, fence, roof or slab is removed.
- _____ Dust Control Plan (attached) is req'd if the area disturbed is equal to or less than 0.10 acre.
- _____ Dust Control Permit from Maricopa Co. is req'd if disturbance > 0.10 acre and not an owner/builder.
- _____ ADOR Bond Exemption Certificate for new SFR or MRRA > 25% of FCV.
- _____ Letter stating "Structures will not be placed in washes, retention basins or drainage easements." (if req'd)
- _____ NPDES Permit or Notice of Intent from ADEQ for disturbance areas greater than 1 acre (see Eng Dept.)
- _____ For all new SFR (regardless of value) and for other projects with a value of \$500,000 or greater:
 - _____ Two (2) sets of grading & drainage plans, signed and sealed by Civil Engineer registered in AZ.
 - _____ Two (2) sets of Native Plant Preservation Plan with attachments.
 - _____ Fire Indemnity Agreement (if applicable)
 - _____ Drainage Easement & Maintenance Agreement (if applicable; see Ordinance 513)
 - _____ Calcs for mech equipment sizing per ACCA Manual S based on loads from ACCA Manual J.
 - _____ One (1) CD of G & D, floor plan and exterior building elevations (after approved by the Town).

Sewer Options	<input type="checkbox"/> Septic	Maricopa County permit/approval req'd for new SFR, new fixtures or bedrooms; or
	<input type="checkbox"/> Phoenix	City of Phoenix sewer fee receipt for new sewer service; or
	<input type="checkbox"/> Existing PV	Written verification of water meter size and installation date; or
	<input type="checkbox"/> New PV	Application/Information sheet to be filled out and sewer development fees paid.

- _____ Two (2) sets of stapled plans for projects valued at \$50,000 or less or one (1) set of stapled plans at initial submittal for projects valued greater than \$50,000. Two (2) sets of corrected plans req'd at resubmittal. Minimum plan size is 24" x 36". Plans must be drawn to scale and include:
 - _____ **Grading and Drainage plans are required on all projects that alter the topography of a lot.**
 - _____ Site Plan (may be the G & D) with all existing ROW(s), washes & easements with dimensions
 - _____ Foundation Plan with details. Show sizes, depth and reinforcing bars.
 - _____ Floor Plan with dimensions and square footage. Heating and cooling equipment per Manual S.
 - _____ Elevations shown from **LOWEST NATURAL GRADE (LNG)**, not from Finish Floor.
 - _____ Plumbing with isometrics (waste & vent, gas, water) & water fixture unit calcs (w/ meter size).
 - _____ Electric Plan (may be on Floor Plan) with one line diagram and load calcs.
 - _____ Attic ventilation calcs and locations unless insulation is at roof sheathing.
 - _____ Complete Roof and Floor (if applicable) Framing Plan.
 - _____ One (1) set of truss calcs and truss layout or completed truss deferral form.

Water Meter Size: _____ (Req'd if a new meter is installed or existing meter is upsized)

SETBACKS OF STRUCTURE(S) MEASURED FROM PROPERTY LINE				
	SFR	Accessory	Accessory	Other
Front	_____ (N, S, E, W)	_____	_____	_____
Rear	_____ (N, S, E, W)	_____	_____	_____
Side	_____ (N, S, E, W)	_____	_____	_____
Side	_____ (N, S, E, W)	_____	_____	_____
Height	_____	_____	_____	_____
FLOOR AREA RATIO = _____ % ZONING: _____ MULTI-FRONTAGE? Y / N				



Dust Control Plan

(for disturbed areas up to 4,356 square feet*)

Date: _____ Address: _____

Choose at least one measure per (lettered) category. (Must be done for the life of the project.)

EARTHMOVING

(It is always an option to cease operations to prevent dust.)

A) Grading / Demolition / Landscaping / Weed Control:

- Conduct watering as necessary to minimize visible emissions *(increase frequency in high winds)*.
- Thoroughly wet the site to the depth of any cuts.

B) Trenching / Screening / Backfilling:

- Mist dust cloud resulting from trenching *(increase frequency in high winds)*.
- Mist material after it drops from screen *(increase frequency in high winds)*.
- Use water truck or large hose dedicated to trenching & backfilling operations.

SITE STABILIZATION / DISTURBED SURFACE AREA

A) Temporary Stabilization: *(Including weekends & holidays)*

- Water all areas at least twice a day until a crusted surface is formed.
- Apply chemical stabilizers.
- Additionally use wind fences / barriers / berms *(not allowed as a primary measure)*.

When active operations will not occur for more than 15 days:

- Apply dust suppressants to all disturbed areas to maintain stabilization.
- Water all areas at least twice a day until a crusted surface is formed.
- Additionally install temporary coverings / enclosures *(not allowed as a primary measure)*.

B) Final Stabilization: *Within 8 months after active operations have ceased:*

- Pave the affected area.
- Stabilize with gravel and/or recycled asphalt.
- Stabilize with vegetation.

C) Open Storage Piles:

- Apply chemical stabilizers.
- Apply water to the surface of areas of all open storage piles on a daily basis.
- Additionally install temporary coverings / enclosures *(not allowed as a primary measure)*.

MATERIALS HANDLING / HAULING

A) Materials Handling:

- Thoroughly wet material prior to handling or loading.
- Water and/or mist material while loading to minimize visible emissions.

B) Hauling: All haul trucks must be effectively covered with a tarp or other suitable enclosure.

