

Residential Permit Manual

Town of Florence, Arizona

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Residential Permit Manual

Town of Florence, Arizona

Purpose of this Manual

This manual is designed for the Town of Florence homeowner and is intended to:

- Provide information concerning the requirements for obtaining a building permit
- Provide examples of plans and details that will aid in project planning, construction completion and code compliance
- Inform homeowners of the legal requirements that must be met by contractors
- Answer most commonly asked building and Town code compliance questions

It is the responsibility of the homeowner to provide survey pins at all property lines and to contact Arizona 811 (Blue Stake Center) with a request to have all underground utilities located prior to construction. Arizona 811 can be reached at; (602) 263-1100 or (800) 782-5348. Notification is required at least two (2) days before you dig.

Please Note:

This document is intended for guideline purposes only and cannot replace or override any code requirements of the Town of Florence or other applicable permitting authority.

Plan review fees are due at the time of submittal and are non-refundable

***** Any project under construction or completed without a permit will be assessed at double the permit fee *****

How to Obtain a Permit

Building permits are submitted and issued through the Building Safety Department located at 224 W 20th Street, Florence AZ 85132.

Any construction requiring a permit also requires that a licensed contractor do the work unless the owner performs the work themselves and submits the application as an owner/builder. The home must be their primary residence and not be intended for sale or rent per ARS 32-1121. If you lease or rent to others, a licensed contractor and written approval from the home owner authorizing the construction is required.

Application

When applying for a permit, you will need to provide three (3) sets of detailed construction drawings that include:

- Legal description(s)
- A site plan (plot plan) that shows property lines, North arrow, all existing buildings on the lot, including their dimensions from other structures, proposed construction and distances to property lines
- Floor plan
- Building elevations
- Structural details including a section drawing showing footings, post to beam connections, rafter to wall connections and any truss calculations (engineering may be required)
- Mechanical, plumbing, electrical drawings, etc. (if applicable)
- State of Arizona Department of Fire, Building and Life Safety (Manufactured Home & Factory Built Buildings) three (3) sets of State approved foundation plans are required
 - Notarized Owner's Authorization Form (Property Owner is Owner on Record)
 - Job Site Address
 - Project Name (Owner's last name or business name)
 - Parcel Number(s)
 - Unit Number / Lot Number
 - Property Owner's Mailing Address
 - Property Owner's Phone Number
 - Property Owner's Email Address
 - Builder / Contractor Business Name
 - Contact Name for Builder / Contractor
 - Builder / Contractor Phone Number
 - Builder / Contractor Business Address
 - Builder / Contractor ROC Number
 - Builder / Contractor Class
 - Builder / Contractor Town Business License Number
 - Scope of Work (detailed description)
 - Valuation (Written Estimate), by a licensed Contractor
 - Square Feet of proposed work (if applicable)
 - Application signed by Owner / Authorized Agent



Fees

Building Permit and plan review fees are calculated according to the valuation of your project. The valuation is based on the following;

- The valuation of the project based on the licensed contractor's written estimate of project building materials and labor.
- If an owner-builder project, the valuation of the project is based on Applicant's written estimate of building materials, plus labor factor of thirty (30) percent of the building material costs.
- The valuation of the project utilizing the most recent valuation data table from the International Code Council, found on the ICC website at <https://codes.iccsafe.org/> (required for all new single-family homes, multi-family development and all non-residential development).



Codes

The Town of Florence has adopted and utilizes the following Code editions:

- 2012 International Property Maintenance Code
- 2012 International Building Code
- 2012 International Residential Code including appendices H and M
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code
- 2011 National Electrical Code
- 2012 International Energy Conservation Code
- 2012 International Fire Code including all appendices
- 2003 ICC/ANSI American National Standard for Accessible & Usable Buildings & Facilities

Inspections

In an ongoing commitment to improve our customer's experience, the Town of Florence provides access for scheduling inspections and tracking submittals at the following link; <https://twm-florence-az.smartgovcommunity.com/portal/Public/home>

If you are unable to access this website, you can utilize the Town's voicemail system for building inspections at (520) 868-7601. Before calling, you will need:

1. Permit number
2. Address of inspection
3. Inspection type (listed on the permit)

The inspection request must be received by 2:00 pm the working day prior to be scheduled within the next two (2) **business** days.



Work Exempt from Permit

Per Section 105.2 of the 2012 International Building Code, a permit is **not** required for the following:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet
2. Fences not over six (6) feet high
3. Oil derricks
4. Retaining walls that are **not** over four (4) feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1
6. Sidewalks and driveways not more than thirty (30) inches above adjacent grade, and not cover any basement or story below and are not part of an accessible route
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
8. Temporary motion picture, television and theater stage sets and scenery
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than eighteen (18) inches deep, do not exceed 5,000 gallons and are installed entirely above ground
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems
11. Swings and other playground equipment accessory to detached one- and two-family dwellings
12. Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U occupancies
13. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height

A permit is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any structural member, beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor

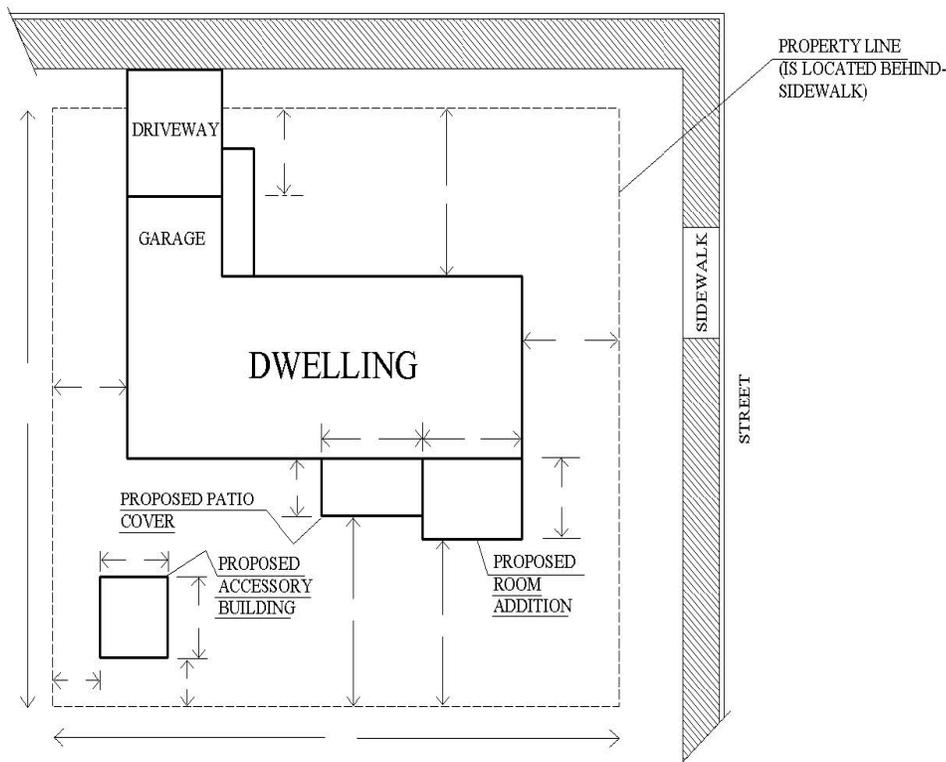
shall ordinary repairs include addition to alteration of, replacement or relocation of any standpipe, water supply, sewer drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring, mechanical or other work affecting public health or general safety. A permit **is** required for the installation of a photovoltaic system and/or a solar hot water heating system.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of this code or any laws or ordinances of this jurisdiction.

Site or Plot Plan

Every permit that requires construction drawings shall also be accompanied by a plot plan. A plot plan is a drawing of the lot showing the following:

- Location of property lines on all sides
- North arrow
- All existing buildings on the lot, including their dimensions from other structures and distances to property lines
- All purposed additions or structures, including their dimensions from other structures and distances to property lines
- Total square footage of the proposed additions



Note: To find an estimated dimension of your property line or determine the right-of-way (ROW) width, please refer to maps located on the Town's website at: www.florenceaz.gov. To determine the exact dimensions of your property, please contact a registered land surveyor.

Carport to Garage Conversion

This section applies to a building permit for a carport to garage conversion that is attached to a primary building. If this project is not attached to a primary building, please refer to the section on accessory buildings.

A carport is defined as a structure primarily used for parking vehicles, with at least 2 open sides and a minimum clear dimension of 9 feet by 19 feet per parking space.

A garage is defined as a structure primarily used for parking vehicles, a double garage with one 16-foot opening or two 8-foot openings (minimum) with a minimum clear dimension of 9 feet by 19 feet per parking space.

