



COMMERCIAL PERMIT APPLICATION
APPLICANT TO PROVIDE ALL THE FOLLOWING INFORMATION
(PLEASE PRINT)

180 N. 9th Street
Show Low, AZ 85901
(928) 532-4050

For Office Use Only

Permit #: _____
Date Received: ____/____/____
Plan Review: Standard / Non-Standard
Deposit: \$ _____

A \$400.00 deposit must be submitted with this application.

1. PROJECT ADDRESS: _____ **Assessor's Parcel Number:** _____

2. OWNER INFORMATION (REQUIRED)

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

E-mail Address: _____

Phone: _____

3. CONTRACTOR INFORMATION

Contractor: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Contractor's E-mail Address: _____

Phone: _____

Contractor License AZ ROC#: _____

City of Show Low business permit #: _____

Any person, business, or company (including subcontractors) that conducts business within the city limits of Show Low **must** have a City of Show Low business permit. For further information, call (928) 532-4042.

4. APPLICANT INFORMATION (IF DIFFERENT)

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Applicant's E-mail Address: _____ Phone: _____

5. ARCHITECT/ENGINEER (IF APPLICABLE)

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Arch./Eng. E-mail Address: _____ Phone: _____

6. NEW CONSTRUCTION SPECIFICATION

Describe Building Project: _____

Livable sf: _____ Porch (covered) sf: _____ Garage sf: _____

Deck (uncovered) sf: _____ Other, sf: _____ Water meter specs: _____

Occupancy Classification: _____ Type of Construction: _____ # of Stories: _____

All commercial jobs require a material cost valuation: \$ _____

7. PLAN REVIEW PROCESS (SELECT ONE)

☐ STANDARD (30 WORKING DAYS)

☐ NON-STANDARD (40 WORKING DAYS)

Per Title 18.15.070 of the City of Show Low Building codes, the applicant shall determine which plan review process will be followed. The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or the time required for third-party plan review.

COMMERCIAL PERMIT APPLICATION (CONTINUED)

8. CITY OF SHOW LOW BUILDING CODES AND STANDARDS

Electrical Code	2017 National Electric Code	Seismic Zone:	B
Mechanical Code	2018 International Mechanical Code	Exposure:	C
Plumbing Code	2018 International Plumbing Code	Wind Load:	90 mph
Building Codes	2018 International Residential/Building Code	Frost Line	18 inches
Live Snow Load	4:12 or greater- 30 lbs., less than 4:12- 35 lbs.	Ground Snow Load	50 P.S.F.

Gas Test Specifications Minimum of 3# PSI for 10 minutes 1/10th # increment gauge

Fire Code Contact Timber Mesa Fire & Medical District at (928) 537-5100

American National Standard ADA Accessibility 2010

9. IMPORTANT NOTICES

COMMERCIAL PLAN REVIEW FEE RESPONSIBILITY- *I understand that the owner/applicant is solely responsible for the full amount of the commercial plan review fee, regardless of whether the permit was issued. Further, I understand that the amount includes fees paid by the City to outside plan reviewers and any additional fees determined by the Building Official to cover the City's costs incurred for commercial plan review.*

Per Title 18.25.060 of the City of Show Low Building codes, a re-inspection fee of **\$50.00** may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may also be assessed when the permit card is not available on the work site, the approved plans are not readily available to the inspector, for failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

Separate inspections are required for footings, stem wall, slab reinforcement, underfloor framing, roof sheathing/nail, framing, insulation, drywall nail, water service/sewer service, underground plumbing, rough plumbing/framing/electrical/heating ducts/vents, gas yard line, final gas test, electric service, and final.

This permit becomes null and void if the work of construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for 180 days at any time after work is commenced.

10. CONTRACTOR LICENSING VERIFICATION

Before issuance of a building permit, each applicant must verify that they are a licensed contractor or is exempt from licensing requirements.

I hereby state that I am a Contractor, licensed to perform the work covered by the Permit.

Name (Please Print)

Signature

Date

11. CERTIFICATION

THIS APPLICATION SHOULD BE REVIEWED BEFORE SIGNING BELOW

I hereby certify that I am the property owner or have been authorized by the property owner and have read and examined this application 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.

Name of Owner or Applicant

Signature of Owner

OR

Signature of Applicant



GENERAL INSTRUCTIONS

These are general instructions only. Please contact Building Department staff to schedule a **REQUIRED** pre-submittal meeting before submitting your application and supporting documentation.

- A) **COMMERCIAL APPLICATION FOR PLAN APPROVAL:** A request for plan approval shall be filed with the zoning administrator on a form prescribed by the administrator. Four (4) identical copies of the engineered design building plans shall accompany the request. A \$400 deposit shall be received when the plans are submitted. The deposit will be applied to the plan review fee at the time of issuance.
- B) **TIME FRAMES: The applicant shall be responsible for determining which plan review process will be followed.** The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or the time required for third-party plan review. Conformance to all city-adopted codes, additions, and addendums to the codes is mandatory and shall be enforced.
- 1) **Standard Plan Review:** The purpose of the Standard Plan Review is to allow the applicant and city staff to work together to help expedite the plan review and approval process. By selecting this option, the applicant is authorizing the city to provide written and oral comments related to requirements for plan approval. It is understood that multiple comments and/or revisions to plans may be required to obtain approvals. As part of this approval process, the city will have all approvals within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. This time may be extended through mutual agreement by the city and the applicant.
 - 2) **Non-Standard Plan Review:** The purpose of the Non-Standard Plan Review is to comply with the plan review process as outlined in Title 9, Chapter 7, Article 4, of Arizona Revised Statutes as may be amended from time to time. By selecting this option, the applicant is requiring the city to comply with the review requirements as outlined in the Arizona Revised Statutes. These statutes require the successful completion of two separate review processes before approval of a building permit.
 - a) **Administrative Review:** The purpose of the Administrative Review is to ensure that all required information is included as part of the permit application and that all submitted information is correct. The timeframe for Administrative Review is twenty (20) working days. This shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Administrative Review process is complete and the applicant has been given the Notice to Proceed the applicant will then submit the required information for Substantive Review.
 - b) **Substantive Review:** The purpose of the Substantive Review is to ensure that all information required for a permit has been submitted and that all required approvals have been obtained. The timeframe for Substantive Review is twenty (20) working days. This time shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Substantive Review process is complete, and all approvals have been obtained, the permit shall be issued. If the permit is deemed incomplete, the permit application shall be denied, and the applicant shall be required to reapply for a building permit.
- PLAN REVIEW FEE NOTICE:** The applicant is solely responsible for the full amount of the commercial plan review fee regardless of whether the permit was issued. Further, the amount includes fees paid by the City to outside plan reviewers and any additional fees determined by the Building Official to cover the City's costs incurred for commercial plan review.
- C) **SPECIFIC LOCATION:** Assessor's Plat Location/Book, Page, and Parcel Number, i.e., 210-27-010A, Subdivision, and lot number.
- D) **INSPECTIONS:** Inspections are required for all phases of construction. No footing or foundation will be approved without clearly delineated, accurate property lines and property yard setbacks. When requesting inspections, please indicate the following:
- 1) Owner name
 - 2) Street address of project as listed on the permit.
 - 3) Permit number
 - 4) Name and contact information of the person requesting the inspection.
 - 5) Type of inspection requested.
 - 6) Instructions, remarks, if any.