ROADWAYS / ACCESS POINTS

A) Unpaved haul / access roads / equipment paths: *Restrict vehicle speed to 15 mph.*

- Stabilize with gravel and/or recycled asphalt.
- Apply chemical dust suppressants to maintain surface stabilization.
- Water all surfaces as needed to minimize visible emissions.

B) Access Points: *Vacuum or wet broom daily all dirt or mud on paved road.*

- Install a stabilized construction entrance / coarse gravel pad *(Required if any hauling on or off site)*.
- Install a wheel washer.
- Limit, restrict and/or reroute motor vehicle access.

WATER SUPPLY

A) Availability: Water storage tank Metered hydrant Hose bibb Other: _____

B) Application: By water truck(s) # _____ gal/truck _____ By hoses By sprinklers

I hereby certify that I am familiar with the operations presented above and agree to conduct all operations in compliance with the above, with Maricopa County Rule 310 and with all applicable environmental regulations.

OWNER OR AUTHORIZED AGENT SIGNATURE

Printed Name & Title

*For disturbed areas greater than 4,356 sf (1/10th of an acre) a Maricopa County Earthmoving Permit is required.



Authorization Letter

An Authorization Letter is required when the work is valued at \$25,000 or more and the owner wishes to use an agent.

Date: _____

Owner's Name: _____

Owner's Address: _____

Agent's Name: _____

Agent's company name (if applicable): _____

- Type of construction:
- | | |
|---|---|
| <input type="checkbox"/> Single Family Residence | <input type="checkbox"/> Guest House |
| <input type="checkbox"/> Detached Accessory Structure | <input type="checkbox"/> Remodel |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Swimming Pool (> 18" deep) | <input type="checkbox"/> Spa |
| <input type="checkbox"/> Pond (< 18" deep) | |
| <input type="checkbox"/> Water Fountain | <input type="checkbox"/> Water Feature |
| <input type="checkbox"/> Mailbox | |
| <input type="checkbox"/> Barbeque | <input type="checkbox"/> Bench Seat |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Firepit |
| <input type="checkbox"/> Tennis Court | <input type="checkbox"/> Batting Cage |
| <input type="checkbox"/> Basketball Hoop Stanchion | |
| <input type="checkbox"/> Other: _____ | |

I hereby certify that the above information is true and accurate. I further certify that I authorize the agent named above to obtain demolition and/or building permit(s) on my behalf for the work specified above.

OWNER'S SIGNATURE

TOWN

of

PARADISE VALLEY



Building Safety Department

**6401 E Lincoln Dr
Paradise Valley, AZ 85253**

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Washes, Retention Basins or Drainage Easements

Date: _____

Address: _____

Owner or Authorized Agent Name: _____

- Type of structure:
- Guest House (value < \$500,000)
 - Detached Accessory Structure (value < \$500,000)
 - Fence
 - Retaining Wall
 - Swimming Pool (> 18" deep)
 - Spa
 - Pond (< 18" deep)
 - Water Fountain
 - Water Feature
 - Mailbox
 - Barbeque
 - Bench Seat
 - Fireplace
 - Firepit
 - Tennis Court Net
 - Basketball Hoop Stanchion
 - Batting Cage
 - Other: _____

No excavation, filling, grading, dumping or building is allowed in a wash, retention basin or drainage easement.

I hereby certify that the proposed structure will not be located in any washes, retention basins or drainage easements.

OWNER OR AUTHORIZED AGENT SIGNATURE

authorization letter for agent

Square Footage Calculation Sheet

GRADING WORK

Cut _____ CY Fill _____ CY

Material to be hauled onto or off of the site: _____ CY

NEW RESIDENCE

Livable _____ SF Garage/Storage _____ SF

Patio/Porch/Carport _____ SF TOTAL NEW _____ SF

REMODEL / ADDITION OF MAIN RESIDENCE

New Livable _____ SF Existing Livable Remodel _____ SF

New Garage/Storage _____ SF Existing Garage Remodel _____ SF

New Patio/Porch/Carport _____ SF Garage to Livable Conversion _____ SF

TOTAL NEW _____ SF Carport to Garage Conversion _____ SF

DETACHED ACCESSORY STRUCTURE (i.e. GUEST HOUSE, GARAGE, RAMADA)

New Livable _____ SF Existing Livable Remodel _____ SF

New Garage/Storage _____ SF Existing Garage Remodel _____ SF

New Patio/Porch/Carport _____ SF Garage to Livable Conversion _____ SF

New Gazebo/Ramada _____ SF Carport to Garage Conversion _____ SF

TOTAL NEW _____ SF

FENCE / SITE WALLS

TOTAL NEW _____ LF

DETACHED STRUCTURE CALCULATION

Detached Structures _____ SF Ground Area of SFR _____ SF

(Ground Area of SFR = First Floor Livable
+ Covered Patios + Attached Garages)

Detached/SFR Ratio _____ %

(Detached Structures ÷ Ground Area of SFR = Detached/SFR Ratio)

FLOOR AREA RATIO (FAR) CALCULATIONS*

	EXISTING SF	NEW SF	TOTAL SF (Existing + New)
Main Residence*			
Detached Structures*			
Total (Main Residence & Detached Structures)			

(* in determining the Floor Area Ratio, all the area under the roof, including overhangs, must be used)

Total Existing & New _____ SF Total Lot Size _____ SF

Floor Area Ratio _____ %

(Total Existing & New ÷ Total Lot Size = Floor Area Ratio)