



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

PLAN/DESIGN REVIEW APPLICATION

PROJECT NAME *(if applicable)* _____

Name of Applicant/Developer(s) _____

Mailing Address _____

Telephone Number _____

PROJECT ENGINEER *(if applicable)* _____

Mailing Address _____

Telephone Number _____

PROPERTY OWNER *(if different)* _____

Mailing Address _____

Telephone Number _____

Review Requested
Plan ___ Design ___ Combined ___

Property Information

Description of building to be done

Assessor's Parcel Number(s): _____

Total Acreage: _____

Zoning Classification: _____

Submittal of this application constitutes consent of the applicant in granting Town of Springerville staff access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of the Town of Springerville and the State of Arizona.

Signature of applicant _____ Date _____

Fee: \$ _____ Received By: _____ Approved: Y ___ N ___

Notes: Y ___ N ___ Zoning Adm. Approval: Y ___ N ___

Other: _____

Date Stamp:

Town of Springerville Plan Review Checklist

Prior to the issuance of a building permit, the building inspector shall ascertain that the zoning administrator has approved plans which are in conformance to those presented with the building permit application.

A request for design review may be submitted in conjunction with a request for plan review, provided the plans submitted reflect all elements of Chapters 17.88 Plan Review and 17.90 Design Review.

Requirements

_____ Four (4) identical copies of the plan. Pages shall measure not more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale and not smaller than forty (40) feet to the inch, (or as required by Planning/Zoning Administrator) including electrical, plumbing, heating or remodel drawn to current adopted Town IBS/UBC code; which show the following:

_____ A. Drawing of lot/parcel with dimensions.

_____ B. Location, size, height, use and exterior materials of all buildings and structures of new buildings.

_____ C. Size and dimensions of yards and space between buildings.

_____ D. Location and height of walls and fences.

_____ E. Location, number of spaces, dimensions, circulation patterns and surface materials for all off-street parking and loading areas, driveways, access ways and pedestrian walkways. (if applicable)

_____ F. The location, dimensions, area, materials and lighting of signs. (if applicable)

_____ G. Location and general nature of lighting. (if applicable)

_____ H. Street dedications and improvements. (if applicable)

_____ I. Existing and proposed grades and drainage systems. (if applicable)

_____ J. The size and location of all existing and proposed public and private utilities. All easements must be shown. (if applicable)

_____ K. Natural features such as mesas, rock outcroppings or streams and man-made features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered. (if applicable)

_____ L. Landscaping, including all surfacing material around buildings and in all open spaces. (if applicable)

_____ M. A vicinity sketch showing the location of the site in relation to the surrounding street system, and identifying adjacent properties and their uses. (if applicable)

_____ N. 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.

_____ O. Any other information which the zoning administrator may find necessary to establish compliance with this title and other ordinances.

NOTE: Under certain circumstances where the nature of the permitted or conditional use is such that it would be unnecessary or economically unfeasible for the applicant to prepare a plan in accordance with above requirements, the zoning administrator may waive certain of the above requirements, but in all cases the applicant will be required to prepare and submit some type of site plan drawn to scale.

Review procedure

The zoning administrator shall have ten (10) working days from submission of the plan application to review said plan and approve, conditionally approve or reject said plan based on its compliance with all ordinances and master plans of the Town, and to notify the applicant of his/her decision either verbally or in writing. The zoning administrator may choose to obtain the opinion of the planning and zoning commission, in which case a decision must be rendered within five (5) days of commission review, the decision set forth in detail, the reasons for denial, or in the event of a conditional approval, the changes or additions which are necessary to make the plan acceptable.

All copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the zoning administrator. One copy of said approved plan and conditions may be mailed to the applicant and one copy shall be filed with the building inspector.

Expiration

A. Six months from the date of approval, a plan approval becomes void if a building permit has not been issued.

Town of Springerville Community Development
418 E. Main St. • Springerville, AZ 85938
928-333-2656 fax 928-333-5598

B. An extension of approval may be granted if the applicant files for an extension period prior to the expiration and the extension is granted.

Per Chapter 17.88 Plan Review of the Town of Springerville Municipal Code . A complete copy of these guidelines is available upon request.



BUILDING HEALTH AND SAFETY

The Town of Springerville has adopted the 2015 edition of the INTERNATIONAL RESIDENTIAL BUILDING CODE, INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL PLUMBING CODE, INTERNATIONAL GREEN BUILDING CODE AND THE 2014 NATIONAL ELECTRICAL CODE

Climate and Geographic Design for Springerville, AZ

- Elevation 7000
- Weathering: Moderate
- Termite: None to Slight
- Winter Design Temp: 4 Degrees
- Ice Barrier Underlayment Required: No
- Flood Hazards: The NFIP as adopted by the Town of Springerville Council: 10/2/2007 and Administered by the Apache County Engineer
- Air Freezing Index: 1500
- Mean Annual Temp: 56 degrees
- Wind Design: Speed: 90 w/25 secondary gust. Exposure "B" Topographic effects: YES
- Balconies (exterior) and Decks: 40 PPSF
- Seismic Design Category B.
- Frost Line Dept: 18" below finish grade (ie., footings, plumbing pipes, trenching)

SNOW LOADS

- Required Roof Snow Load: 32 PPSF (4/12 pitch and HIGHER)
- Required Ground Snow Load: 34 PPSF

- Required Roof Snow Load: 34 PPSF (UNDER 4/12 pitch)
- Required Ground Snow Load: 36 PPSF



TOWN OF SPRINGERVILLE

I am a currently a licensed contractor: Name _____

License No. ROC _____ License Class _____

Signature _____ Title _____

Name spelled out _____ Date _____

EXEMPTIONS FROM LICENSING

I am exempt from Arizona contractor's license laws on the §32-1121A., namely:

A.R.S. §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for a least one year after completion of this project.