To obtain a building permit, please submit:

- Completed application
- Three (3) copies of the plot plan showing the lot, house and carport with distances to property lines
- Three (3) copies of the building plan, showing applicable details

The garage shall be separated from the residence and its attic by not less than 1/2 inch gypsum board applied to the garage side. If the dwelling is of masonry construction, it already meets the occupancy separation required between the garage and dwelling. There must be a separation between the garage and living space above by a minimum 5/8 inch type X gypsum board.

Any door into the dwelling must be:

- Minimum 20-minute fire rated; or
- 1³/₈-inch solid wood door; or
- Solid or honeycomb core steel doors not less than 1³/₈ inches thick

Under no circumstances shall a private garage have any opening into a room used for sleeping purposes.

Any exit door to the outside must have a landing. The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches measured in the direction of travel.

A switched exterior light is required at the exterior side of each egress door. A light must also be provided inside the garage and the switch must be located at the interior door.

A minimum of one wall mounted electrical outlet is required in a garage (in addition to any provided for laundry). All readily accessible electrical outlets shall have ground fault circuit interrupter (GFCI) protection.

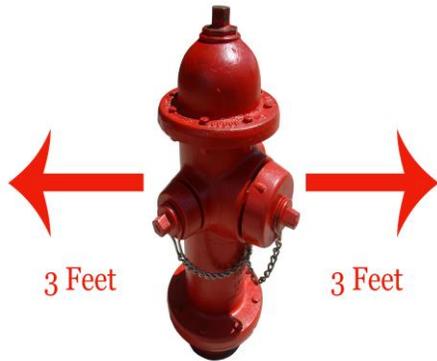
Any exterior wall needs a footing and it shall have a bottom plate of treated wood or wood of natural resistance to decay. This bottom plate must be fastened to the slab in an approved manner and must be 6 inches above the adjoining surface or grade. Usually this requires that you either thicken your slab with a footing or build a stem wall. This detail is required as part of your submittal.

The drawings that are submitted need to clearly indicate what the wall and roof covering are on the existing residence as well as on the proposed garage.



Fences and Walls

A permit is required to build a fence over 7 feet high. Fences over 7 feet in height require engineered drawings with three (3) copies of your plot plan showing the location(s) of the proposed fence.



All fences must be maintained a minimum of 3 feet from fire hydrants and 10 feet from access side of transformers or utilities.

If a pool fence is being replaced, the pool area must remain secured during construction.

The maximum fence height is 6 feet in rear and side yards. The maximum fence height in front yards is 3 feet.



A permit is required if the wall is used for retaining and is over 4 feet in height measured from the bottom of the footing to the top of the wall or retains over 30" of materials.

A permit is required if a fence is to be placed on top of a retaining wall. Four (4) inch thick walls are not an approved system to be used as retaining walls.

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Please refer to the Town of Florence Development Code for additional zoning requirements regarding fences and walls.

Landscaping

Landscaping does not generally require a permit, however, a permit is needed to install a water service to an irrigation system (no plan review is needed). This permit allows inspectors to check the installation of the required anti-siphon valve or pressure backflow preventer and electrical timers.

Any grading must provide for drainage away from foundations and be maintained on the individual lot.

The landscape inspector will need access to the main electrical panel for purposes of inspecting the circuit breaker. The circuit breaker must be compatible with the electrical panel brand. Electrical timers may not “piggy-back” on another circuit breaker.

Irrigation System Details

Per section 2902.4.3 of the 2012 International Residential Code, the potable water supply to lawn irrigation systems shall be protected against backflow by:

- Tracer wire required for pipe over 2” in diameter
- An atmospheric-type vacuum breaker; or
- A pressure-type vacuum breaker; or
- A permanently attached hose connection vacuum breaker

A valve shall not be installed downstream from an atmospheric vacuum breaker. Where chemicals are introduced into the system, the potable water supply shall be protected against backflow by a reduced pressure principle backflow preventer.

Installation

It is recommended that a licensed contractor install the anti-siphon/vacuum breaker assemblies. If someone other than a licensed contractor does the installation, make sure the assembly is positioned correctly with the arrow pointed in the direction of the water flow. The use of lead solder is prohibited.

Any aboveground piping before the anti-siphon/vacuum breaker assembly may be copper or galvanized pipe. If PVC is used, it must be protected from physical damage and be sunlight resistive or painted. All connecting piping installed in the ground before the anti-siphon/vacuum breaker must be buried at least 12 inches deep.

Vacuum breakers shall be installed a minimum of 6 inches above the flood level rim of the fixture or device in accordance with Section 608.15.4 of the 2012 International

Plumbing Code. The flood level rim of hose connections shall be the maximum height at which any hose is utilized.

Type of Assembly

Atmospheric Anti-Siphon Assembly



Atmospheric anti-siphon assemblies work on the principle of atmospheric pressure. Once the irrigation valve shuts off or if there is a sudden drop in water pressure, a float disc in the assembly drops down to prevent back flow.

- Pipe-applied atmospheric-type vacuum breakers shall conform to ASSE 1001 or CSA B64.1.1
-
- Hose connection vacuum breakers shall conform to ASSE 1011, ASSE 1019, ASSE 1035, ASSE 1052, CSA B64.2, CSA 64.2.1, B64.2.1.1, CSA B64.2.2 or CSA B64.7

These devices shall operate under normal atmospheric pressure when the critical level is installed at the required height. An atmospheric anti-siphon assembly shall be installed at least 6 inches above all downstream piping and sprinkler heads, bubblers or drip emitters. This will keep the vacuum breaker from being subjected to back pressure or drainage.

Pressurized Anti-Siphon Assembly

Pressure-type vacuum breakers shall conform to ASSE 1020 or CSA 64.1.2, and spill-proof vacuum breakers shall comply with ASSE 1056. These devices are designed for installation under continuous pressure conditions when the critical level is installed at the required height. Pressure-type vacuum breakers shall not be installed in locations where spillage could cause damage to the structure. A pressurized anti-siphon assembly provides great flexibility because only one assembly is needed regardless of the number of control valves. The control valves may be placed above or below ground. A pressurized anti-siphon assembly must be in an upright position and at least 12 inches above all downstream piping and sprinkler heads, bubblers or drip emitters. A pressurized anti-siphon assembly includes shut-off valves and test ports that facilitate testing to determine proper operation.



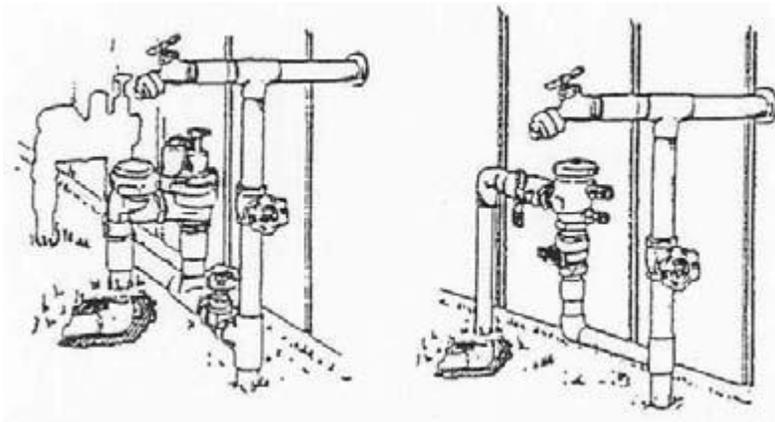
System Connection

Before installing an underground irrigation system, decide where to make the water source connection. Water professionals recommend the following four options shown.

Whichever option you choose, it is recommended that the anti-siphon/vacuum breaker assembly be installed with its own gate valve. This enables the irrigation system water to be shut off without disrupting water service into the home. Turning off the water at the meter is not recommended. This may cause a leak at the supply line coupling to the meter. All leaks on the home side of the water meter are the owner's responsibility to repair.

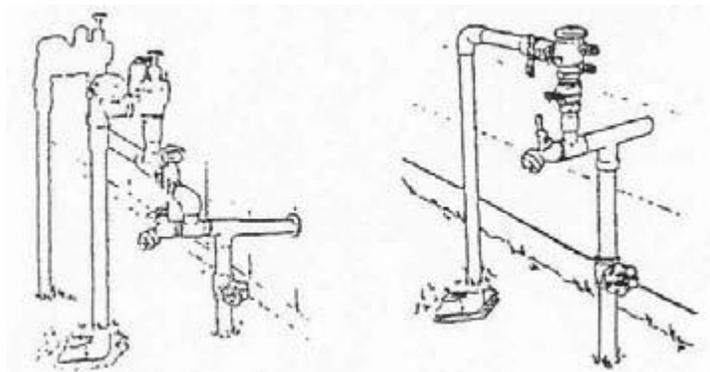
Option 1

Connect to the capped extension (copper tee) on the riser (water supply going into the home).



