



PINAL COUNTY
wide open opportunity

BUILDING SAFETY PERMIT SUBMITTAL REQUIREMENTS

PINAL COUNTY COMMUNITY DEVELOPMENT
DEPARTMENT BUILDING SAFETY DIVISION
P.O. BOX 1610, FLORENCE, AZ. 85132
31 N. PINAL STREET, BLDG F
(520) 866-6405 FAX (520) 866-6517

www.pinalcountyaz.gov

www.citizenaccess.pinalcountyaz.gov

INFORMATION
BULLETIN

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JUNE 2016

Please submit the following information completely so that Building Safety staff can expediently process your application. **Applications cannot be accepted via mail or e-mail.** Cash payments are limited to \$100 or less per transaction.

- COMPLETED APPLICATION PROPERTY OWNER AUTHORIZATION FORM
- *TWO (2) SETS OF COMPLETE CONSTRUCTION DOCUMENTS (Drawings and any required engineering) AS APPROPRIATE TO FULLY DESCRIBE THE PROJECT, including:
Online/electronic submittals require one set of plans
- () *Foundation Plan () *Exterior Elevations
() *Floor Plan () *General Details for Framing and Foundation
() *Roof Framing Plan () *Electrical, Plumbing & Mechanical Plan

(1) **Site Plan** drawn to engineer's scale (1"=10', 20', etc) on an 8.5" X 11" or 11" X 17" paper. Show all property lines, all structures existing and new, septic location, washes, easements, and right of ways. DO NOT show grading and topo lines on this site plan.

- PLANS MUST BE DRAWN TO SCALE ON A MINIMUM SIZE 11" X 17" PAPER FOR SINGLE FAMILY RESIDENCES AND COMMERCIAL PROJECTS. OTHER PROJECTS SUCH AS DETACHED STRUCTURES & CARPORTS CAN BE SUBMITTED ON 8" X 11" PAPER, AND ALL MUST BE OF SUFFICIENT CLARITY TO INDICATE LOCATION, NATURE AND EXTENT OF PROPOSED WORK.
- COMMERCIAL PROJECTS** - FIRE DISTRICT or plan for fire protection.
- VERIFY **IF** ANY OR ALL DRAWINGS MUST BE DESIGNED AND SEALED BY AN ARIZONA REGISTERED ARCHITECT AND /OR ENGINEER.
- STRUCTURAL DESIGN CRITERIA:
- 2012 IBC/IRC
 - Basic Wind Speed: 90 mph (3 second gust)
 - Wind Exposure Category: C
 - Seismic Design Category: B
 - Roof Live Load: 20lb minimum

Plan Review Fees are due at time of submittal and are based on the square footage of your project. Permit fees are due at time of permit issuance. Criteria listed above are Building Safety's submittal requirements only, please contact the departments listed below for their requirements that may pertain to your project. (Such as: site plan, septic, dust, flood plain permits, and/or impact fees.)

**THE FLORENCE OFFICE IS OPEN MONDAY THRU FRIDAY 8:00 AM – 4:30 PM.
LOCATIONS & HOURS FOR OUR DISTRICT OFFICES ARE AVAILABLE ON THE BUILDING SAFETY WEBSITE
OUR TOLL FREE NUMBER IS 1-800-208-6897**

PLANNING DIVISION	(520) 866-6442	APACHE JUNCTION OFFICE:	(520) 866-6105
AQUIFER PROTECTION	(520) 866-6633	ORACLE OFFICE:	(520) 866-7804
AIR QUALITY	(520) 866-6929	CASA GRANDE OFFICE:	(520) 866-7443
PUBLIC WORKS	(520) 866-6411		
IMPACT FEE COORDINATOR	(520) 866-6321	AUTOMATED INSPECTION LINE:	(520) 866-6299

