Town of Florence Community Development Department
Building Safety Division
224 W. 20th Street / P.O. Box 2670, Florence, AZ 85132

Main Phone 520-868-7575 / Inspection Line 520-868-7601

Email: tofpermits@florenceaz.gov
Website: www.florenceaz.gov/community-development

OFFICE USE ONLY	
PERMIT #_____ Occupancy Group:	
Permit Fee	$
Review Fee	$
Impact Fees	$
Printing/Misc Fee	$
TOTAL DUE	$

New _____
Revision_____

BUILDING PERMIT APPLICATION

PERMIT TYPE:

RESIDENTIAL	☐	New Build/SFR	☐	Addition (attached)	☐	Certificate of Occupancy
	☐	Roof	☐	Demolition	☐	Change of Occupancy
	☐	Remodel	☐	Accessory (detached)		

COMMERCIAL	☐	Tenant Improvement	☐	New Build	☐	Site Improvements	☐	Certificate of Occupancy
	☐	Sign	☐	Roofing	☐	Cell Tower	☐	Change of Occupancy
	☐	Addition	☐	Accessory	☐	Fire		

APPLICANT NAME: _____ **Phone:** _____
Applicant Address: _____
Applicant Email: _____

Same as Applicant ☐
PROPERTY OWNER: _____ **Phone:** _____
Property Owner Address: _____

CONTRACTOR: _____ **Phone:** _____
Contractors Address: _____
Contractors Email: _____
Contractors ROC License No: _____ **Town of Florence Business License No:** _____
(Required for Contractors)

SCOPE OF WORK/PROJECT DESCRIPTION: _____
_____
Project Address: _____ Parcel #: _____
Subdivision: _____ Unit:_____ / Lot:_____

RESIDENTIAL	COMMERCIAL
SQ FT (ADDED):	SQ FT (EXISTING):
VALUATION: $	SQ FT (ADDED):
NEW SFR	FIRE SPRINKLERS: Yes / No
SQ FT (LIVEABLE):	TYPE OF CONSTRUCTION:
SQ FT (NON-LIVEABLE):	EXISTING USE:
TOTAL SQ FT:	NEW USE:
VALUATION: $	VALUATION: $

Valuation based on building materials and labor

hereby certify that I am the owner or the owner's duly authorized agent, that I 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. This application is NOT a permit. NO work will commence until a plan review is completed and permit is issued by the Town of Florence. The filing of this application and payment of fees does not guarantee or grant the issuance of a permit. Plan review fees are non-refundable. 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. I understand that review of my project will not commence until a plan review fee has been paid in full.

_____

Signature of Owner/Applicant **Print Name** **Date**

BUILDING PERMIT APPLICATION INFORMATION

SUBMITTALS

Permit applications will have the following attached:

- Permit Application
- Inspector Rights and Responsibilities
- Owner Authorization Form (Not required for Owner-Build)
  - If recent new owner purchase, a copy of the warranty deed/proof of ownership is required.
- Written Estimate – Commercial Projects
- Site Plans – 2 Copies for Residential Projects; 3 Copies for Commercial Projects
  a. Site Plan should include property lines, setbacks/distance from property line to existing structures, all structures on property, streets, North direction, and location of utilities on property.
- Construction / Building Plans – 2 Copies for Residential Projects; 3 Copies for Commercial Projects

DELIVERY

Currently the Town of Florence does not have the capability to accept online submittals or to perform online plan reviews. We understand that due to the distance to our jurisdiction, delivery of permit applications in person is not always feasible. Therefore, the Town of Florence accepts permit applications by the following methods:

1. Over the counter
2. Mail Delivery (USPS, UPS, FedEx) Mailing cost is incurred by applicant.
   USPS – PO Box 2670, Florence, AZ 85132
   UPS/Fed Ex – 224 W. 20th Street, Florence, AZ 85132
3. Email (tofpermits@florenceaz.gov)

Note, applications for commercial projects must be submitted over the counter.

Printing costs will be assessed for applications received by email. See Printing section below for fee schedule.

PRINTING

Documents received by email will be printed as follows:

Applications	8.5 x 11	$0.50 per page
Building Plans	11 x 17	$3.00 per page

The applicant will receive an email confirmation with a cost estimate for printing.

FEES AND PAYMENTS

Permit fees are based on the valuation of the project.

At the time of submittal, the plan review fee will be collected, along with any printing fees, if applicable. The permit balance will be collected upon permit issuance.

The Town of Florence Community Development Department accepts cash, check and credit cards. Payments can also be made by phone by calling 520-868-7573 / 7665.