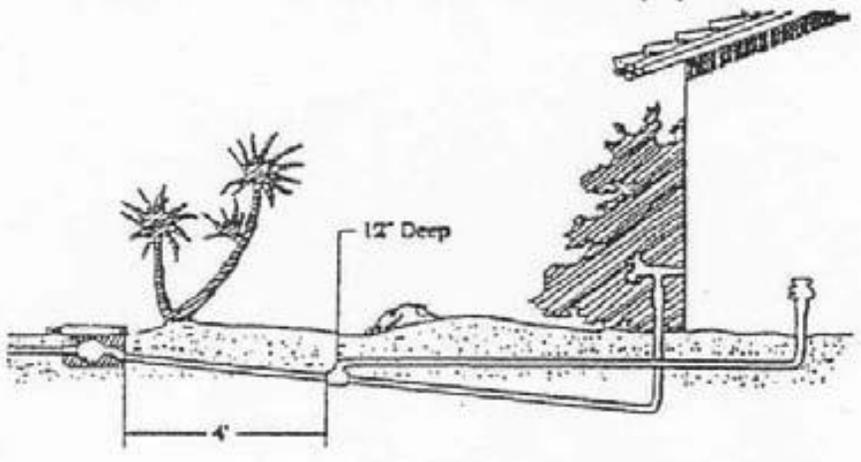
Option 2

Connect to the water faucet line above the riser. An extension tee is added between the faucet and the waterline.



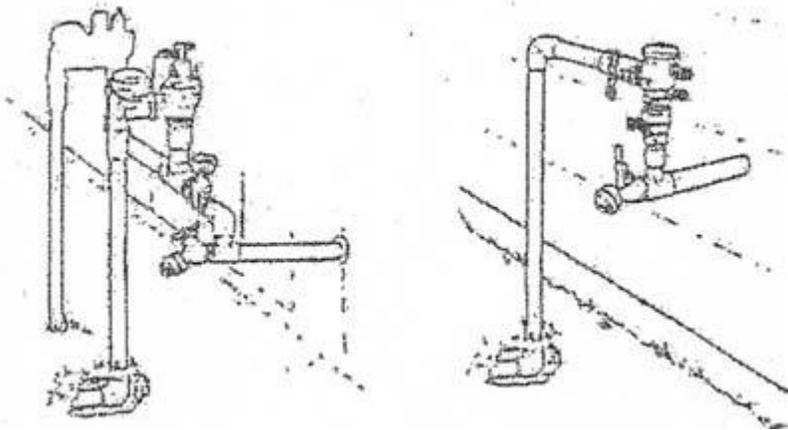
Option 3

Connect to the water service line on the home side of the water meter. At the point of connection, the irrigation line must be 12 inches deep. The connection should be made at least 4 feet on the home side of the meter.



Option 4

Connect to the water faucet line at the back or side of the home. An extension tee is added between the faucet and the waterline. This faucet line is 1/2 inch in diameter. Since this waterline is generally smaller than the front water faucet line (3/4 inch), the irrigation system will have less water pressure. In addition, if the home has a water softener, this faucet line will contain conditioned water, which may be harmful to plants.



Electrical Permits (200 amp maximum)

Check with local electrical utility company for acceptance of any equipment prior to installation.

Clearly indicate the size and type of conductors (wire) being used, i.e. #6 THHN. Also, indicate the size and type of conduit and the proposed burial depth. Indicate the length of all runs above ground or through an unconditioned space such as an attic. Provide a panel schedule showing the existing and new breakers if you propose adding a sub-panel. Load calculations may also be required. (See Appendix B at the back of this booklet for a calculation form that you can use to simplify the process.)

Provide grounding electrode conductor and two sources of grounding:

- Grounding electrode is a metallic rod driven into the earth (2)
- Grounding electrode is a minimum of 8 feet long, 6 feet apart
- Grounding electrode conductor must terminate on rod with an acorn clamp
- Grounding electrode conductor must be a minimum solid #4 AWG bare copper conductor

If Ufer (concrete encased electrode) is provided, the previous items do not apply. The Ufer shall be 20 feet of solid #4 AWG bare copper conductor in concrete with solid #4 AWG bare electrode conductor to the service entrance section.

A metallic water pipe in contact with the earth for 10' is considered a source of grounding.

Water Bond

Provide a minimum #4 AWG bare copper conductor connected with a water bond clamp to the cold water supply at an outside hose bib or at the cold water piping of the water heater. This must be readily accessible.

Gas Bond

Provide a minimum #4 AWG bare copper conductor connected on the user side to the gas line with an approved clamp that is readily accessible.

All overhead services must have a point of attachment on the weather head mast and have a minimum height of 18".

All breakers inside the service panel must be compatible with the panel cover (dead front) and permanent ink must be used.

A Joint trench is permitted if a minimum separation of 6" is maintained and the electrical is installed above the gas line.

Gas Permits

When adding a gas line inside the residence, or attaching to an existing gas stub out, you need to:

- Provide a gas riser schematic that shows the length of all sections of the gas line, starting at the gas meter. Show all existing appliances, as well as any proposed additions
- Provide the total BTU rating of each appliance or CU FT per hour
- Provide each line size
- Provide materials list of all valves and couplings that will be used

If you propose adding a new gas line from the meter you need to:

- Show the length of all sections of the gas line, starting at the gas meter
- Provide the total BTU or CU FT per hour rating of each appliance
- Provide each line size
- Provide materials list of all valves and couplings that will be used

Tests of systems shall be performed at no less than 1-1/2 times the proposed maximum working pressure, but no less than 10 psi. Most residential systems (including propane) will be at 2.0 psi. Test duration shall not be less than 10 minutes in single-family homes or 30 minutes in other installations.

All tests must be made through an open valve **AND** flex line. The flex line must be capped at the appliance connection.

The use of heat fusion PE (polyethylene) plastic pipe requires a minimum 18-inch deep trench and a continuous insulated yellow 18-gauge copper tracer wire. PE is not allowed for use beneath any slab, i.e. pool deck, patio, sidewalk or driveway.



All metal gas piping used in underground systems shall have factory-applied coating and a minimum depth of 12 inches.

Field wrapping is limited to fittings and short sections of piping, where the factory wrap has been damaged or stripped for threading or welding.

Galvanized fittings or piping is prohibited in underground systems.

Patio Covers

Patio covers must meet minimum setback requirements as listed in the Town of Florence's Development Code.

Posts for patio covers, other than aluminum will require a footing. The minimum footing size is 12" square and 12" below grade.

Rafters must be sized according to tables in the 2012 International Residential Code, and beams must be sized to carry the calculated roof loads. (Laminated beams may not be used in exposed locations unless they are approved for exterior use.)

Ledgers supporting rafters must be secured directly to existing structural wall framing members.

Rafters may not be attached directly to the existing fascia or to roof truss tails. They must bear on the existing wall top plate or attach directly to the house by a 2" ledger board that butts directly against vertical studs. (Any stucco or gypsum board covering the studs must be removed.)

The minimum required roof slope is ¼-inch per foot. The minimum roof slope varies depending on the type of roofing material you propose to use. The type of roofing material shall be indicated on your drawings as well as the roof slope.

There shall be a continuous load path from the roof to the foundation. Show all bearing & uplift rated connectors, the manufacturer and part number.

The minimum height from the finished floor to a ceiling is 7 feet and from finished floor to the bottom of any beam is 6 feet, 8 inches.