GENERAL INSTRUCTIONS

Please note: A notice of at least 24 hours before any requested inspection shall be given to allow for sufficient scheduling. FAILURE TO REQUEST CAN RESULT IN ISSUANCE OF A STOP WORK ORDER OR REVOCATION OF BUILDING PERMIT, PER SECTION 302 OF THE UNIFORM BUILDING CODE.

- E) A newly constructed building may not be occupied until after the final inspection, and a Certificate of Occupancy (C of O) or a Temporary Certificate of Occupancy (T.C.O.) is issued by the Department of Building Safety. If a T.C.O. is issued, another final inspection is required before the expiration date of the T.C.O. At that time, all discrepancies noted on the T.C.O. must have been corrected. The builder is responsible for obtaining this inspection!
- F) This section contains general instructions only. Become aware of the regulations and requirements before proceeding with any project. It is the responsibility of the property owner/applicant to ensure compliance with all applicable requirements, including proper identification of property lines. It is also the responsibility of the property owner/applicant to notify city staff of any proposed revisions to the permitted structure before inspections take place. Compliance with city building codes and zoning regulations is mandatory for all construction and development within the City of Show Low.

Specific requirements for each submittal are contained in the pre-submittal checklist after the application in this application. Please contact us to schedule your pre-submittal meeting BEFORE submission of your application.

BUILDING PERMIT/PLAN REVIEW FEES & REVIEW TIME FRAMES

Building Permit Fee. Fees are formulated by the 1997 Uniform Building Code fee schedule. Please contact Building Safety Department personnel for assistance in calculating this fee. Please check below for expiration timelines.

Plan Review Fees. FOR COMMERCIAL PROJECTS REVIEWS, 50% of the building permit fee, as outlined in the 1997 Uniform Building Code will be applied to the plan review fee. A \$400 deposit will be received when the plans are submitted, which will be applied to the plan review fee at the time of issuance. The building permit application and documents (plans) shall be active for 180 days from the date of application. If the permit has not been issued by that time, the documents (plans) shall be returned to the applicant and the deposit forfeited to the city.

Plan Review Time Frame: The applicant shall be responsible for determining which plan review process will be followed. The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or the time required for third-party plan review. Standard Plan Review allows the applicant and the city staff to work together to help expedite the plan review and approval process. As part of this approval process, the city will have all approvals within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. The Non-Standard Plan Review process requires the successful completion of two separate review processes before determining a building permit. This includes the Administrative Review, to ensure that all required information is included as part of the permit application and that all submitted information is correct. The Substantive Review ensures that all information required for a permit has been submitted and all required approvals have been obtained. The time frame for each process is twenty (20) working days; therefore, allowing forty (40) working days for determination is required.



PRE-SUBMITTAL CHECKLIST

To facilitate plan review and office submittal to the City of Show Low and to provide consistency in the review, all commercial projects now REQUIRE a pre-submittal meeting. Items not already marked as required will be determined whether they will be required depending on the project in the pre-submittal meeting. Please keep this checklist and include it at the time of the permit submittal to the Building Department to help speed up the review process.

Date of Pre-Submittal Meeting*: ____/____/____

***Please contact staff at (928) 532-4040 to set up the pre-submittal meeting and confirm plan requirements when scheduling the meeting. Generally, documents required for the pre-submittal meeting consist of 1 set of conceptual draft plans, which includes a site plan.**

Project: _____

Address/A.P.N.: _____

Contact Name: _____

Contact Address: _____

Phone Number: _____

The information below will be discussed at the pre-submittal meeting, it is not necessary to have all the information below at the time of the pre-submittal meeting. The information below will, however, be required at the time of plan submittal to the building department.

<u>Submitted</u>	<u>Required</u>		<u>Sheet #</u>
Building Documents:			
☐	☒	Site Plan and Support Documents. Six (6) identical copies of the plan shall accompany the request for review (four (4) copies if tenant improvement). Each copy shall be on one or more sheets of paper measuring not less than eleven (11) inches by seventeen (17) inches, drawn to scale not smaller than forty (40) feet to the inch. Large scale projects shall be submitted on paper measuring not less than twenty-four (24) inches by thirty-six (36) inches.	_____
☐	☒	Occupancy group(s)	_____
☐	☒	Building construction type(s)	_____
☐	☒	Hazardous materials	_____
☐	☒	Mezzanine	_____
☐	☒	Total area (sq. ft.)	_____
☐	☒	New addition area (sq. ft.)	_____
☐	☒	New building area (sq. ft.)	_____
☐	☒	Occupancy separations	_____
☐	☒	Fire Rating(s)	_____
☐	☒	Area separation	_____
☐	☒	Floor plan	_____
☐	☒	Details/specs	_____

Building (continued)

<u>Submitted</u>	<u>Required</u>		<u>Sheet #</u>
☐	☒	Electrical plan	_____
☐	☒	Electrical load calculations	_____
☐	☒	Mechanical plan/specs	_____
☐	☒	Plumbing/gas	_____
☐	☒	Number of stories	_____
☐	☒	Building elevations	_____
☐	☐	Architect's/Engineer's stamped/sealed set of plans	_____
☐	☐	Fire sprinklers and types	_____
☐	☐	Fire alarm	_____
☐	☐	Grease intercept	_____
☐	☐	Sand/oil separator	_____
☐	☐	Foundation plan	_____
☐	☐	Building sections	_____
☐	☐	Roof plan with drain	_____
☐	☐	Structural plans	_____
☐	☐	Truss calculations	_____
☐	☐	Structural calculations	_____