PLAN REVIEW AND PERMIT ISSUANCE

Plan reviews are typically 7 to 10 business days for first review. Permits are issued once approved and all permits must be picked up at our offices in Florence, Arizona. Right of Way Permits are exempt

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INSPECTIONS; APPLICABILITY
RIGHTS AND RESPONSIBILITIES

Address_____
Project Site Address

Purpose of inspection_____
Project Scope of Work

(A.R.S. § 9-833 A) A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:

1. Present photo identification on entry of the premises
2. State the purpose of the inspection and the legal authority for conducting the inspection
3. Disclose any applicable inspection fees

Except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews

4. Provide notice of the right to have:

- Copies of any original documents taken by the municipality during the inspection if the municipality is permitted by law to take original documents
- A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, if appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive
- Copies of any analysis performed on samples taken during the inspection

5. Inform each person whose conversation with the municipal inspector or regulator during the inspection that the conversation is being tape recorded

6. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report

You have the right to appeal the final decision of a municipality based on the results of an inspection to;

Town of Florence
Community Development
James Allen, Building Official
(520) 868-7615
James.Allen@florenceaz.gov

By signing below, I _____have read and understand my rights as prescribed above
Agent/Applicant

_____
Signature Date

Not available or Refusal to sign by regulated person or on-site representative_____
Town of Florence Date

(A.R.S. § 9-833 D) A municipality that conducts an inspection shall give a copy of or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either;

- At the time of inspection
- Notwithstanding any other law, within thirty (30) working days after the inspection
- As required by federal law

(A.R.S. § 9-833 E) The inspection report shall contain deficiencies identified during an inspection. Unless otherwise prescribed by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are;

- Committed intentionally
- Not correctable within a reasonable period of time as determined by the municipality
- Evidence of a pattern of non-compliance
- A risk to any person, the public health, safety or welfare or the environment

(A.R.S. § 9-833 F) If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty (30) working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.

(A.R.S. § 9-833 G) A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.

(A.R.S. § 9-833 H) At least once every month after the commencement of the inspection, a municipality shall provide a regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.

(A.R.S. § 9-833 I) This section does not authorize an inspection or any other act that is not otherwise authorized by law.

(A.R.S. § 9-833 J) This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply;

- To criminal investigations, investigations under tribal-state gaming compacts and undercover investigations that are generally or specifically authorized by law
- If the inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity
- To inspections by a county board of health or a local health department pursuant to section 36-603

(A.R.S. § 9-833 K) If an inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.

(A.R.S. § 9-833 L) Failure of a municipal employee to comply with this section:

- Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy
- Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty

(A.R.S. § 9-833 M) A municipality may adopt rules or ordinances to implement this section

(A.R.S. § 9-833 N) This section:

- Shall not be used to exclude evidence in a criminal proceeding
- Does not apply to a municipal inspection that is requested and scheduled by the regulated person

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OWNER AUTHORIZATION FORM

I/we, the undersigned, do hereby grant permission to: _____
Name of Contractor
to act on my/our behalf for work at site address:_____, and for the purpose of obtaining a building permit for the reasons(s) checked below:

Residential

☐	New Build/SFR	☐	Remodel
☐	Addition (attached)	☐	Accessory (detached)
☐	Roof	☐	Manufactured Home/Park Model
☐	Demolition	☐	Solar System
☐	Mechanical	☐	Plumbing
☐	Gas	☐	Fence/Walls
☐	Electrical	☐	Pool/Spa ***(Pool Safety Code Checklist must also be completed/submitted)***

Commercial

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

Fire

☐	Tent / Membrane	☐	Fire Sprinkler System
☐	Fire Alarm System	☐	Fireworks
☐	Fire – Operational		

Property Owner(s) Signatures

Printed Name(s): _____
Signature: _____

Signature: _____

Phone: _____ **Date:** _____

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SUBMITTAL REVIEW TIMELINES

TYPE OF SUBMITTAL	DESCRIPTION	1ST AND 2ND REVIEWS	SUBSEQUENT REVIEWS
Administrative Review	The Administrative review is to determine the completeness of each submittal and is in addition to the formal reviews listed below.	10 Days	10 Days
Residential	Accessory buildings, plumbing, electrical, mechanical, manufactured homes, park models, pools, remodel, solar, gas,	20 Days	15 Days
Residential New Construction	Single family residential home, standard plans, garage	20 Days	15 Days
Commercial Tenant Improvement	Improvements to an existing building (shell), plumbing, electrical, mechanical, signs, fire sprinkler, fire alarm, hood system	20 Days	15 Days
Commercial New Construction	Construction of a new commercial building under 50K SF, solar farms under 20MW	20 Days	15 Days
Planning Review	Design reviews, general plan amendments, preliminary plats, final plats, zoning, variances	20 Days	15 Days
Engineering Review	Paving, grading, water, sewer, preliminary plats, final plats	20 Days	15 Days
Fire Review	Fire sprinkler, fire alarms, hood systems, tents, fireworks sales	20 Days	15 Days
Right-of-Way Utility Permits	Utility companies; APS, Qwest, Southwest Gas, Cox, etc.	10 Days	5 Days
Right-of-Way Non-Utility	This permit is for improvements within a development	10 Days	5 Days
Miscellaneous Permits	Re-roof, Certificate of Occupancy inspections, Utility clearance, combining parcels, irrigation, some gas lines. E-mailed submittals will be 10/5	Over the counter (no review)	
Permit Tech Review	Prepare documents for permit issuance and/or process redline comments	10 Days	5 Days

NOTES:

1. Review times are business days, excluding all holidays, weekends and while plans are being revised by the applicant.
2. Timeframes are not all inclusive and are subject to change with a written agreement between the Town and the applicant.
3. Shorter review times will be accomplished when possible.
4. These time frames are for plan review only and do not apply to submittals that require approval through the Planning and Zoning Commission and/or Town Council.