

**RESIDENTIAL CONSTRUCTION PERMIT REQUIREMENTS
GILA COUNTY COMMUNITY DEVELOPMENT
BUILDING SAFETY DEPARTMENT**

These are the requirements to obtain a permit for residential construction, as well as for additions or alterations to same. We use this list in processing your application, but you may also find it useful in preparing your materials. In certain specific situations, additional information or studies may be required. If so, you will be given a supplemental list of requirements.

2003 IRC/IBC

	<i>REQUIRED</i>	<i>SUBMITTED</i>	<i>APPROVED</i>
Engineering			
Standard Flood Hazard Determination Report <small>Globe-Carlos Ozuna 928-402-8509 Payson-Sine Scott 928-474-7117</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain Use Permit if needed (see above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading Permit/ROW (culvert) Permit /Drainage Permit <small>Globe-Steve Sanders 928-425-3231 ext. 8530 Payson-Jerry Farr 928-474-7118</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Treatment Approval			
Wastewater Dept. CURRENT CLEARANCE LETTER, STAMPED SITE PLAN AND PLANS (EXCEPTIONS: Sanitary Districts: Northern Gila County & Strawberry Hollow Wastewater. Areas/Subdivisions served by ADEQ approved community wastewater treatment systems where a septic tank is not part of that system: Eagle Glen, Hunter Creek, Portal IV, Solitude Trails OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer fee receipt (Mesa Del Caballo) OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval for Grinder Pumps (Solitude Trails & Portal IV) OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary District Approval of Design (Strawberry Hollow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Department Stamped Site Plan & Provide Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<small>Pine/Strawberry 928-476-4272 Ellison Creek SH, Ellison Creek Est, Mead Ranch, Collins Ranch, Tonto Village, Thompson Draw, Diamond Point SH, Bear Flat—Contact Hellsgate Fire District 928-474-3835</small>			
Approved potable water supply (Water Letter or well drillers report) (Blanket letters for Hunter Creek, Strawberry Hollow & Solitude Trails on file)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geo Tech Report for Copper Canyon Ranches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Review Board approval for properties on Hwy 60 frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two sets of plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two Copies of Site plan (8 ½ x11, if possible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two sets of Truss Calculations, Engineered I Joists, or Wet sealed Engineered Plans including calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLAN REVIEW FEES ARE DUE AT TIME OF SUBMITTAL (SORRY, no credit or debit cards)
******APPLICATION FOR CONSTRUCTION PERMITS MUST BE MADE IN PERSON IN THE OFFICE OF THE BUILDING SAFETY DEPARTMENT. WE CANNOT ACCEPT APPLICATIONS AND PLANS RECEIVED BY MAIL OR FAX.***

OFFICE USE ONLY

Application:

Assessor Parcel Number/ Parcel File Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner name, mailing address, phone number, Physical Address (911 address required for all new homes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner-Builder Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Information-(Copy of license with expiration date & bond)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Power Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Access (specify if public, private or by easement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Ordinance: (Our office will help provide information)			
Occupancy/Use Compliance with Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rezoning Approval/Conditional Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setback compliance with Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setback variance approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Residential Building Plan Checklist:

- Elevations:
- Floor plan:
- Braced walls: Lateral analysis: Heat Source: Appliances Located & Labeled
- Foundation:
- Stem wall detail: Pier detail: Retaining wall: Engineering:
- Floor frame:
- Floor truss calcs: I-joist layout: Header schedule: Engineering:
& calcs
- Roof frame:
- Truss calcs: I joist layout: Header schedule: Engineering:
& calcs
- Cross section:
- Electrical plan:

Designers Review Required Prior to Submittal

Due to the discrepancies between submitted drawings and pre-engineered products (trusses, floor and roof systems), all designers are required to review and approve engineered project submittals as consistent with their design, prior to submittal to Gila County.

Typical problems are being encountered with bearing support beam sizing, foundation sizing, header sizing, and uplift connections and resistance design/selection of mechanical connectors required.

Failure to have designer review engineered product submittals and properly coordinate design drawings, prior to submittal to Gila County, will result in a delay in review and permitting of your project. Additional fees may be incurred if multiple reviews are required due to these discrepancies.

Engineering Required

If the design has pre-engineered roof and floor systems above that do not bear directly on standard foundation walls with a uniform load, an engineered foundation is required. Engineer must review and approve pre-engineered product layout and calcs. Engineer must provide foundation calculations and stamped drawings.

If concentrated loads greater than 5,000# exist at any bearing location (wall or spread footing) and/or transfer of loads is required (via beams, girder trusses headers, etc.), an engineered beam calcs and foundation is required. Engineer to provide calculations and stamped drawings.

If your design exceeds prescriptive code requirements, an engineered shear/lateral design is required. Engineer to provide complete calculations, diagram and stamped drawings.