Planning & ZoningSheet #

☐	☒	Site plan and support documents (<i>see building requirements for size & number</i>)	_____
☐	☒	Lot dimensions	_____
☐	☒	A legal description of the land included in the site plan and of the lot; the name, address and telephone number of the owner, developer, and designer.	_____
☐	☒	Location, size, height, use and exterior materials of both existing and proposed buildings and structures, including distances from all structures to all property boundaries.	_____
☐	☒	Size and dimensions of yards and space between buildings	_____
☐	☒	Parking and circulation areas; which shall included elements as required by Chapter 19.105.	_____
☐	☒	Location, height, and composition of walls and fences	_____
☐	☒	Percentage of the site covered by any and all structures, both existing and proposed.	_____
☐	☐	Façade and fascia treatments	_____

Planning & Zoning (continued)

<u>Submitted</u>	<u>Required</u>		<u>Sheet #</u>
☐	☐	Summary schedule- Number of units, types of units, gross and net square feet, building height, parking requirements, provided spaces and required spaces, etc.	_____
☐	☐	Natural features such as mesas, rock outcroppings, or streams and manmade features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.	_____
☐	☐	Landscaping plan as required by City Code	_____
☐	☐	Screening as required by City Code	_____
☐	☐	Future land use designation for the site	_____
☐	☐	Show enclosed refuse, storage and loading areas	_____
☐	☐	Location to the nearest fire hydrant(s)	_____
☐	☐	The locating, dimensions, area materials and lighting of signs; any <u>sign(s)</u> require a separate sign permit.	_____
☐	☐	Exterior lighting, and the type of lighting, height and areas of illumination, which meet the requirements of Chapter 19.110.	_____
☐	☐	Tree preservation plan	_____

Engineering

Sheet #

☐	☒	Detailed grading with spot elevations at handicap ramps, handicap parking and other appropriate critical areas.	_____
☐	☒	Grading plan should show the location, slopes and direction of proposed drainage.	_____
☐	☒	Location, size and invert elevations of adjacent public sanitary sewer and water lines serving the property.	_____
☐	☒	Location, size and invert elevations of proposed building services for sanitary sewer and water lines. Water line information to include water meter size.	_____
☐	☒	Property boundary, right-of-way lines and easements with dimensions and bearings.	_____
☐	☒	Names of adjacent streets. Location and dimensions of proposed access drives and roads. Right-of-way and easement widths (existing and proposed).	_____
☐	☒	Dimensions to proposed improvements to the property boundary and right-of-way lines.	_____
☐	☒	Drainage conveyance improvements including swales, pipes, inlets and detention.	_____
☐	☒	Erosion Control Permit & Plan	_____
☐	☒	Backflow prevention	_____

Engineering (continued)

Submitted

Required

Sheet #

☐	☐	Drainage report which includes calculations for the following; site drainage, storm water detention or calculations showing that the increased run-off will not adversely affect the downstream drainage. The narrative portion of the report is required and must include a discussion of methods used, assumptions, values for rainfall data, values for times of concentration, values for run-off coefficients, conclusions and recommendations. The calculations need to compare the run-off of the pre-developed vs. post-developed conditions for each of the design storms (2yr., 10yr. and 100yr.). A table showing the touring of the run-off through the outlet pipes in pods. The calculations shall include stage-storage-discharge values. Stage increments should not exceed ½ (.5) foot. Outlet structure shall include and emergency overflow. Review City Code Title Chapter 17 and 19 for design requirements.	_____
☐	☐	A traffic study conducted by a registered traffic engineer	_____
☐	☐	Traffic control devices and street lighting	_____
☐	☐	Street dedications and improvements	_____
☐	☐	Location of any sidewalks	_____
☐	☐	Show ingress/egress- adjacent streets/roads shown/named and all existing and proposed driveway entrances.	_____
☐	☐	Benchmark, basis of bearings, and vicinity map	_____
☐	☐	List of utility providers	_____
☐	☐	Details for handicap ramps, including slopes and grades	_____
☐	☐	Details for striping and signing for handicap parking	_____
☐	☐	Details for curbs, pavement sections, sidewalk sections, water meter, sewer service connections and water service connections.	_____
☐	☐	Permits for work within public rights-of-way	_____
☐	☐	Sewer service sizing per current adopted International Plumbing Code	_____
☐	☐	Water service and meter sizing per current adopted International Plumbing Code.	_____

This checklist is not intended to be all-inclusive. It is intended to provide a guideline in preparing plans for submittal to the city for review. There may be additional submittal requirements required by the city, not on the checklist. Please consult the Show Low City code for additional requirements.



EROSION CONTROL PLAN

ENGINEERING DEPARTMENT

180 N. 9TH STREET

SHOW LOW, AZ 85901

Submittal Guidelines

Pursuant to City Code, Title 13, an erosion control permit is required prior to conducting the following activities on a property or site:

1. Activities including, but not limited to construction, landscaping, removal of vegetation, stockpiling of soil or construction debris, grading, filling, excavating, trenching, drilling, transport of fill, utility work, etc. that disturbs 500 square feet or more of land surface area.

- OR -

2. Activities as described in subsection 1 or in this subsection that disturbs less than 500 square feet of land surface and are located within 50 feet of any pond, lake, river, stream, corridor, canal, or wetland.
3. Exemptions: Landscaping activities in conjunction with a single-family residence shall be exempt from compliance with this Chapter. "Landscaping Activities" means: the installation or removal of vegetation and minor landscaping features. It does not include installation or removal of more than 50 cubic yards of fill, or installation of large site features like parking pads, swimming pools or structures as defined in Title 13 of the City Code, which are not exempt if the activity involved would otherwise require an erosion control permit under this section. (Developmental landscaping done for several single family residences at the same time).