A.R.S. §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.

Other _____

I understand that the exemption provided by A.R.S. §32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.

I will be using the following licensed contractors on this project:

_____ License No. ROC _____ Class _____
(General Contractor)

_____ License No. ROC _____ Class _____
(Mechanical Contractor)

_____ License No. ROC _____ Class _____
(Electrical Contractor)

_____ License No. ROC _____ Class _____
(Plumbing Contractor)

I agree to comply with all current Town of Springerville IBC/UBC/IRC codes.

SIGNATURE

NAME SPELL OUT

DATE

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. §13-2704.



TOWN OF SPRINGERVILLE

Residential Permits

PERMITS REQUIRED

A Plan/Design Review application resulting in a building permit and inspections are required for most residential projects (i.e., anything having to do with structural, electrical, plumbing or foundations (which includes remodeling, porches, additions, accessory buildings and equipment such as air conditioners, heat sources and water heaters) A licensed General Contractor may have to oversee the project and additional sub contractors may be required for electrical, plumbing or HVAC installations.

It is the homeowner/property owner's responsibility to provide acceptable plans and obtain a building permit for:

- All new residential buildings
- Electrical reconnections, service increases, panel replacement or repair
- All plumbing
- Water heater installation (including replacements)
- Gas lines pressure tests (new or replacement lines)
- Furnaces, heat pumps, air conditioners or Evaporative coolers (new only) (Note: Load and sizing calculations are required for new AND replacement HVAC equipment)
- All residential walls or fences must have a site plan review for zoning compliance (requires a fence permit application). Additionally, walls and fences over 6 feet tall require a building permit with a structural engineered design.
- Metal and some pre-assembled buildings require stamped engineered plans
- Detached accessory structures over 200 square feet
- Porches, additions or garages
- Remodeling of existing structures that include plumbing, electrical, foundation or structural changes
- Demolition of existing structures.

Community Development Department/Planning and Zoning will review construction plans submitted by the customer but we cannot design the plans for you. If you need help in designing a plan, you will need to contact a design professional and all plans submitted will have to conform to the current Town Building Code. For property development standards, please contact the Community Development department at Town Hall.

NOTE: Rental units are considered commercial property and all commercial permits will require a commercial licensed contractor.

WORK THAT HAS ALREADY BEEN COMPLETED WITHOUT A BUILDING PERMIT:

It is possible to obtain a permit for work that has already occurred. However, the same requires will apply as above. Depending on the circumstances, according to Town Code, you may be charged double the original permitting fee for doing work without obtaining a building permit first.



TOWN OF SPRINGERVILLE

DEMOLITION/REMODELING

When is a demolition permit required?

Most governmental bodies require a permit to be pulled before the demolition of any structure, which may include stand-alone concrete structures such as sidewalks, seawalls, or other concrete walls. Permit forms (Plan Review Application) may be available through the Community Development Department, and sometimes through the municipal fire department if there is a structure abatement program in place.

Why are Demolition Permits Required?

Most often, the purpose of a demolition permit is to enable the governing body to monitor any works or activities performed within its jurisdiction for public safety monitoring. The permit also usually ensures that plans comply with various other concerns, such as environmental regulations and asbestos and other HazMat issues.

Who Can Apply for a Demolition Permit?

Usually this is determined by the type of work to be performed. For instance, a licensed general contractor may be allowed to obtain a permit to demolish any structure, while other licensed contractors may be restricted to the demolition of a structure that will be replaced, and to disassemble/re-assemble any building. Many states allow owners to apply for a demolition permit when the project involves an owner-occupied residence.

What Does the Demolition Permit Cost?

There is no cost for the demolition permits.

However, there are often additional fees for services such as inspection of the electric power disconnection and for capping water and sewer at the property line.

Additional municipal fees may be involved depending if the property is anticipated to be developed within a reasonable time (this involves have the water shut off at the property line) or if no development is anticipated (this involves the water service being abandoned at the main).

What is Involved in the Typical Demolition Permit Process?

- Fill out a Plan Review application. This will be reviewed by the Building Department and times scheduled for inspections.
- Contact appropriate utilities, including water, electric, and gas, as well as the telephone and cable companies to remove meters and wires.
- Abandonment of Septic Tank (if applicable) must be filled out by a licensed contractor and kept on file. (Note: if sewer is available to the property, the septic tank must be collapsed before a new sewer hook up will be provided)

If necessary, obtain approval from the Water Department at Town Hall to abandon water and/or sewer.

What is Involved in the Inspection Process?

You will usually need an inspection prior to demolition of the structure. Typically the Town inspector verifies that all utilities and water and sewer facilities are disconnected. A final inspection is required after all demolition and final clean up has been completed.