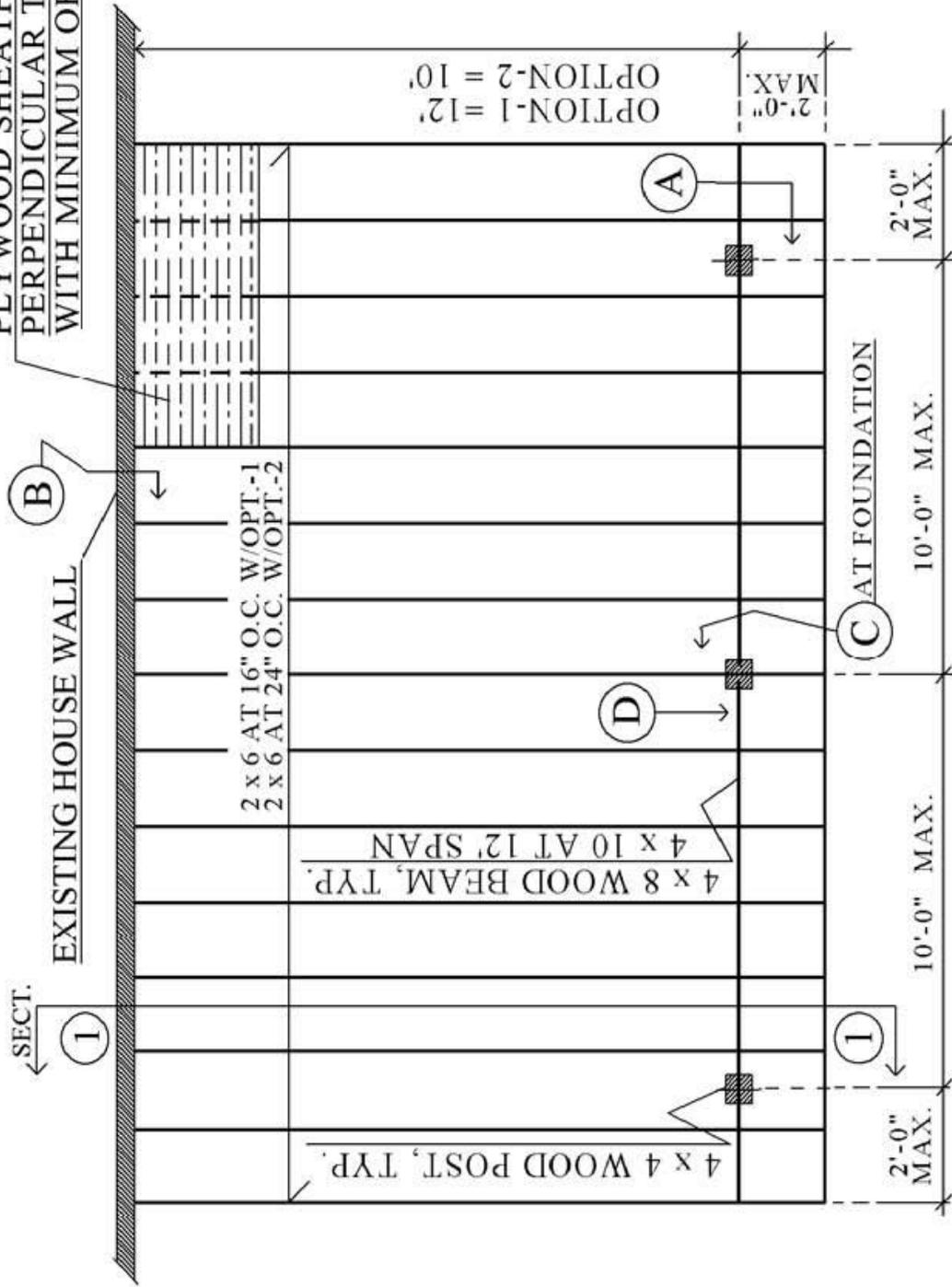
Gypsum board installed on the ceiling can be either Soffit or Brown Board. Where the roof framing is 12 inches on center, Green board may be used.

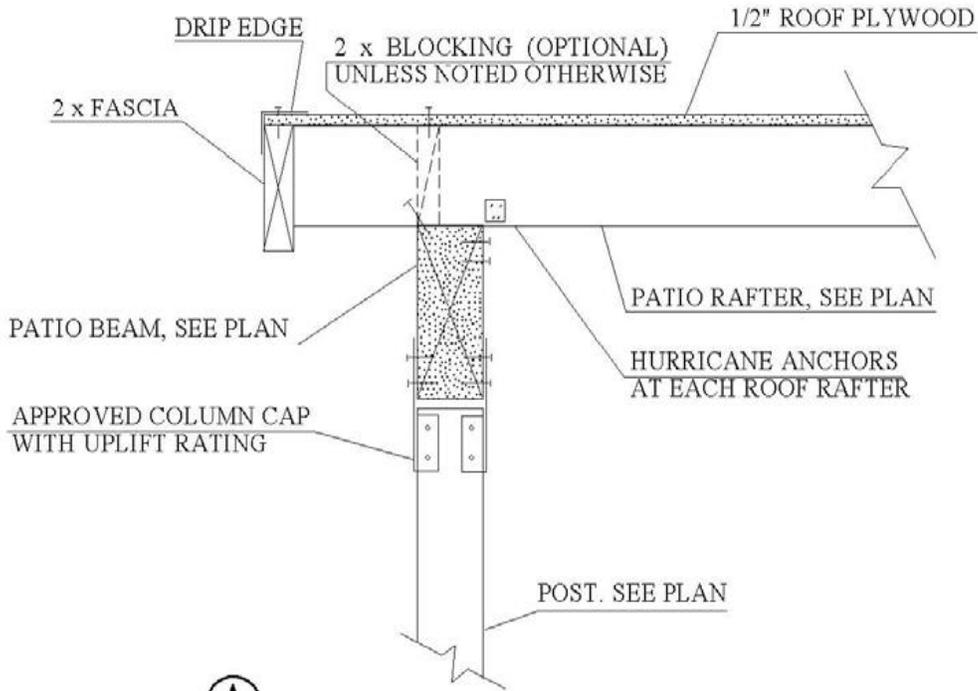
Please refer to the patio cover details on the following pages. You may copy these details and use them as part of your submittal.

SAMPLE PATIO COVER FRAMING PLAN

SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)