Permitting Guidelines

1. Pick up the Erosion Control Permit Application at the Building Department. The application may also be downloaded from the City of Show Low's website at www.showlowaz.gov.
2. Complete the application and submit it at the Building Department Service Counter with a site plan that meets the criteria outlined on the front page of this permit application packet.
3. The permit application will be reviewed. Any necessary changes will be made to the site plan to bring it into compliance with the City of Show Low Code (Title 13) and our adopted erosion control manual. Once reviewed, an Erosion Control Permit Number will be issued, and the approved permit will be placed in the Building Department project file.
4. The permit can then be picked up and fees paid at the time of Building/Demo Permit issuance.
5. Once issued, it is the Builder's responsibility to implement the measures on the approved site plan and call in for an Erosion Control inspection from the Building Department scheduled for the same day that clearing or grading work will begin on the site. The inspection card must be posted on-site to receive this inspection.
6. Initial and Pre-footing Erosion Control Inspections are required for each site. Both of these inspections must be signed off on the yellow inspection card issued by the Building Department in order to get a Footings Inspection from the Building Department.
7. All soils on site must be sufficiently stabilized to receive occupancy from the Building Department. This means that soils must either have established vegetative cover, or permanent ground cover (mulch, straw, wood chips, compost, rock). All temporary erosion control measures must be left in place until this condition has been satisfied. At the point, they should be removed from the site.

Site Plan Requirements

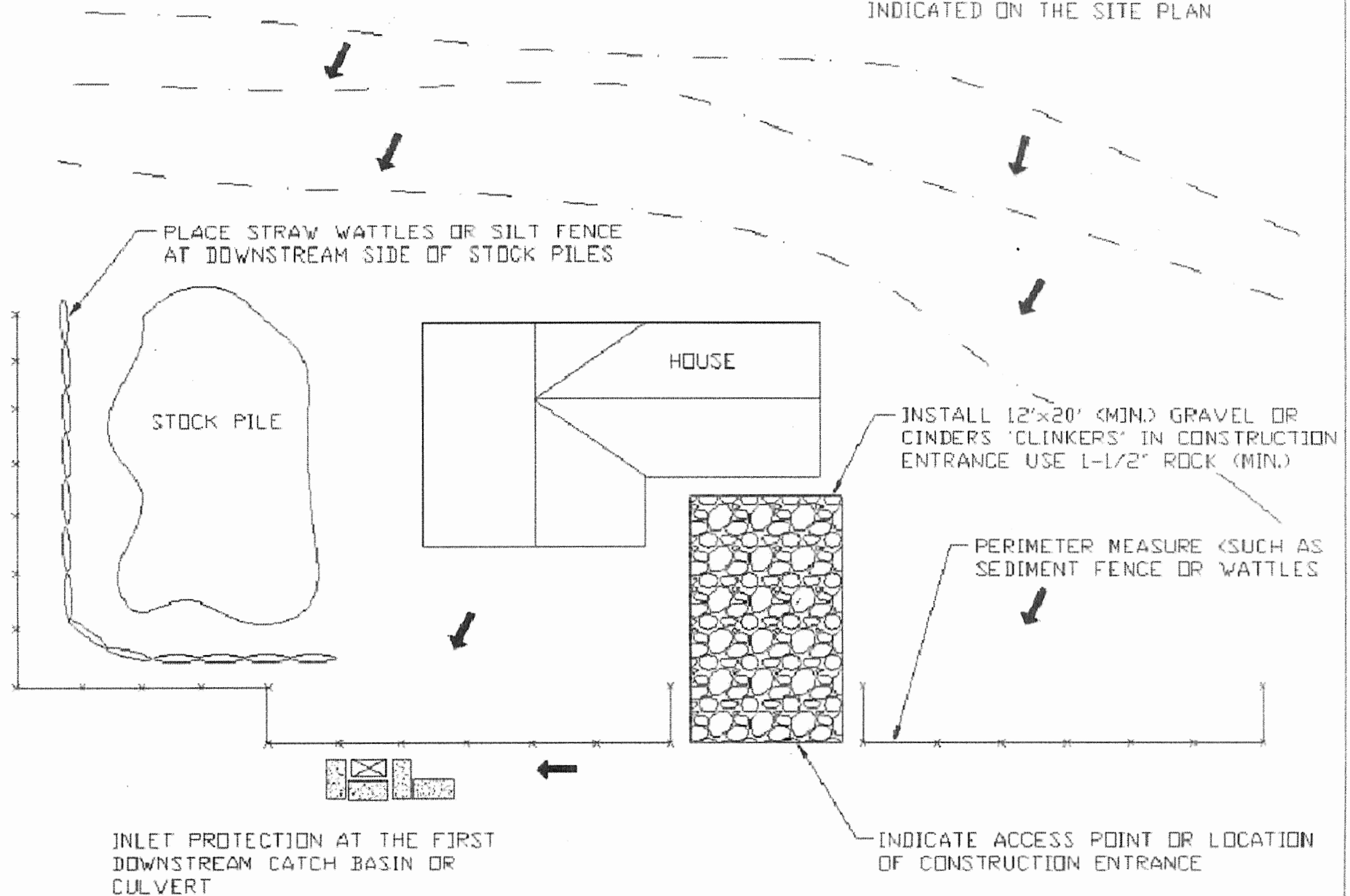
Your Erosion Control Permit Application **will not** be processed until a site plan is submitted addressing the following items:

1. Location of all site disturbances associated with your project.
2. Corner elevations, contours, or arrows clearly marking the direction of storm water flow on the site.
3. *Access points (construction entrance, existing paved driveway, or access protected with alternative materials such as wood chips, plywood, etc.)
4. Perimeter containment measures (sediment fence, compost filter berm, existing structures, etc.)
5. **Inlet protection (choose the most appropriate measure of the situation. Biobags or non-woven catch basin inserts can be used).
6. Stockpiling/staging areas.
7. Erosion control measures shall be maintained throughout the length of the project.

*Item #3 is required base measures. These measures must be shown on your plan, or a narrative description of why these measures are not necessary must be presented with the plan. In the case that a narrative explanation is provided, the site will be assessed at the initial inspection and a determination will be made at the time as the measures that will be necessary. **Inlet protection is always required.

