

Town of Fredonia

25 N Main St. * PO Box 217 Fredonia AZ 86022
Fax: 928-643-7627 * Office 928-643-7241
Email: townclerk@fredonia.net

To Whom It May Concern:

Enclosed in the building permit packet for the Town of Fredonia is a permit application, requirement check list, soils test forms, owner/builder agreement, a fee schedule and general information. If you are planning to use a contractor, please disregard the owner/builder application. However, if you are an owner/builder the form needs to be notarized and the original sent to our office. If you live out of state you may have the owner/builder agreement notarized in your state. If at any time something changes on the permit application i.e. the general contractor changes to an owner/builder, the owner/builder changes to a general contractor, the engineer or architect changes, etc., a new permit application must be submitted with the correct and updated changes. This will insure that if there are any concerns, questions or violations the correct people are contacted.

To obtain a permit you must complete and submit the building permit application, signed requirement check list and all other required forms and documents. When you submit your application and documents, a non refundable plan review fee must be paid; the amount paid will be applied toward the total permit price. If any items are omitted or incomplete it will delay the process of obtaining your building permit. Please note that some documents are required to be submitted with two copies. These will be outlined in the packet.

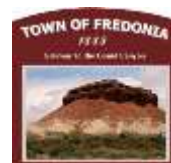
This packet is subject to changes as requirements and code changes are adopted. It is important that you read and understand this packet and the minimum requirements needed to obtain and hold a building permit. Your signature on the permit application and requirement check list states that you have read and understand what is in the packet and that you will build according to the Fredonia Town Code and adopted building codes.

It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by the adopted building codes, or cause the same to be done, in conflict with or in violation of any provisions of the adopted building codes.

If you have questions you may contact our office between the hours of 7:30 A.M and 5:30 P.M. Monday through Thursday at 928-643-7241.

Town of Fredonia
Building Permit Packet
Revised 05/01/2011

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BUILDING PERMIT APPLICATION

PURPOSED WORK: Residence () Commercial () Storage () Garage () Other _____

VALUATION OF PURPOSED WORK: _____

OWNER OF PROPERTY: _____

PHYSICAL ADDRESS: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE NUMBER: _____ E-mail: _____

ARCHITECT OR ENGINEER: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ E-mail: _____

GENERAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ E-mail: _____

ELECTRICAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ E-mail: _____

PLUMBING CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ E-mail: _____

MECHANICAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ E-mail: _____

OWNER'S OR AUTHORIZED AGENT'S SIGNATURE: _____

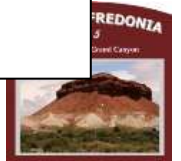
DATE: _____

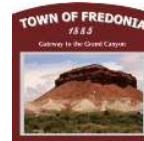
OWNER/BUILDER: YES NO SETBACKS: FRONT _____ SIDE _____ SIDE _____ REAR _____

HOW MANY DWELLINGS ON PROPERTY _____ HOW MANY STRUCTURES ON PROPERTY _____

Price of permit _____	date paid _____
Approved by _____	date of approval _____
PERMIT NUMBER ISSUED# _____	

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TOWN OF FREDONIA

Requirements for Building Permit Application

Prior to issuance of a building permit a completed application and required supporting documentation must be reviewed and approved.

After the completed application is received, please allow 10 working days for review, approval and issuance of the building permit.

Following is a list of required documentation to be attached to the application:

Building Department

- _____ 1. Application
- _____ 2. Site Plan (2 copies)
- _____ 3. Construction Drawings (2 copies)
- _____ 4. Owner Builder Certificate
- _____ 5. Soils Test
- _____ 6. Septic Permit
- _____ 7. Locate and Stake Property Corner Pins
- _____ 8. Proof of Water
- _____ 9. Res and/or Com check (2 copies)