PLYWOOD SHEATHING TO BE PERPENDICULAR TO RAFTERS WITH MINIMUM OF TWO SPANS

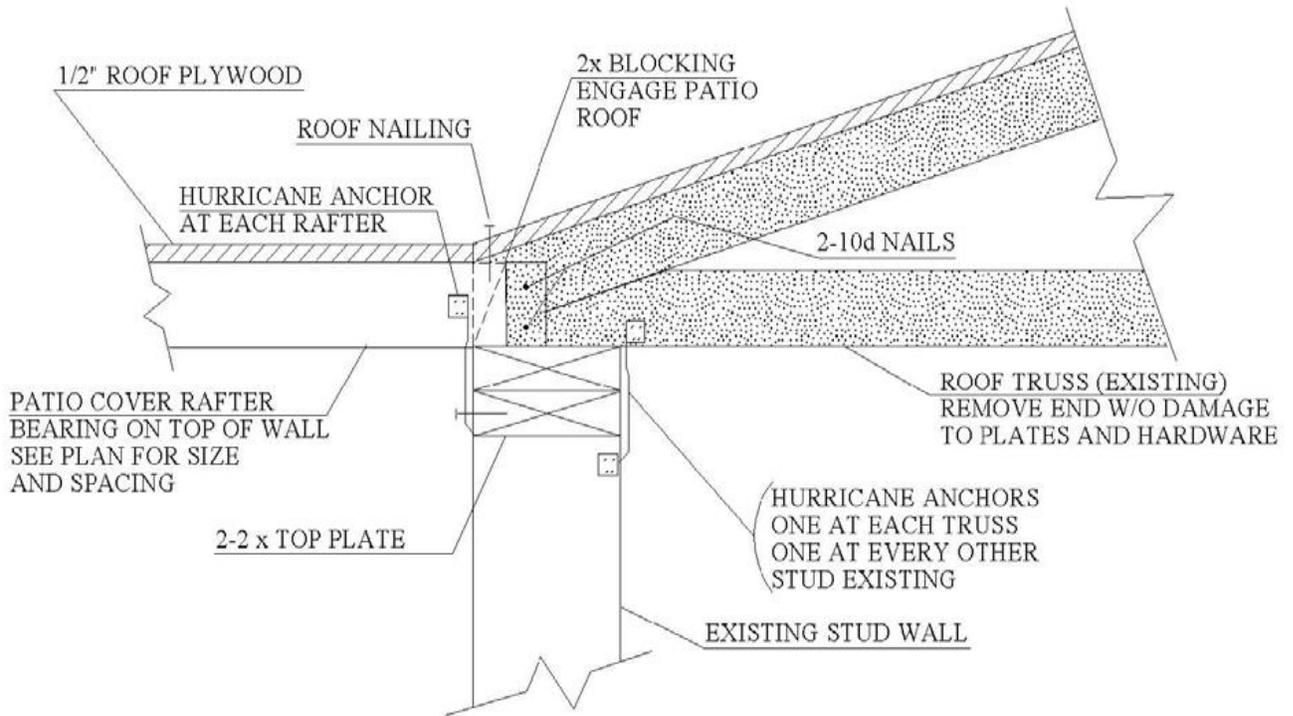




A

PATIO COVER COLUMN TO BEAM

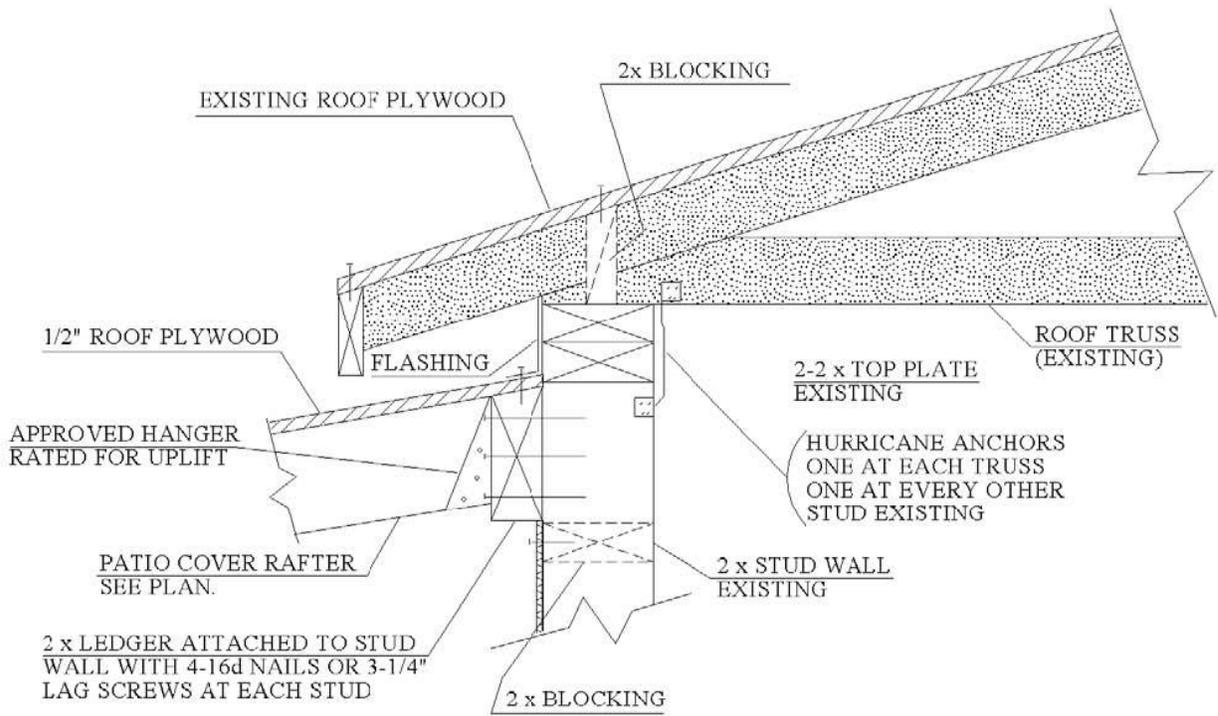
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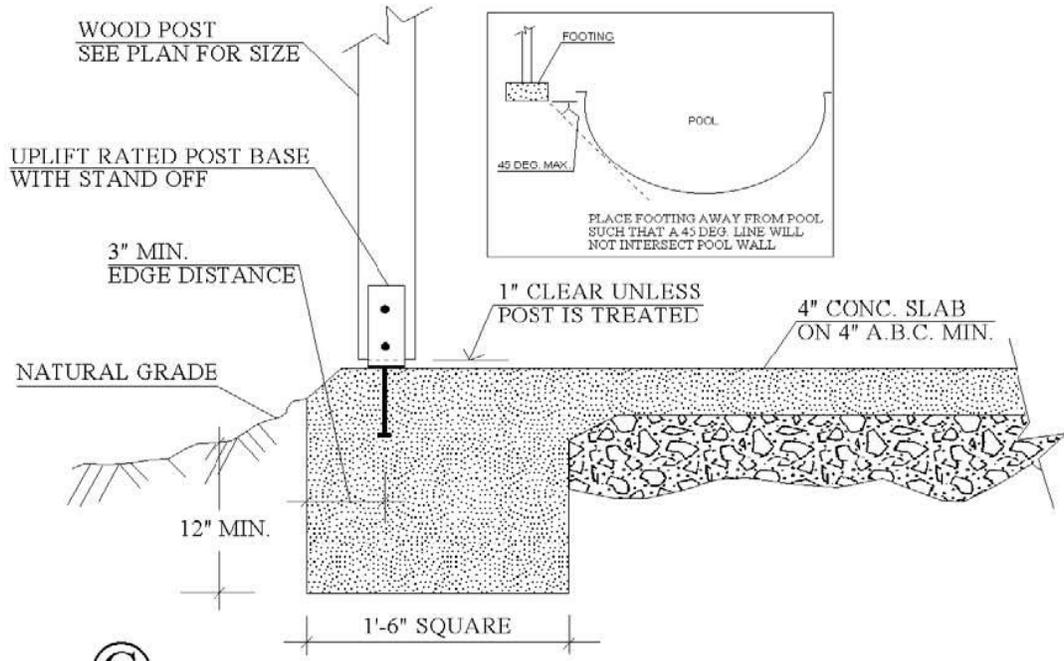
B

PATIO COVER RAFTER AT EXISTING WALL

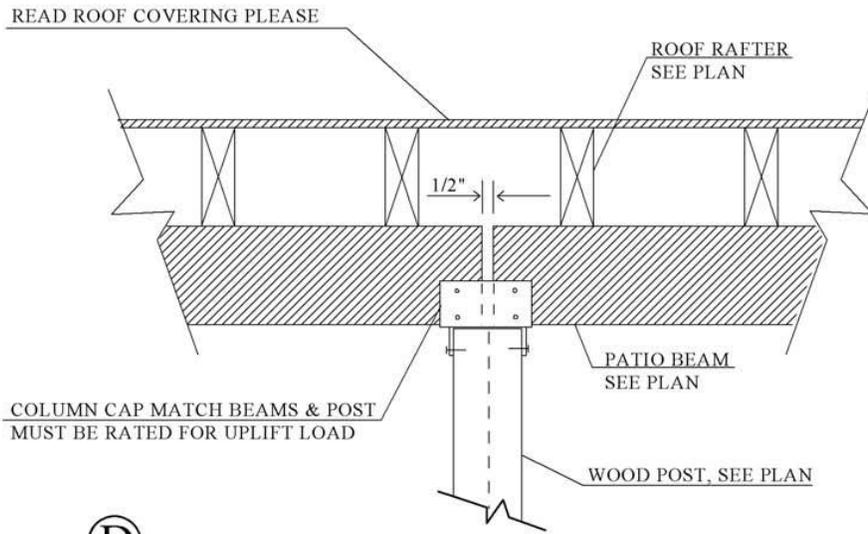
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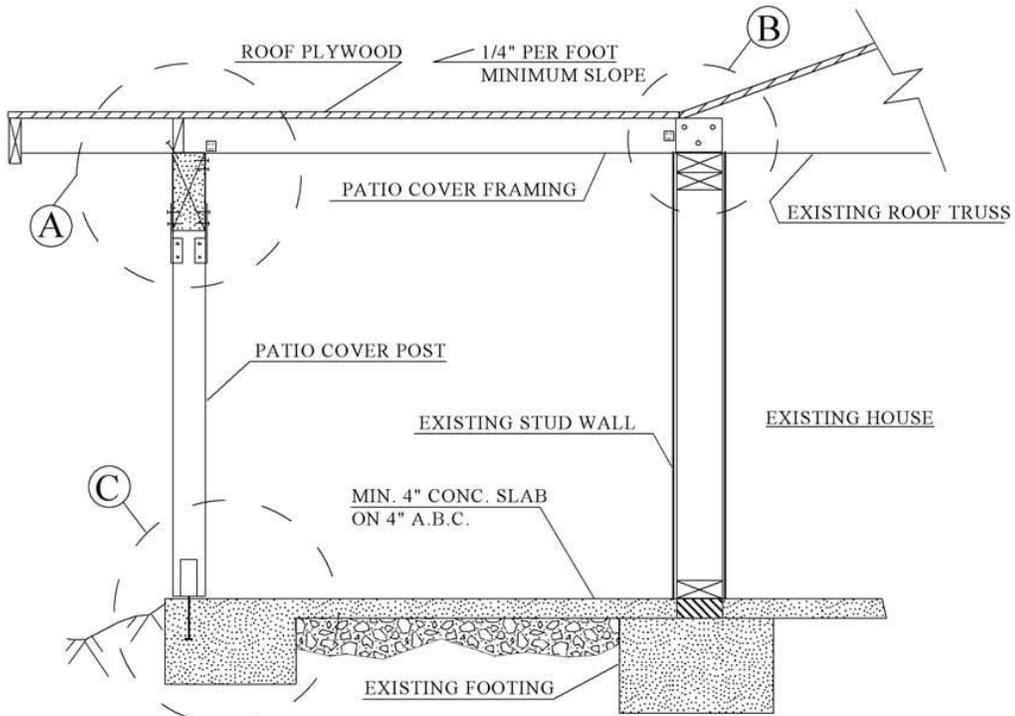
B ALT.
PATIO COVER RAFTER AT EXISTING WALL
 SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)



C
FOOTING AT PATIO COVER POST
 SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)



(D) BEAMS AT CENTER POST
SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)



(1) SECTION AT PATIO COVER
SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)

Accessory Buildings

An accessory building is a building that is subordinate and customarily incidental to the main building on the same lot, including a private garage, but not involving any activity used for commercial or dwelling purposes.