Once your plan is reviewed and a final version is approved, you are responsible for implementing the measures laid out in the approved plan prior to starting construction. Additionally, you are required to schedule and Initial Erosion Control inspection (after measure are in place), as well as a Pre-Footings Inspection (after excavation is complete). Please use the City's 24-hour inspection line for this purpose. The Erosion Control Permit fee structure is included in the Building Permit Fee. If you have any further questions, please contact the Building Department.

CORNER ELEVATIONS, CONTOURS, OR THE DIRECTION OF FLOW SHOULD BE INDICATED ON THE SITE PLAN





CITY OF SHOW LOW PUBLIC WORKS
(928) 532-4100

**PERMIT FOR WORK WITHIN RIGHT – OF – WAY
OR CONNECTION TO PUBLIC UTILITIES**

(10 BUSINESS DAYS ARE REQUIRED TO PROCESS THIS FORM)

For Office Use Only

Date received: _____

Time received: _____ AM/PM

Received by: _____

NAME OF APPLICANT: _____ APPLICANT PHONE: _____

APPLICANT EMAIL: _____ ALTERNATE PHONE: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

CONTRACTOR NAME: _____ LICENSE #: _____

LOCATION OF WORK (ADDRESS): _____ LOT #: _____

BRIEF DESCRIPTION OF WORK: _____

START DATE (ESTIMATED): _____ COMPLETION DATE (ESTIMATED): _____

AGREEMENT

It is understood and agreed that all work shall conform to applicable City, State and Federal regulations and to all conditions set forth on this permit.

Applicant Signature

Date

FOR CITY STAFF USE ONLY

NEW RESIDENTIAL: YES ☐ NO ☐

MANUFACTURED HOME: YES ☐ NO ☐

OUTSIDE CITY LIMITS: YES ☐ NO ☐

SERVICES NEEDED

- ☐ SERVICE LINE INVESTIGATION
- ☐ PAVEMENT⁽¹⁾⁽²⁾
- ☐ CULVERT⁽¹⁾
- ☐ DRIVEWAY⁽¹⁾
- ☐ MAILBOX⁽¹⁾
- ☐ LANDSCAPING⁽¹⁾⁽²⁾⁽⁴⁾
- ☐ WATER MAIN TAP⁽³⁾
- ☐ WATER METER
- ☐ SEWER MAIN TAP⁽³⁾
- ☐ SEWER SERVICE NO TAP
- ☐ LOW PRESSURE SEWER
- ☐ LINE EXTENSION⁽³⁾
- ☐ WORKING IN EASEMENT (NOT ROW)
- ☐ COMMERCIAL CONSTRUCTION
- ☐ ESTIMATE⁽³⁾

- (1) **A plan and written description of the work is required.**
- (2) **Private Retaining Structures and Fences are PROHIBITED in the City Right-Of-Way.**
- (3) **Sewer and Waterline Taps and/or Extensions will incur additional costs which will be determined on a case by case basis. The City will provide a cost estimate for this work. Only City Personnel may make water or sewer main connections.**
- (4) **Landscape plans to be reviewed by Planning and Zoning.**

NOTES: _____

INTERNAL TRACKING

BUILDING PERMIT # (IF APPLICABLE): _____ A.P.N. _____ DUE DATE: _____

DATE SENT TO PW: _____ BY: _____ DATE REC'D @ PW: _____ BY: _____

SERVICE LINE AVAILABLE AT PROPERTY LINE ? SEWER: YES ☐ NO ☐ WATER: YES ☐ NO ☐

SERVICE INVESTIGATION DONE BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

FINAL INSPECTION (IF APPLICABLE): _____ DATE: _____

FINAL APPROVAL: _____ DATE: _____



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

COMMERCIAL FEE SCHEDULE*

Commercial water and sewer system capacity fees
(Fees effective 1/1/2026)

Meter Size	Meter Cost	Turn-on Fee	Security Deposit	Water System Capacity Fee	Sewer System Capacity Fee	Total* (meter plus fees)
3/4"	\$276.24	\$25	\$150	\$1,885	\$6,275	\$8,611.24
1"	\$353.72	\$25	\$150	\$3,209	\$10,562	\$14,299.72
1 1/2"	\$1,847.49	\$25	\$150	\$6,234	\$20,725	\$28,981.49
2"	\$2,077.27	\$25	\$150	\$9,886	\$33,676	\$45,814.27
3"	\$2,682.37	\$25	\$150	\$22,598	\$75,122	\$100,577.37
4"	\$4,621.15	\$25	\$150	\$40,489	\$128,700	\$173,985.15

*Note: Additional building fees will apply

Updated: 1/2/2026

CITY OF SHOW LOW
BUILDING DEPARTMENT
AFFIDAVIT OF NOTICE
(CC&Rs)

This is to verify that I /We _____, the legal owner(s)
(PRINT YOUR NAME)

and/or Building Contractor of Lot # _____ in _____ (Subdivision)

and/or _____ (Address) are aware and understand that the City of

Show Low Building Permit No. _____, which I/We have applied for, may or may not conform to

the covenants, conditions, and restrictions/deed restrictions of the above mentioned Subdivision

and/or Address. I hereby agree to hold the City of Show Low harmless should any legal action result

against me in the execution of this permit and acknowledge that the City of Show Low has no legal

responsibility for the issuance of this permit in conflict with such deed restrictions. I hereby accept

Building Permit No. _____ in full knowledge of the above mentioned statement and facts.

Building Contractor **(SIGN YOUR NAME)**

Lot Owner (SIGN YOUR NAME)

Date

State of Arizona)
)
County of Navajo)

This instrument was acknowledged before me this _____ day of
_____, 20_____.

