



APPLICATION FOR RESIDENTIAL BUILDING / GRADING PERMIT

211 W. Aspen Ave
Flagstaff, AZ 86001
P: (928) 213-2627

Email: BuildingPermits@flagstaffaz.gov

- ☐ SFD ☐ Addition/Remodel
☐ Demo ☐ ADU ☐ Solar
☐ Accessory Structure

SITE ADDRESS: _____

Subdivision: _____ Lot #: _____ Parcel # _____

Property OWNER: _____

Owner's Address: _____ Owner's Phone #: _____

City – State – Zip: _____

Permit Contact Name: _____ Phone #: _____ Email: _____

Estimated Value of Construction: \$ _____ Same-As Project Number PZ- _____

Scope of Work: _____

Date Built of any existing structures on the property _____

Property Information: ☐ Yes ☐ No Located in an existing City of Flagstaff Historic District? (Name: _____)

Contact the local Registrar of Contractors Office (928-637-0480) 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.

GENERAL CONTRACTOR or Owner/Builder (Res. Only): _____

Contact Name: _____ Email Address: _____ Day Phone #: _____

Address: _____ City – State – Zip: _____

ROC License # _____ License Class _____ Expiration Date _____

Arizona State Tax #: _____ City of Flagstaff Business License #: _____

Plumbing Sub: _____ License #: _____ Phone #: _____

Curb Cut/Approach: _____ License #: _____ Phone #: _____

Electrical Sub: _____ License #: _____ Phone #: _____

Mechanical Sub: _____ License #: _____ Phone #: _____

If you are taking the building permit out as owner builder: Do you or will you live on the premises? Yes or No
(Circle)

Printed Name Home Owner/Contractor **Signature** **Date**

R105.3.2 – Time Limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued. The building official is authorized to grant one or more extensions not exceeding a period of 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

DEPOSIT SCHEDULE: The estimated plan review fee is due at the time the application is submitted and is **non-refundable**. The remaining balance of the permit fee is due upon permit issuance.

Solar Application Deposit: \$150.00 (remaining balance will be due upon permit issuance)

ADEQ NOI # _____

Impervious Surface (Square Feet)

□

Please include TOTAL square footage (**new & existing**) using the footprint not the livable areas. The following square footages must also be provided on the building plans.

Buildings: _____SF Sidewalks: _____SF

Driveway: _____SF Decks/Patios: _____SF

Parking: _____SF Other: _____SF

TOTAL: _____SF

Grading Questionnaire

Do any of the following conditions apply to your site? Please check the appropriate response. (cut and fill inside the building foot print is not counted).

Indicate quantities of cut _____cyds.; fill _____cyds. Estimate value of grading \$ _____

Yes **No**

- | | | |
|---|---|---|
| Y | Y | 1. Will there be fill greater than 50 cubic yards on any one lot (about 4 ½ - 10 wheeler loads)? |
| Y | Y | 2. Will you be placing fill or creating a cut-slope near your property line (i.e. leveling lot)? |
| Y | Y | 3. Will you be filling areas of your project outside the building footprint/foundation with imported fill material or existing material from excavations for basements, lower floors, foundations, retaining walls or other structures authorized by a valid building permit? |
| Y | Y | 4. Will there be fill supporting a structure (must be engineered prior to commencing work)? |
| Y | Y | 5. Will the placement of fill on your property obstruct or change the flow of an existing man-made or natural drainage course or divert runoff onto neighboring property? |

A **“YES”** response to any question may require a grading permit, and must be shown on the site plans (existing contour lines and new proposed). Sections may be required. Please provide two (2) sets of the following:

- Shade the area to be cut and/or filled.
- Typical cross section for area to be cut and/or filled