To obtain a building permit, please submit:

- Completed application
- Three copies of the plot plan showing the house on the lot and the proposed accessory building with distances between buildings and to the property lines
- Three copies of the building plan, showing applicable details. At a minimum, a foundation plan, a roof framing plan, a floor plan and wall sections are required

An accessory building must:

- Meet the minimum side and rear yard setbacks required for the zoning district in which it is located. Fire separation required by the Building Code shall also apply
- Accessory buildings in single-family residential districts shall not exceed 15 feet in height when located within a required setback, as required by the Town of Florence Development Code.

An accessory building cannot be constructed in advance of the principal structure and may not be used for dwelling purposes. Certain residential zones allow a habitable “guesthouse” but cannot contain a kitchen, refer to Section 150.047 of the Town Development Code. Indicate the proposed use of your building on your drawings.

Accessory buildings shall be architecturally compatible with the principal building. Provide information on your drawings indicating the wall and roof covering of the existing principal building.

Utilities may be provided in an accessory building to include mechanical, plumbing, water, sewer, heating, air conditioning, electrical or gas. If your accessory building includes conditioned space, see the requirements on the section regarding Room Additions in this manual for the minimum energy efficiency requirements.

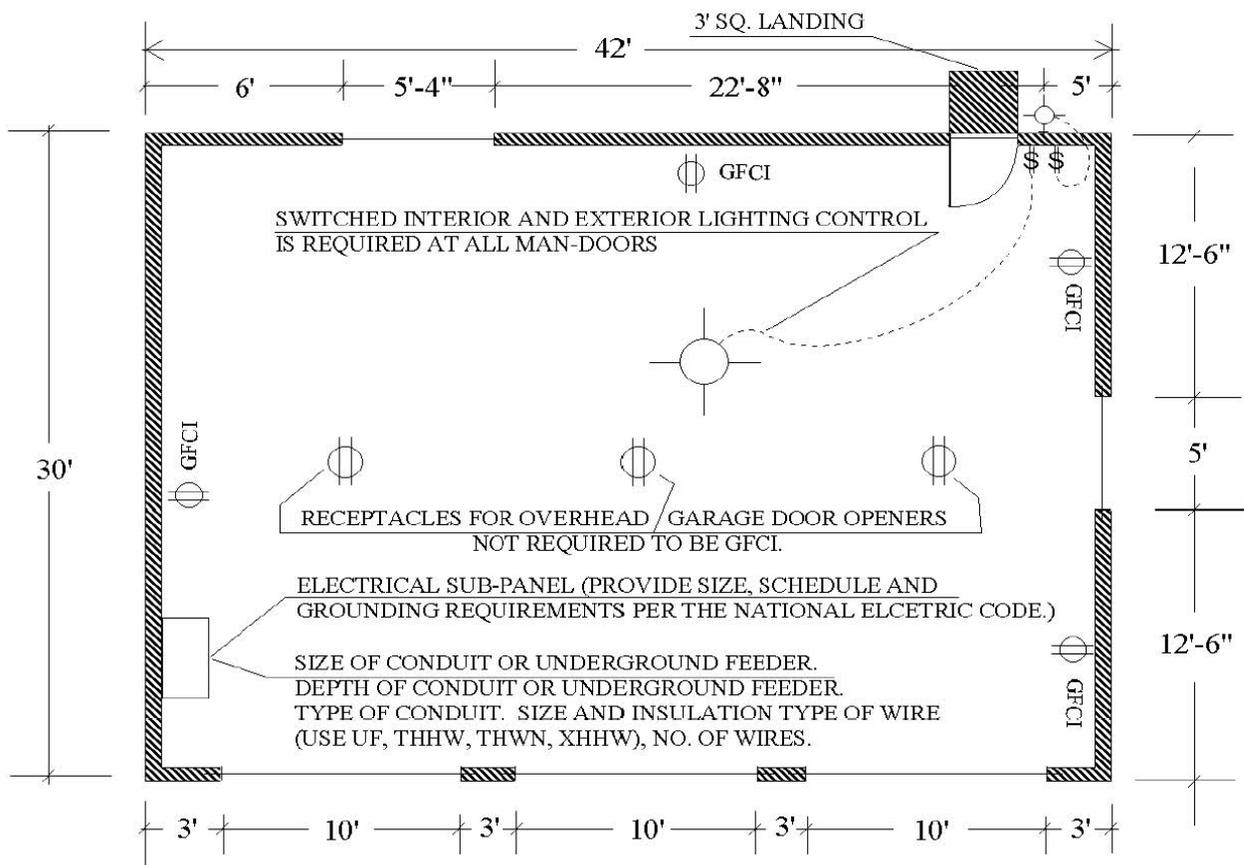
Provide a panel schedule showing the existing and new breakers if you propose adding a sub-panel. Load calculations may also be required. (See Appendix B at the back of this booklet for a calculation form that you can use to simplify the process.)

If you plan to use engineered roof trusses on your project, you must submit sealed engineered roof truss calculations with your permit application.

Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain and snow. Ventilating openings shall be provided with corrosion-resistant wire mesh with 1/8-inch minimum to 1/4-inch maximum openings.

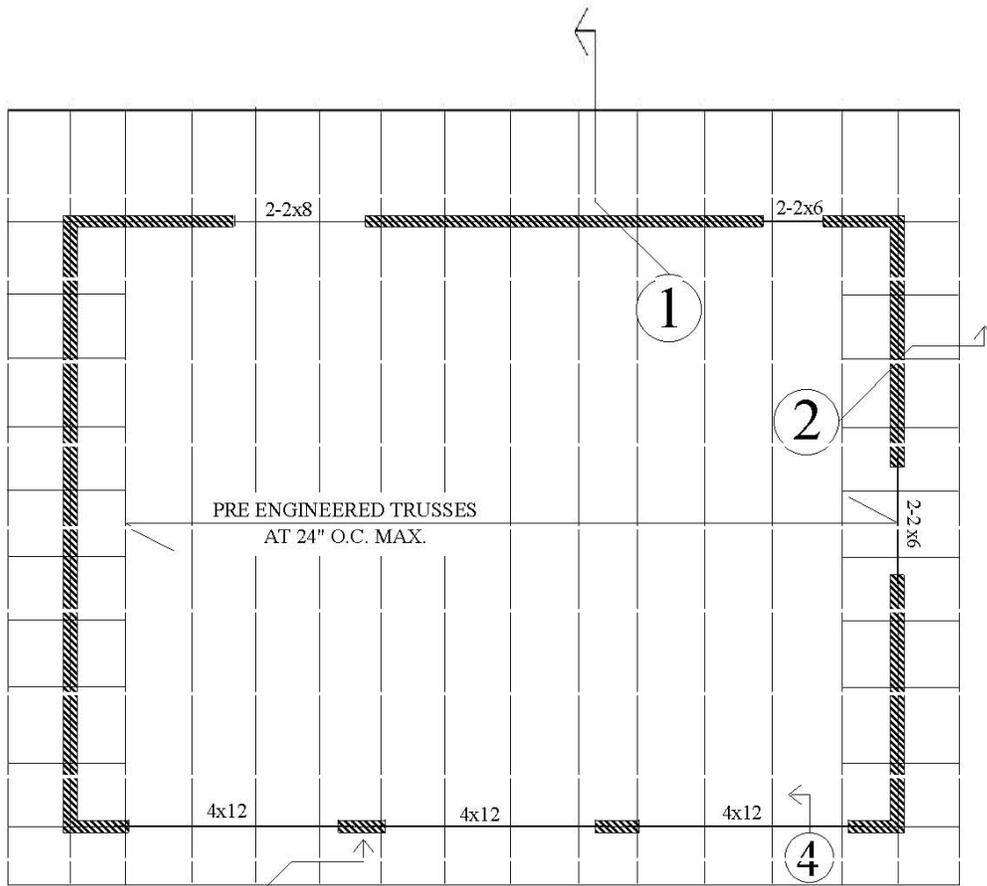
The total net free ventilating area shall not be less than 1 to 150 of the area of the space ventilated, except that the total area is permitted to be reduced to 1 to 300, if at least 50% and not more than 80% of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet above eave or cornice vents with the balance of the required ventilation provided by eave or cornice vents. As an alternative, the net free cross-ventilation area may be reduced to 1 to 300 when a vapor barrier having a transmission rate not exceeding 1 perm is installed on the warm side of the ceiling.