(seal)

Notary Public
My Commission expires on: _____



City of Show Low

ENGINEERING DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901

Building Permit #: _____

Issued by: _____

For City Use Only

Erosion Control Permit Application

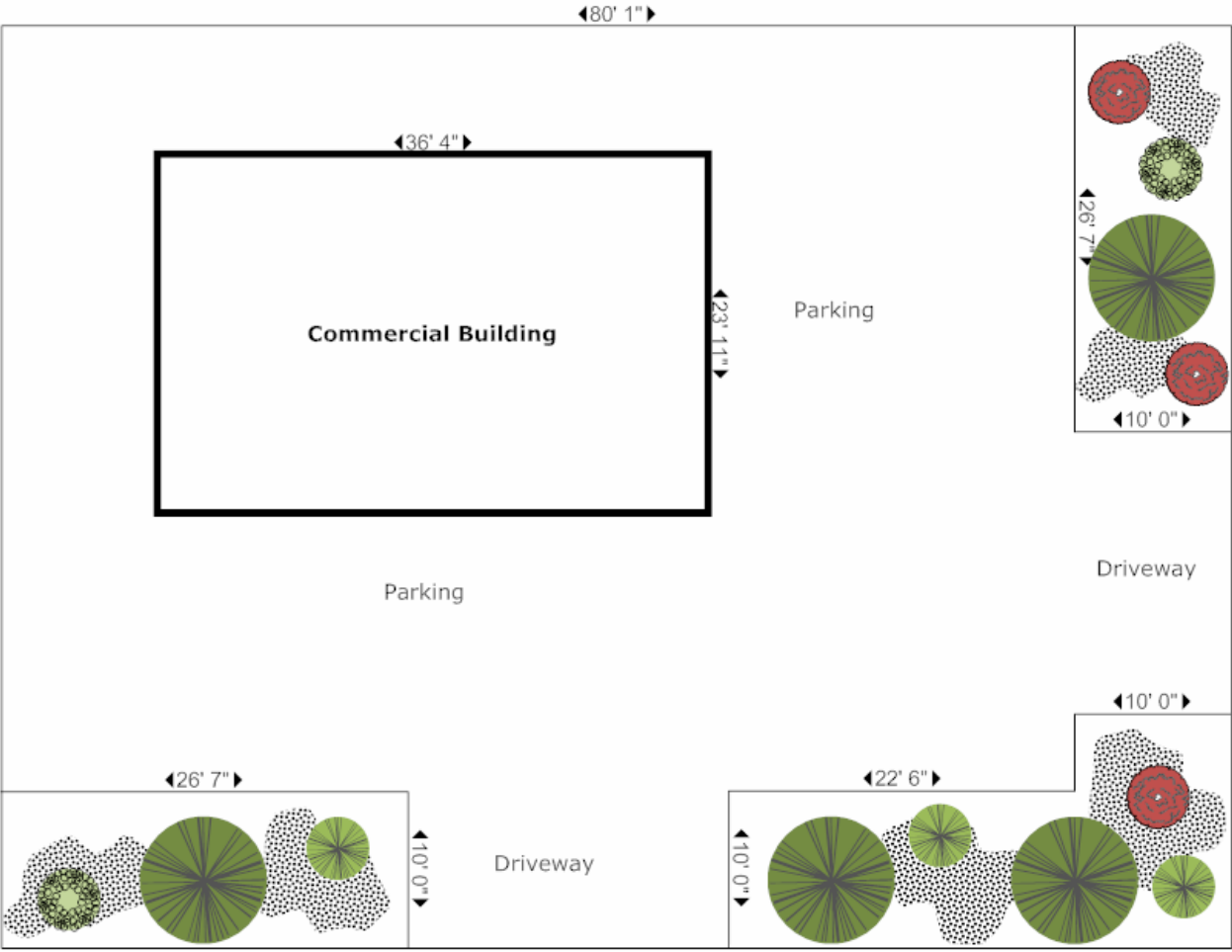
General Contractor Information	Parcel ID No. (APN):
Name:	
Address:	Site Address:
City, State, Zip:	Subdivision
Phone: Cell:	Lot #:
Owner Information	Location from Nearest Intersection:
Name:	Feet
Address:	Job Site (select one): Private Public
City, State, Zip:	Amount of Work Area to be Excavated: Square Feet
Phone: Cell:	Existing & Proposed Site Runoff Drains (select one):
24-Hour Emergency Contact	Ditch Pipe Creek Catch basin Other:
Name:	Soil Disposal:
Address:	Disposal Location Address:
City, State, Zip:	Estimated Amount: Cubic Feet
Phone: Cell:	

******Erosion control measures **MUST** be in place prior to any stripping, grading, or excavation work and shall remain until excavation component is complete and disturbed areas are re-vegetated or protected.

Owner/Applicant Signature

Date

SAMPLE COMMERCIAL LANDSCAPE PLAN



PLANT LEGEND

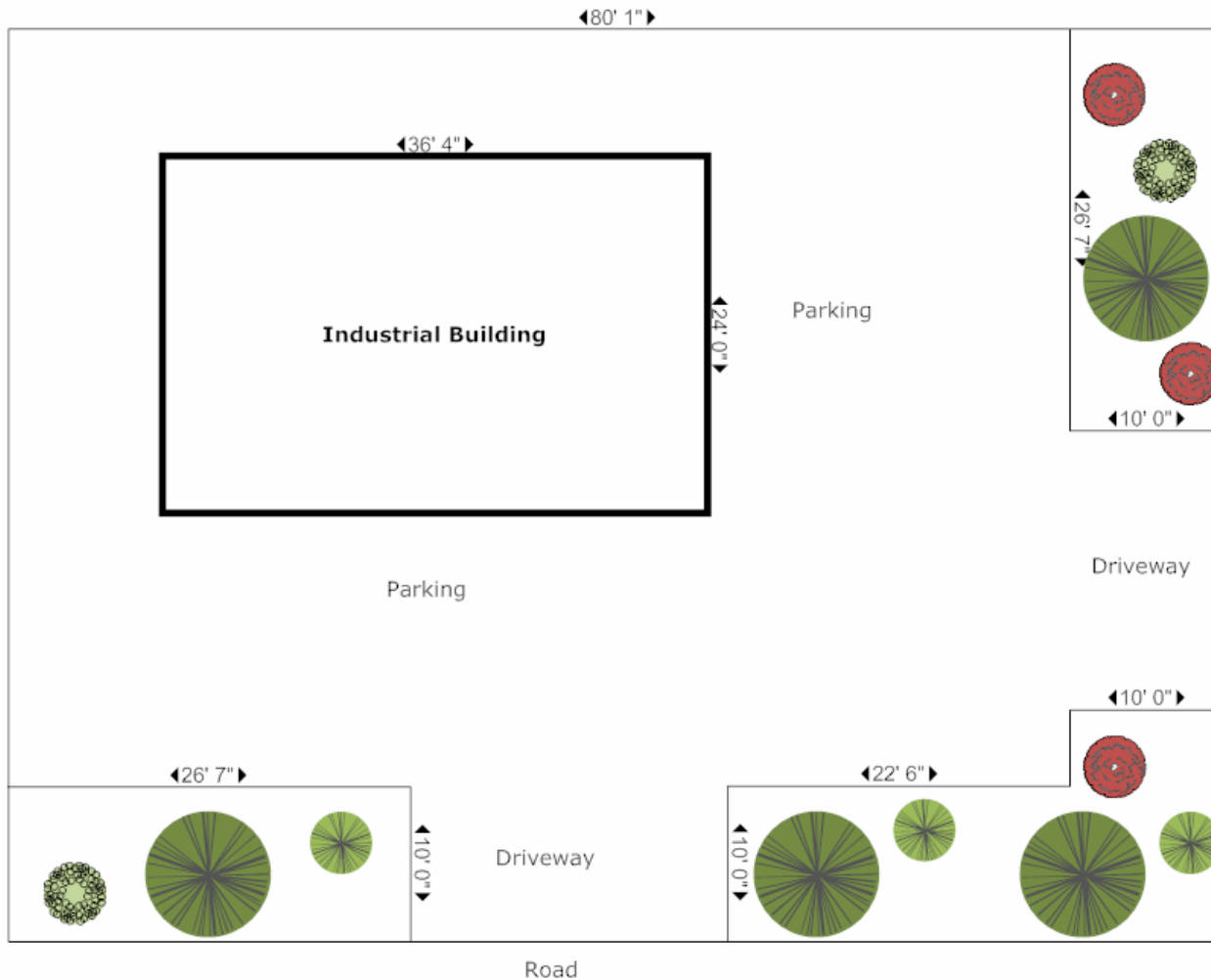
SYMBOL	COMMON NAME	SIZE	QUANTITY
TREES			
	TREE	15 GAL.	4
SHRUBS			
	SHRUB	15 GAL.	3
	SHRUB	5 GAL.	3
	SHRUB	5 GAL.	2
	VEGETATIVE GROUND COVER	246 Sq.Ft.	