MY SIGNATURE BELOW INDICATES THAT I HAVE CAREFULLY READ AND UNDERSTAND THE PERMIT PACKET AND VERIFIED THAT ALL OF THE ABOVE ITEMS HAVE BEEN INCLUDED WITH MY PERMIT APPLICATION. I HAVE CHECKED EACH ITEM OR INDICATED N/A FOR ITEMS THAT DO NOT APPLY, AND HAVE INSURED THAT MY APPLICATION AND PLANS ARE COMPLETE. I ALSO UNDERSTAND THAT IF ANY ITEMS ARE DETERMINED TO BE OMITTED OR INCOMPLETE I WILL BE REQUIRED TO CORRECT OR SUPPLY THE DOCUMENT PRIOR TO THE BUILDING PERMIT BEING APPROVED.

Signature _____

Date _____

Detailed descriptions and additional explanations of requirements are included in this packet.

Name of Owner/Builder:

Address: _____

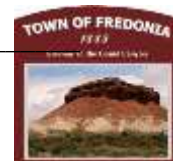
City, State, Zip: _____

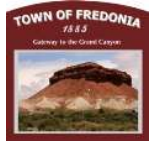
Location of Construction Site
(Address:) _____

City, State, Zip: _____

Subdivision Name: _____

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CERTIFICATION
Requirements for Building Permit Application (PAGE 2)

I, _____, certify under penalty that the following statements are true and correct and are based upon my understanding of the Arizona Registrar of Contractors.

I am sole owner of the property and construction project at the above described location.

2. The improvements being placed on the property are intended to be used and will be used for my personal non-commercial, non public use.

3. I understand that work performed on the project, if it is the type of which is regulated under the Construction Trades and License Act, and Rules of the Contractor's Licensing Board, must be performed by the following:

A. Myself the sole owner property; or

B. A licensed contractor; or

C. My employee(s) on whom I have worker's compensation insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or

D. Any other person working under my supervision as owner/builder to whom no compensation is paid.

4. I understand that if I retain the service of an unlicensed contractor or compensate an unlicensed person, other than as an employee for wages, to perform construction services for which licensure is required, I may be in violation of Arizona State law and could be subject to criminal and civil penalties.

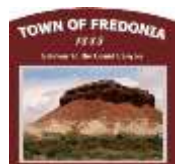
Dated this _____ day of _____, 20_____

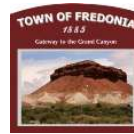
Signature of Owner/Builder

Subscribed and sworn before me this _____ day of _____, 20____, in the County of Coconino, State of Arizona.

Notary Public My commission expires

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TOWN OF FREDONIA

GEOTECHNICAL DATA & COMPLIANCE REPORT

Backfill and Final Grade

Name on Building Permit _____

Physical Address of Property: _____

Building Permit Number _____ Tax I.D. #: _____

Lot #: _____ Block #: _____ Subdivision: _____

Section _____; Township _____ South; Range _____ West

General Contractor: _____

COMPLIANCE

I, _____, having performed the soils testing and compaction testing of the backfill in accordance with the International Residential Code, and/or IBC hereby verify that the site described above is suitable for the construction of: Dwelling () Manufactured House () Commercial () Industrial () Other ()

Basement: Yes/No

Number of Stories: 1 2 3

Site Classification: A B C D E

Soil Bearing Capacity (psf) _____

Percent of Final Grade (slope) _____

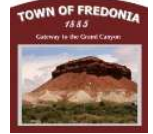
Site Preparation Recommendation: (attach if necessary) _____

Testing Results (compaction percentage, attach test) _____

I, _____, by affixing my signature and professional stamp, verify inspection, soil testing, compaction testing, meets or exceeds the engineering practices and standards needed to comply with the recommendation of the soils and geotechnical investigation, for the backfill, and proper grade away from said building to meet or exceed the codes as adopted by the State of Arizona.