You must include roof vent calculations in your drawings

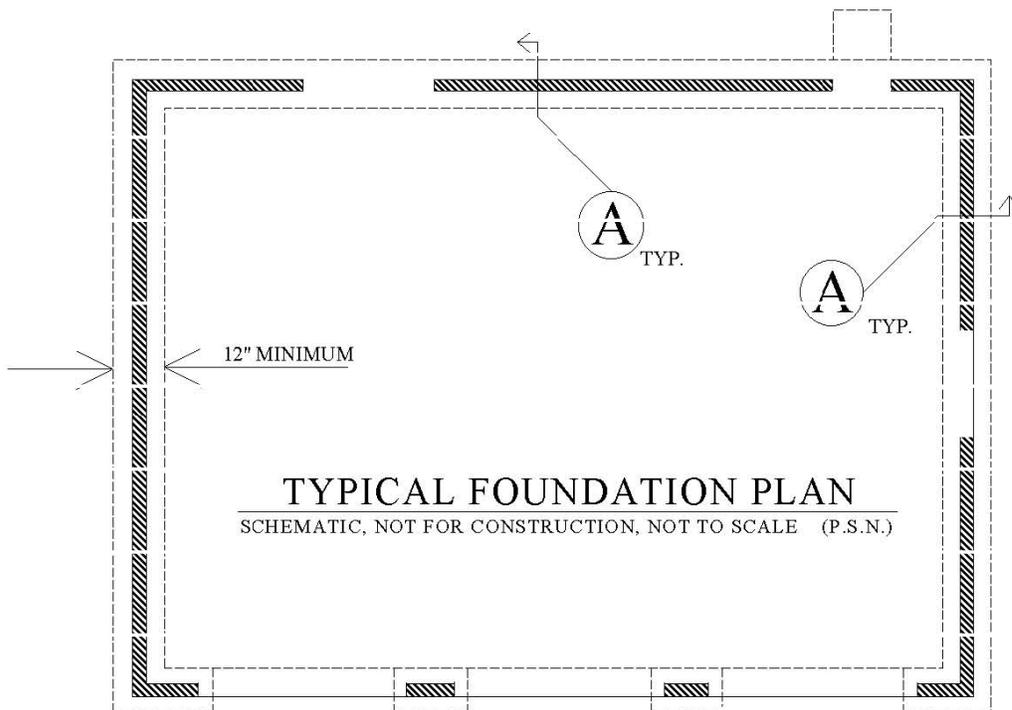


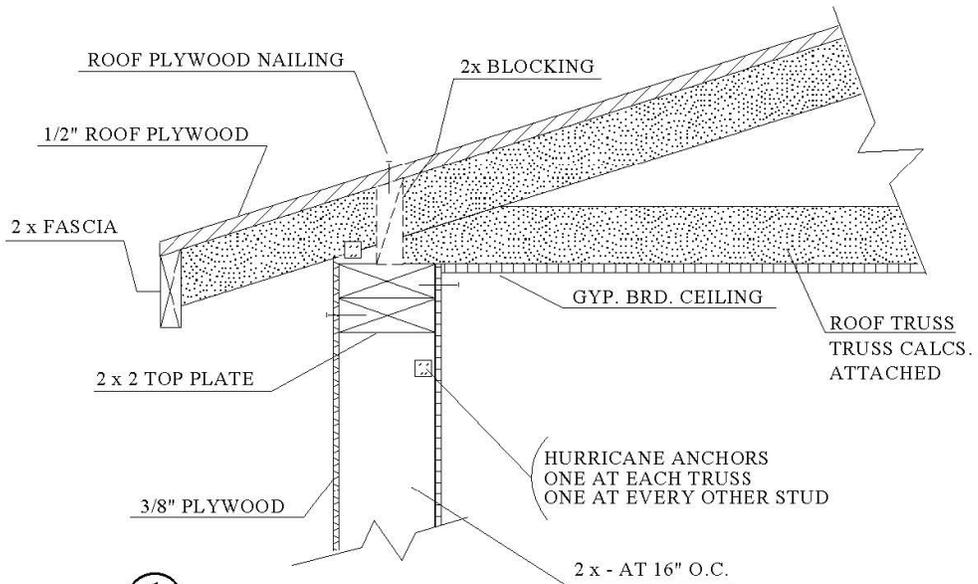
FLOOR PLAN AND ELECTRICAL FOR TYPICAL ACCESSORY BUILDING

SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE



3 **TYPICAL ROOF FRAMING PLAN**
 typ. SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)

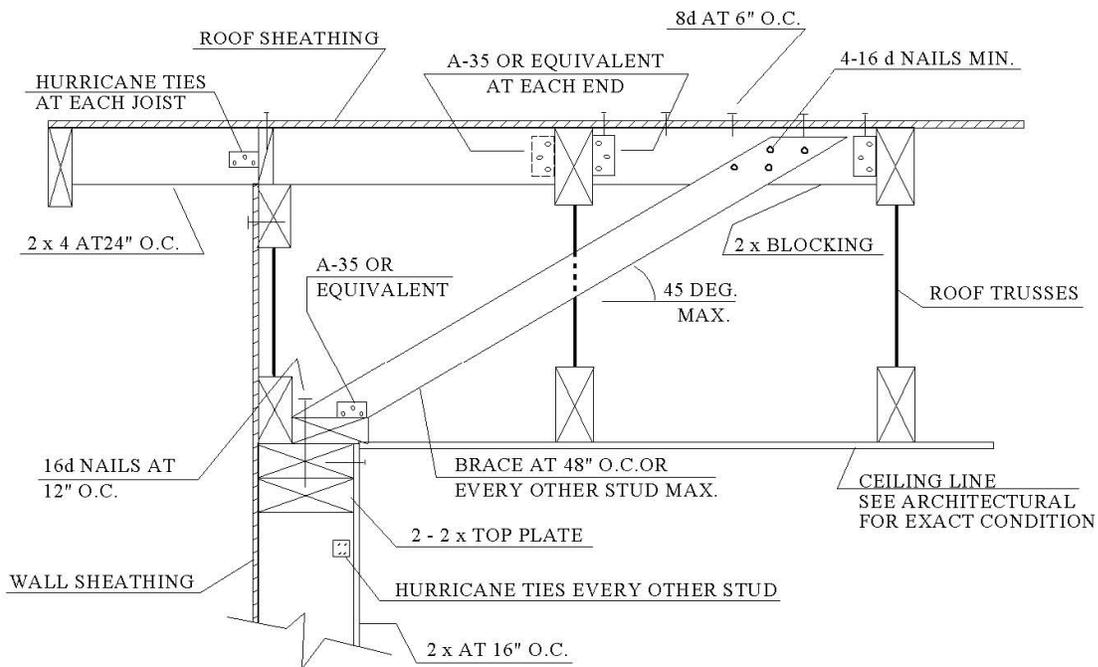




①

ROOF TRUSS AT STUD WALL

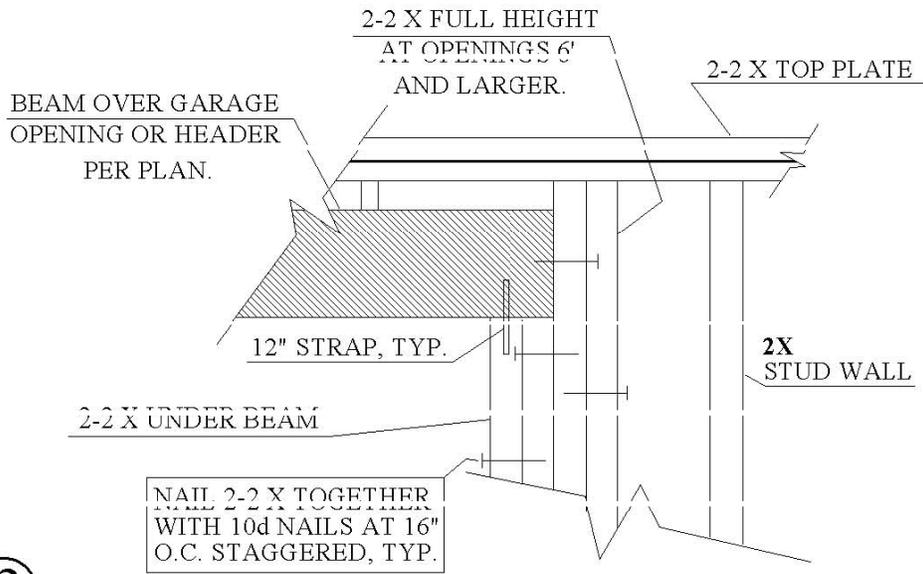
SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)