- A minimum of 30% of the required landscape area shall consist of vegetative ground cover.
- Remaining landscape area not covered by vegetative ground cover shall be landscaped and may utilize granite, gravel or cinders.

- 10 ft average width X length of property line – driveways = required landscape area.
- An average of 10 feet measured from the property line and the street side property line, extending the developed length of the property (except for driveways), shall be landscaped.
- All open areas not designated and surfaced for parking shall be landscaped.
- 1 tree per 200 square feet of required landscape area.
- 1 shrub per 100 square feet of required landscape area.
- 30% vegetative ground cover of required landscape area.
- Example: 820 Sq. Ft./ 200= 4 Trees, 820 Sq. Ft./100= 8 Shrubs, 820 Sq. Ft. X 30%= 246 Sq. Ft. Vegetative ground cover

*This Sample Landscape Plan illustrates the minimum general landscape requirements. Please refer to the specific Zoning District for complete landscape requirements.

SAMPLE INDUSTRIAL LANDSCAPE PLAN



PLANT LEGEND

SYMBOL	COMMON NAME	SIZE	QUANTITY
TREES			
	TREE	15 GAL.	4
SHRUBS			
	SHRUB	15 GAL.	3
	SHRUB	5 GAL.	3
	SHRUB	5 GAL.	2

-Vegetative ground cover, granite, gravel or cinders shall be used in landscape areas

-10 ft average width X length of property line – driveways = required landscape area.

-An average of 10 feet measured from the property line and the street side property line, extending the developed length of the property (except for driveways), shall be landscaped.

-All open areas not designated and surfaced for parking shall be landscaped.

-1 tree per 200 square feet of required landscape area.

-1 shrub per 100 square feet of required landscape area.

-Example: 820 Sq. Ft./ 200= 4 Trees, 820 Sq. Ft./100= 8 Shrubs

***This Sample Landscape Plan illustrates the minimum general landscape requirements. Please refer to the specific Zoning District for complete landscape requirements.**



WELCOME TO THE CITY OF SHOW LOW

APPLICATION FOR UTILITY SERVICES

RETURN COMPLETED APPLICATION TO:

Show Low City Hall
Attn: Utilities
180 N 9th Street
Show Low, AZ 85901

Contact Information

Phone: (928) 532-4005
Fax: (928) 532-4044
Email: kross@showlowaz.gov

Office Hours:

Monday - Friday 8:00 a.m. to 5:00 p.m.
(excluding holidays)

Please fill out this form completely, sign and date, and return it at least 48 hours prior to needing services. If you need services immediately, please contact our office via phone once application is faxed, mailed, or e-mailed.

SECURITY DEPOSIT REQUIREMENT

A security deposit is required for all new accounts. The security deposit requirement can be fulfilled one (1) of three (3) ways:

1. Payment of \$150.00 (must be paid at time of application submission)
Security deposit will be refunded to account after 12 months of timely and consistent payments with no late fees or upon termination of services.
2. Payment of \$75.00 (must be paid at time of application submission)
Requires a Sure Pay Authorization Form for Auto Pay to be completed and sent in with the application for services. You must stay on Auto Pay for a minimum of 1-year. Failure to remain on Auto Pay for 1-year will result in an additional \$75.00 security deposit being billed to your account. Security deposit will be refunded to account after 12 months of timely and consistent payments with no late fees or upon termination of services.
3. Letter of Credit (must be sent it with the application for utility services)
A letter of credit from any utility that was in the applicants name showing 12-months no delinquencies, no late fees will waive the Security Deposit requirement.

CITY OF SHOW LOW APPLICATION FOR UTILITIES

FOR OFFICE USE ONLY

Deposit Amount: \$ _____

Date: _____

By: _____

Acct #: _____

Cash

Check

CC

Letter of Credit

Today's Date:

Service Start Date:

Monday-Friday Excluding Holidays
48 hours Notice Required

SERVICE ADDRESS

OWN/RENT

OWN

RENT

TYPE OF ACCOUNT

Residential

Commercial

Landlord - Residential

If this is a Landlord account, do you want to
set up a Landlord Agreement

Yes

No

If a Commercial Account, Enter the Federal Tax ID Number

If you OWN the property will it be used as a Short-Term and/or Vacation Rental?

