



OVER THE COUNTER PERMIT APPLICATION

211 W. Aspen Ave.
Flagstaff, AZ 86001
928-213-2619

cdfrontcounter@flagstaffaz.gov

Permit # _____ (official use)

Please fill out all applicable information before submitting.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

An Over-the-Counter permit cannot be used for any type of structural work. Structural work must be applied for using a residential or commercial building permit application.

***R1-** Re-roof permits limit the replacement of roof decking to 1 square (100 square feet). Replacement of more than 1 square requires a residential or commercial building repair/remodel permit. Replacement decking must be inspected before covering with underlayment.

SITE ADDRESS		STE
SUBDIVISION		LOT
PARCEL #		
BUSINESS OCCUPYING THE PROPERTY (if applicable):		
PROPERTY OWNER NAME	TENANT (IF RENTAL)	
OWNER'S MAILING ADDRESS	OWNER'S PHONE #	
CITY, STATE, ZIP	Owner Email Address:	
DESCRIPTION OF WORK & Estimated Value of Construction		
\$ _____ .00		

Does the proposed work constitute a change to the occupancy classification or use of the building? (circle one) Yes or No
If yes, what was the previous use: _____ Proposed Use: _____

☐ I am the Owner/Builder of the property. I will follow in strict compliance with ARS 32-1121A.5. The property is intended for sole occupancy by the owner. The structure(s) are NOT INTENDED for sale or rent WITHIN 1 YEAR after completion of this permit. Contact the Local Registrar of Contractors Office (602)542-1525 regarding licensed contractor requirements. If you are using a licensed General Contractor and/or subcontractors, you MUST provide that information PRIOR to the permit being issued.

1) CONTRACTOR BUSINESS NAME	CONTACT NAME
CONTRACTOR MAILING ADDRESS	PHONE #
CITY, STATE, ZIP	Email Address:
CONTRACTOR'S LICENSE #	CITY OF FLAGSTAFF BUSINESS LICENSE #

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Plumbing Permit:

Base Fee: \$29.90 + Subtotal: _____ = Total Plumbing: _____

Bar/Hand Sink		\$12.50		Lab/Prep Sink		\$12.50	
1 pc Bathtub / Shower Enclosure		\$12.50		Laundry Tray		\$12.50	
Breakroom Sink		\$12.50		Lavatory		\$12.50	
Drinking Fountain		\$12.50		Sewage Ejector/Grinder		\$12.50	
Eyewash Station		\$12.50		Shower		\$12.50	
Floor Sink/Drain		\$12.50		Janitors Basin		\$12.50	
Gas Pressure Test No Repair/Work Done		\$18.90		Trench Drain		\$12.50	
Gas Sys Outlets 1 to 5		\$7.80		Urinal		\$12.50	
Gas Sys Outlets over 5		\$1.45		Water Closet (toilet)		\$12.50	
Hose Bibs		\$12.50		Water/vent/drain piping		\$6.05	
Hydronic Water Boiler > 100K) Res only		\$23.20		Water Heater w/vent		\$15.70	
Kitchen Sink/Disp.		\$12.50		Yard Line Replacement (water/gas/sewer) *P3: Please specify waterline material below		\$15.70	

*P1-Backflow preventers & grease or oil interceptors must be applied for a building permit and will be routed City of Flagstaff Water Services Industrial Waste Section for review.

*P2-Tile Shower enclosures must be applied for as a building permit.

*P3- Replacement waterline material: _____ [required by EPA 40 CFR 141.84(b)(2) and ADEQ Lead and Copper Rule]

Mechanical Permit:

Base Fee: \$29.90 + Subtotal: _____ = Total Mechanical: _____

Item	#	@	=	Item	#	@	=
Appliance Vents		\$9.25		Relocate Furnace		\$18.90	
Furnaces <100,000 like for like		\$18.90		Res Air Conditioning Unit		\$13.60	
Furnaces >100,000 like for like		\$23.20		Vent Fan connected to single duct		\$9.25	
Install Suspended Unit/Wall/Floor Mounted Heater		\$18.90		Wood/Pellet Stove/Fireplace		\$18.90	

*M1-Replacement and new rooftop units must be applied for as a building permit and will be routed to Current Planning for review for structures greater than 50 years or structures in historic overlay areas.

Electrical Permit:

Base Fee: \$29.90 + Subtotal: _____ = Total Electrical: _____

Item	#	@	=	Item	#	@	=
Green Tag (No Repair/Work Done)		\$18.90		Subpanels to 200 amps		\$38.85	
Service Entrance less than 200 amps		\$38.85		Subpanels 201 to 400 (*E1)		\$79.15	
Service Entrance 200 amps to 399 amps		\$74.25		Circuits		\$6.05	
Service Entrance to 400 amps (*E1)		\$79.15					
Service Pole or pedestal, all mounted		\$29.90		Temp Electric Event Generator Flat Fee		\$50.00	

*E1-Service Entrances and/or subpanels greater than 400 amps must be applied for as a residential or commercial building permit. Provide a site plan, an electrical plan with 1-line or 3-line diagram, load calculation, and panel schedules.

I am the property owner / or acting on authority of the property owner and I hereby certify that I have read and examined this application and submittal documents and know the same to be true and correct. All provisions of laws and ordinances 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.

Applicant Printed Name _____ Title: _____ Date: _____

Applicant Signature _____