



Application for Commercial BUILDING / GRADING Permit

211 W Aspen Ave
Flagstaff, AZ 86001

P: (928)-213-2627

Email: BuildingPermits@flagstaffaz.gov

SITE ADDRESS: _____ **Ste#** _____

Subdivision: _____ Lot # _____ Parcel # _____

Business Occupying Property: _____ Shopping Cntr: _____

Property OWNER: _____ Tenant: _____

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

City – State - Zip: _____

Permit Contact Name: _____ Phone# _____

Email Address: _____ Fax #: _____

Estimated Value of Construction: \$ _____ **Scope of Work** _____

Date Built of Any Existing Structures on Property _____

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

Contact the local Registrar of Contractors Office (928-637-0480) regarding licensed contractor requirements. Provide information regarding the licensed General Contractor and/or subcontractors prior to the permit being issued.

GENERAL CONTRACTOR _____

Address: _____ Contact Name: _____

City – State - Zip: _____ Day Phone# _____

Contractor's License #: _____ Class: _____ Renewal 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# _____

X _____

Signature

☐ Owner/Agent ☐ Contractor

Title

Date

105.3.2 – 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: \$300.00 (remaining balance will be due upon permit issuance)

Grading Questionnaire

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

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

Yes

No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 1) Will there be fill greater than 50 cubic yards on any one lot (about 4 ½ -10 wheeler loads)? |
| ☐ | ☐ | 2) Will you be placing fill or creating a cut-slope near your property line (i.e. leveling lot)? |
| ☐ | ☐ | 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? |
| ☐ | ☐ | 4) Will there be fill greater than 1 foot in depth placed on natural terrain having a slope greater than 1 unit vertical in 5 units horizontal? |
| ☐ | ☐ | 5) Will there be fill, outside the building, greater than 3 feet in depth? |
| ☐ | ☐ | 6) Will there be fill supporting a structure (must be engineered prior to commencing work)? |
| ☐ | ☐ | 7) 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? |
| ☐ | ☐ | 8) Will there be an excavation, which is greater than 2 feet in depth (excluding excavations for footings and/or utility lines)? |
| ☐ | ☐ | 9) Will there be an excavation which creates an unsupported (i.e. by retaining or foundation walls), cut slope greater than 5 feet in height or steeper than 1 unit vertical in 2 units horizontal at the completion of the project. |



City of Flagstaff
Community Development Division
Building Safety & Code Compliance Section
211 W. Aspen Avenue
Flagstaff, AZ 86001

Phone: (928) 213-2627 Email: Buildingpermits@flagstaffaz.gov

OWNER AUTHORIZATION FORM

I (property owner) do hereby authorize _____
Agent's Name and Company (if applicable)

to act on my behalf for improvements at _____,
Property Address / Suite / Unit

and to obtain building permit(s) on my behalf for the work specified below. If the property has more than one owner, I certify that I have authority to provide this authorization on behalf of all owners.

Residential:

☐	New Build / SFR	☐	Remodel
☐	Addition (attached)	☐	Accessory (detached)
☐	Roof	☐	Manufactured Home / Park Model
☐	Demolition	☐	Solar System
☐	Mechanical	☐	Plumbing
☐	Gas	☐	Fence / Walls
☐	Electrical	☐	Other (specify):

Commercial:

☐	New Build	☐	Tenant Improvements
☐	Addition (attached)	☐	Accessory (detached)
☐	Roof	☐	Modular Building
☐	Demolition	☐	Mechanical
☐	Gas	☐	Plumbing
☐	Sign	☐	Fence / Walls
☐	Site Improvements	☐	Change in Occupancy
☐	Cell Tower	☐	Other (specify):

By signing this Form, I acknowledge and agree that I am not released from responsibility for: (1) the payment of any and all fees associated with the issuance of any permits, orders, notices, or other approvals ("Approvals") by the City of Flagstaff pursuant to my agent's application; (2) the satisfactory completion of all work authorized by such Approvals in compliance with all applicable county, state, and federal laws, codes, rules, regulations, and requirements; and (3) correcting any violations of the terms and conditions of such Approvals issued by the City of Flagstaff pursuant to my agent's application.

Property Owner's Signature:

Printed Name: _____

Signature: _____

Phone: _____

Email: _____

Date: _____