Yes

No

Per City of Show Low Ordinance No. 2024-02, all vacation rentals are required to obtain and maintain a valid City permit, pay permitting fees, provide an emergency point of contact, disclose certain information about the vacation rental in each advertisement;

Per City of Show Low Ordinance No. 2024-02, all short-term rentals are required to obtain and maintain a valid transaction privilege tax ("TPT") license number, provide proof of the TPT license to the City, and require disclosure of the TPT number on each advertisement.

The Code of the City of Show Low, [Chapter 16.55 Short-Term Rentals and Vacation Rentals](#), Section 2:

Any person found in violation of this ordinance shall be guilty of a civil infraction and shall be fined a sum of \$500.00, \$1,000.00, or \$3,500.00 as set forth in the Chapter 16.55, Short-term Rentals and Vacation Rentals. Any violation which is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.

Per City of Show Low Resolution No. R2024-13:

As authorized by [Section 2.35.10](#) of the Show Low City Code, an annual short-term rental permit fee of \$150.00 for short-term rentals is hereby adopted. To register your short-term rental please click here: [Short-Term Residential Registration Application](#)

APPLICANT INFORMATION

Customer Name

Last 4 S.S.#

Date of Birth

Mailing Address

City

State

Zip

Phone Number

E-mail

Current Employer

CO-APPLICANT/SPOUSE (IF APPLICABLE)

Customer Name

Last 4
S.S. #

Date of Birth

Mailing Address

City

State

Zip

Phone Number

E-mail

TERMS AND CONDITIONS OF SERVICE

(Please read carefully)

There is a \$25.00 service fee for water. This fee is charged when there is a change in the utility account name or if the water is turned on or off. This is a non-refundable fee and will included in your first billing

New Construction Accounts Please note: "Per City Policy, once a water meter has been installed you will begin paying for water immediately. You will start paying for sewer, trash, and recycle services 90 days after the meter is installed or a C of O is received, whichever comes first.

The applicant agrees to pay each utility bill in full for all charges by the due date shown on the bill.

The applicant agrees to pay a late fee for any bill not paid by the 25th of the month and/or there is more than \$11.00 past due on the account. The account holder agrees and understand that the City has the right to terminate the associated utility service if payment of any bill, including late fees, deposit amounts, and all other assessments are not paid in full.

The applicant understands that a \$25 fee will be assessed the account holder if the City of Show Low's water meter is turned off or on by the account holder. Service calls made after hours will be subject to an after-hours charge. If a valve breaks during the account holder's use of the valve (by turning off or on the water meter), the account holder will be charged for the repair and will be subject to termination of services for failure to pay for all repairs due to such damage.

The applicant agrees and acknowledges that is utility service is terminated for non-payment of the utility bill, a fee will be required in addition to payment of all past charges before water is turned back on.

The applicant agrees that if the City incurs any collection costs to recover past due amounts from the account holder for utility services, the account holder will pay all such collection costs in addition to the outstanding balance of the account holder's account. "Collection costs" shall include all fees incurred by the City, including but no limited to, actual attorney's fees or any contingency fee charged by an attorney or a collection agency before and/or after a lawsuit is filed.

When services are turned on, be sure that all faucets and landscaping water is turned off. If you have a main valve on your dwelling, please turn it off. If it appears water is running inside or outside the dwelling, the water service will NOT be turned on. You are responsible for all water usage and any damage that may occur when the water is turned back on.

Will someone (18 years or older) be there for the turn on?

Yes

No

The applicant agrees to comply with all regulations of the City relating to utility services. The account holder agrees that failure to comply with such regulations may result in the termination of utility services.

By signing this application, I affirm that I am responsible for the payment of all utility services provided by the City. I affirm that any Co-Applicant listed will also be responsible for any balance due on the account.

Applicant Signature

Date

**CITY OF SHOW LOW
UTILITY RATE TABLE**

Resolution 2014-39/2022-24

Effective 1/1/2026

Water Rates				
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
101	5/8 - 3/ 4"	5,000	35.80	3.52
102	1"	5,000	55.34	3.52
103	1 1/2"	11,000	116.28	3.52
104	2"	22,000	250.13	3.52
105	3"	44,000	514.91	3.52
106	4" +	67,000	829.90	3.52
Water Rates - Outside City Limits				125%
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
111	5/8 - 3/ 4"	5,000	44.74	4.40
112	1"	5,000	69.17	4.40
113	1 1/2"	11,000	145.35	4.40
114	2"	22,000	312.65	4.40
115	3"	44,000	643.62	4.40
116	4" +	67,000	1,037.38	4.40
Wastewater Rates				
Rate Code	Description		Base Fee	Rate per 1,000/gal
301	Residential		40.71	n/a
351	Residential - Low Pressure		56.39	n/a
303	Commercial		33.53	3.85
361	Commercial - Low Pressure		51.38	3.85
310	Multi Family/Mobile Home Park		33.53	3.85
311	Offices/Business/Retail		33.53	3.85
314	Churches		33.53	3.85
316	Motels and Hotels		33.53	3.85
318	Schools		33.53	3.85
320	Bars		33.53	3.85
Sanitation Rates - Resolution 2011-07 (effective July 1, 2020)				
Rate Code	Description			Base Fee
501	First Polycart (One trash, one recycling)			22.87
502	Additional Polycart			13.90
Miscellaneous Rates				
Rate Code	Description			Base Fee
2101	Water Rights Preservation Fee (per month/per active Residential water account)			3.00
	Seasonal/Inactive Status (resolution R2013-04) - Effective 5/02/13 - Includes connect/disconnect fee for water customers standard late fee shall be applied for all outstanding balances - Account must be current prior to reconnection - Includes all services			150.00
	Water Connection			25.00
	Water Disconnect			25.00
	After Hours Call Out			40.00
	Re-Read/Read Only			25.00
	Bulk Meter Activation			150.00
	Bulk Meter Deposit			800.00
	Non-Sufficient Funds fee			25.00
	Late Fee (applied 10 days after billing date)			10.00
	Security Deposit			150.00
	- with autopay sign up and continued active autopay			75.00
	- refunded after 12 consecutive months of prompt payment - may be waived with letter of credit showing 1-year of prompt payment history from previous utility			
	Water Rights Preservation Fee for Commercial Accounts			Tiered Rate