Engineer Signature

Affix Engineer's Wet Stamp Above



TOWN OF FREDONIA

GEOTECHNICAL DATA & COMPLIANCE REPORT

Prior to Footing and Foundation

Name on Building Permit _____
Physical Address of Property: _____
Building Permit Number _____ Tax I.D. # _____
Lot #: _____ Block #: _____ Subdivision: _____
Section _____ Township _____ South; Range _____ West
General Contractor: _____

COMPLIANCE

(FIRM NAME) _____, having performed the soils testing and compaction testing of the footings and foundation pad in accordance with the International Residential Code, and/or IBC hereby verify that the site described above is suitable for the construction of:

Dwelling() Manufactured House() Commercial() Industrial() Other()

Basement: Yes/No

Number of Stories 1 2 3

Site Classification A B C D E

Soil Bearing Capacity (psf) _____

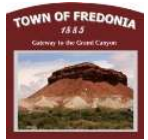
Site Preparation Recommendation: (attach if necessary) _____

Testing Results: (compaction percentage, attach test results) _____

I, _____, by affixing my signature and professional stamp, verify inspection, soil testing, compaction testing, for footings and foundation, and/or structural pad preparation, meets or exceeds the engineering practices and standards needed to comply with the recommendation of the soils and geotechnical investigation, for the purpose outlined above.

Engineer Signature

Affix Engineer's Wet Stamp Above



Building Permits will only be issued when the following criteria is met

1. Submit all required applications, documents, forms and plans.
2. Approval of the Building Official.
3. Water system approved by the ADEQ.
4. Legal access to the property where the easement is specifically reserved and does not go through private property unless an easement is specifically reserved. and meets the Town of Fredonia Standard Specification and Drawing Designs.
5. Proof of ownership, either a recorded deed or contract.
6. Soils test and compaction test performed by a qualified engineer with recommendations follow up inspection and notice of compliance with recommendations. This must be completed and the report received before or during the footing inspection. There are two geotechnical data and compliance forms in the packet that must be used and submitted along with the qualified engineer's report. Any new commercial, residential and anything attached to them is required to have these test performed and supplied. However, not every project requires a soil and compaction test, if you have any questions or concerns on your project contact our office.
8. Manufactured homes brought into the Town must be rated for the area to insure it will meet the current energy provisions outlined in code. They must also be allowed according to the provisions in the Fredonia Town Code.

Details for the Requirement Check List

Building Department

A. Completed Permit Application. This must include name, address, telephone number of the owner, builder/contractor, engineer, architect, etc.

B. Plot/Site Plan (two copies).

1. Scale of plan, and direction of north point.
2. Lot lines, setbacks, adjacent streets, roads and rights-of-ways.
3. Location of all existing structures on subject property and adjoining properties, with utility lines, poles, septic tank and field, etc., fully dimensioned.
4. Location of proposed construction and improvements, with location and dimension of all signs.
5. Necessary explanatory notes.

C. Construction Plans (two copies). Depending on the use, location, size, shape, and building official's discretion these plans may be required to be designed and stamped by a licensed engineer. If you have any concerns or question regarding engineering contact our office.

1. Footings Detail
2. Foundation with structural detail schedule and elevations.
3. Floor plans, with room size and partitions, cross section
4. Referenced to use of insulation system proposed R-38 minimum on all ceilings, R-16 in interior walls, R-19 in exterior walls, R-19 in floors and R-9 in basements around Fredonia.
5. Roof details
6. Electrical, plumbing, mechanical, and gas.
7. Shear walls with tie downs
8. Porch, entry, stairs, etc., details where they occur referenced from floor, foundation and plat plans. Show sizes and justify specified snow load.

9. Material schedules, general notes

10. Any other detail that needs to be included.

D. Owner/Builder Certificate. This was explained on the first page.

E. Septic Permit, (if outside Town Sewer service area.) Clearance from the Health Department for septic system prior to issuance of permit. Please include a copy of septic system permit. Phone numbers and address will be provided at the end of the packet.

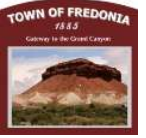
F. Locate and Stake Property Corner Pins. All property corners must be visibly marked so we can check the set back requirements. If the corner pins cannot be found or they don't appear to be correct the owner must have the property surveyed.

