

Town of Florence Community Development Department  
 Building Safety Division  
 224 W. 20<sup>th</sup> Street / P.O. Box 2670, Florence, AZ 85132  
 Main Phone 520-868-7575 / Inspection Line 520-868-7601  
 Email: [TOFPermits@FlorenceAZ.gov](mailto:TOFPermits@FlorenceAZ.gov)  
 Website: [www.florenceaz.gov](http://www.florenceaz.gov)  
 Residential Permitting Portal: <https://tw-n-florence-az.smartgovcommunity.com/Public/Home>



<b>OFFICE USE ONLY</b>
PERMIT # _____

New   
 Revision

**PHOTOVOLTAIC-PV SYSTEM (SOLAR) INSTALLATION APPLICATION**

**PROJECT ADDRESS:** \_\_\_\_\_  
 Parcel #: \_\_\_\_\_

**APPLICANT / COMPANY NAME:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_

**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:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>KW</b>		<b>Utility Company</b>	
<b>Roof Mount</b>		<b>Ground Mount</b>	
<b>Valuation</b>	\$	<i>(Building Materials &amp; Labor)</i>	

I 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



## **PERMIT APPLICATION INFORMATION**

### **SUBMITTALS:**

Permit applications will have the following attached:

- Permit Application
- Inspector Rights and Responsibilities
- Owner Authorization Form/Owner Builder Affidavit
- Licensed Contractor Written Estimate
- Site Plan should include property lines, setbacks/distance from property line to existing structures, all structures on property, streets, North direction, and location of all utilities.
- Construction / Building Plans
- All Documents, including application must be combined in one PDF.

### **DELIVERY:**

- For Residential submittals please use our online permitting portal, <https://twn-florence-az.smartgovcommunity.com/Public/Home>. You will need to use the access code that was created for your company. If you are the homeowner, you will also have an access code that was created under your name. If you have questions about the access code, please call (520) 868-7573 or (520) 868-7665.
- For Commercial Submittals, please email your electronic submissions to [TOFPermits@FlorenceAZ.gov](mailto:TOFPermits@FlorenceAZ.gov).
- You may also submit application and plans in person, please note we do not accept rolled plans; all submittals must be on 1 sided 8.5" x 11" paper. Once received, documents will be scanned and turned into digital submission.

### **FEES AND PAYMENTS:**

- Permit fees are based on the current Town of Florence Fee Schedule.
- The Town of Florence Community Development Department accepts checks and credit cards. Permit fees can be made on our online permitting portal or by calling (520) 868-7573 or (520) 868-7665 for payment.

### **PERMIT ISSUANCE:**

Permits are issued once approved and all fees have been paid. Approved permits and plans will be posted on our online permitting portal.

Town of Florence Community Development Department  
224 W 20<sup>th</sup> Street / P.O. Box 2670  
Florence, Arizona 85132  
Phone (520) 868-7575



## **INSPECTIONS: APPLICABILITY RIGHTS AND RESPONSIBILITIES**

**(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 taped/recorded
6. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report
7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.

**(A.R.S. § 9-833 B) On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:**

1. The rights described in subsection A of this section.
2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
3. The due process rights relating to an appeal of a final decision of a municipality based on the results of
4. The inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.

**(A.R.S. § 9-833 C) A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing.**

**(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

**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  
Building Official  
(520) 868 – 7556  
[tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov)

**By signing below, I \_\_\_\_\_ have read and understand my rights as prescribed above**

Applicant

Signature

Date

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**PLEASE CHECK ONE BOX AND FILL IN SECTION THAT APPLIES**

**OWNER AUTHORIZATION FORM**

Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I/we, the undersigned, do hereby grant permission to: \_\_\_\_\_ ROC# \_\_\_\_\_  
*(Name of Contractor)*

to act on my/our behalf for work at site address: \_\_\_\_\_

and for the purpose of obtaining a building permit.

Property Owner(s) Signature and Printed Name (s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER/ BUILDER AFFIDAVIT**

EXEMPTION FROM LICENSING

Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §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 at 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 (please specify):  
\_\_\_\_\_

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.

Owner Print Name and Signature: \_\_\_\_\_ 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.

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## SUBMITTAL REVIEW TIMELINES

TYPE OF SUBMITTAL	DESCRIPTION	1 <sup>ST</sup> & 2 <sup>ND</sup> 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 business days	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.