G. Res and/or Com Check (two copies). This report must be provided to insure the property meets or exceeds the energy provisions outlined in code. A free Res & Com Check program can be downloaded off the internet at www.energycodes.gov.

Building permits are required for any type of building in Fredonia. No building or structure regulated by Fredonia Town Code and any of the current adopted building codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate permit for each building has first been obtained from the building official.

If work is not started on a structure or building within 180 days from the issuance of a permit or such work is suspended or abandoned for a period of 180 days, the permit shall become invalid.

If work is not performed within the 180 day period you may extend the permit for a fifteen dollar fee before the permit expires. The extension shall be requested in writing and justifiable cause demonstrated. If you let the permit expire all work must stop until you either renew the permit for a one hundred dollar fee, within 30 days of it expiring, or obtain a new permit. If you fail to do so a "Notice of Non-Compliance" will be filled with the Town of Fredonia, stating we were unable to verify code compliance, and the matter will be turned over to the office of the Town Attorney for further action. A "Notice of Non-Compliance" can have a negative impact on, but not limited to, insurance claims, property resale and property financing. If you let the permit expire and obtain a new one you will at that time have to follow any and all new changes to the Fredonia Town Code and adopted building codes.



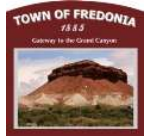
Building Inspections

24 hours notice is required for all inspections. Occasionally the building inspector can schedule an inspection the same day it is called for; however, this is not always the case. After the inspection is completed, if work is not marked "Approved" on the inspection form, make the corrections noted in the remarks section of the form and call for another inspection before continuing work. It is fairly common for builders to order cement and then call for an inspection. We DO NOT recommend this practice. Often the building inspector is booked and cannot make an inspection before the cement is due to arrive. If this happens the builder will be expected to cancel his order for cement. Pouring cement without an inspection will not be allowed. We recommend waiting until the inspection has been completed and approved before ordering cement.

Required Inspections & Information

1. Footing & Set Back. Inspect footing reinforcement before pouring concrete footings. When this inspection is performed, the property set-backs are checked to make sure all zoning property setbacks are correct.
2. Foundation. Inspect the foundation wall reinforcement before pouring concrete walls. We will inspect the foundation later for a damp proof coating.
3. Underground Plumbing. Inspect the underground plumbing before it is covered and the floor is poured.
4. Shear Wall & Sheeting. Inspect the shear wall and sheeting before they are covered by any house wrap or other material.
5. 4-Way. Inspect the framing, rough plumbing, rough electrical, rough mechanical and rough gas.
6. Insulation. Inspect all insulation before it is covered by sheetrock or any other material.
7. Drywall/Wallboard. Inspect rough drywall before taping and applying drywall mud.
8. Meter Base. (if applicable)
9. Lath. (if applicable)
10. Vapor Barrier/House Wrap. Inspect vapor barrier/house wrap on exterior before applying siding or other finishes.
11. Lag. Inspect lag both roof and wall for manufactured homes.
12. Jacks & Tie Downs. Inspect tie downs and jacks on manufactured homes.
14. Final Inspection.

TOWN OF FREDONIA



General Inspection Rules:

- Inspections must be scheduled 24 hours prior to the requested inspection.
- DO NOT cover up any required inspections until approved by the building official. Approval is granted after calling for and passing an inspection. Failure to do so will result in removal of coverings, or complete condemnation and abatement of work.
- All inspection tests are required. (Electrical, plumbing, mechanical, etc.)
- NO building can be occupied until a final inspection is passed and a certificate of occupancy is granted or a temporary occupancy permit is issued by the building inspector.
- All inspection cards, plans and manufacturer's information and instructions must be on the job site during inspections. A permit allots a certain number of inspections. These include, but are not limited to the required inspections and one re-inspect for each required inspection. The scope of the work will be the main determining factor when figuring the number of allotted inspections. If at any time during the project you exceed this allotted number of inspections you will be charged for each additional inspection until the project is completed.