②

GABLE-END BRACE AT ROOF FRAMING

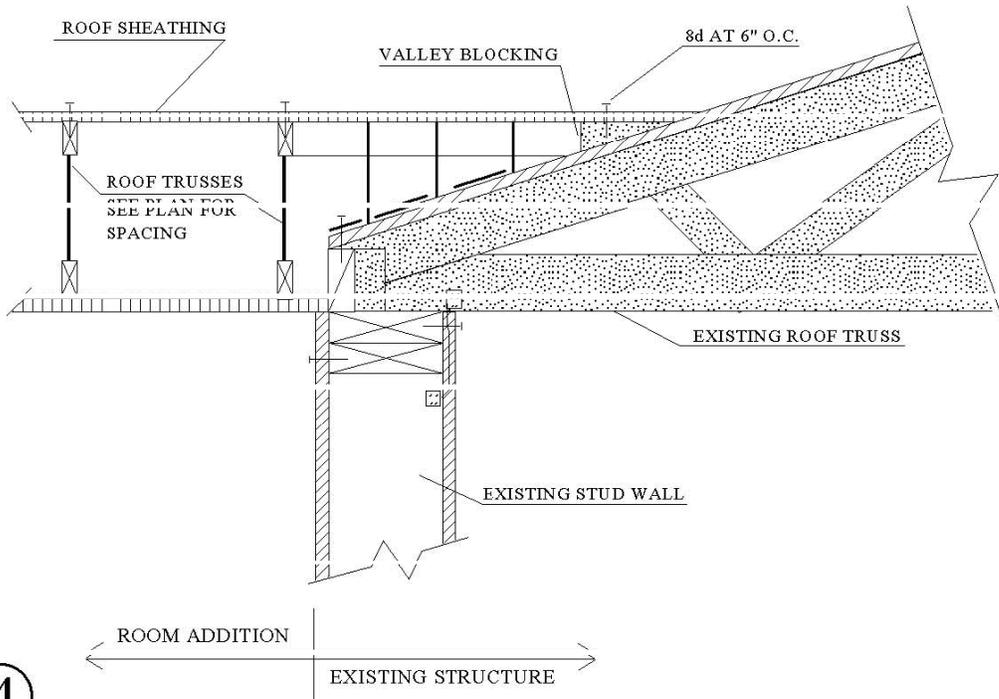
SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)



3

TYPICAL JAMB AT GARAGE OPENINGS

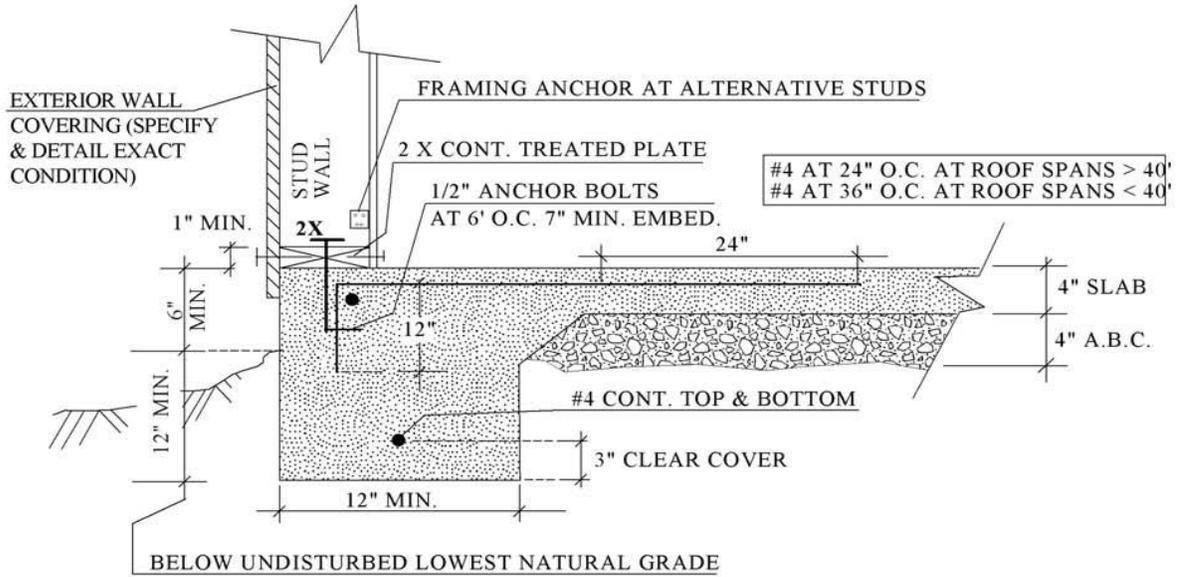
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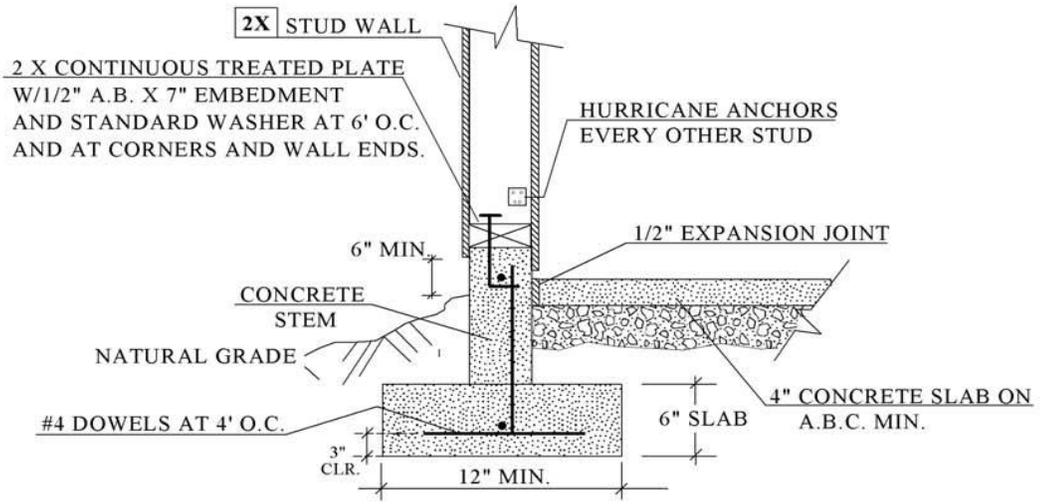
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NEW ROOF AT EXISTING STRUCTURE

SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)



A **MONOLITHIC FOOTING AT STUD WALL**
 SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)



A ALTERNATIVE **TYPICAL FOOTING AT STUD WALL**
 SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE (P.S.N.)

Open-Air Ramada's or Gazebos

An open-air ramada or gazebo is a free standing, not attached to the primary structure. It is open on the sides and supporting a roof or lattice-type cover. Its primary purpose is to provide shade in conjunction with a recreational activity such as a swimming pool, spa, or sitting area. It is not to exceed both 15 feet in height and 120 square feet in area.

Any proposed ramada or gazebo that exceeds these specifications will be reviewed as an accessory building and is required to meet all property setbacks as indicated in the previous section of this manual.

An open-air ramada or gazebo only requires a 5-foot side yard and 5-foot rear yard setback in most residential zones, as measured from the edge of the roof or cover. In the event that an alley, or common public or private open space, other than a street, adjoins the rear yard along one or more of the property lines, the required 5-foot setback from that property line to the ramada may be eliminated.

Arizona Rooms

Arizona rooms are defined as enclosed porches or covered patios that are enclosed with insect screening, openings, glazing or a combination of insect screening and a "knee wall" so that at least 65% of the longer wall and one additional wall, below a minimum of 6 feet 8 inches measured from the floor, is of screen material. These Arizona rooms shall be used only for recreational, outdoor living purposes and not as storage or habitable rooms. The covered roof portion of this structure, whether previously constructed, or constructed in the course of building the Arizona room, shall be designed for a minimum live load of 10 psf. Exterior openings required for light and ventilation shall be permitted to open into the Arizona room.

If you wish to enclose your patio to make it a habitable room, it shall comply with all applicable Building Codes for a primary dwelling unit.

Remodeling

A permit is needed for remodeling work not listed as exempt within this manual. Remodeling projects typically need to comply with the same requirements listed for room additions.

Roofing

You need a permit to re-roof your house when you are:

- Replacing the old roofing material with a different material such as concrete tile. An engineering analysis may be required to determine if the existing roof assembly will withstand the additional loads
- The existing roof has 2 layers of roofing. This requires a tear-off and a sheathing inspection
- Any time a tear off is done

Stucco

Stucco systems require a permit and inspection under most circumstances. The building inspector will need to verify that the installation contractor is a licensed applicator and the lath, flashing and screeds are installed per code.

Exception - The only time a permit is not required for a stucco system is if the stucco is being directly applied (no lath) to CMU walls

Room Additions

A room addition is defined as any space added on to an existing dwelling, including the enclosure of an existing covered area, such as a patio cover.

To obtain a building permit, please submit:

- Completed application
- Three copies of the plot plan showing the house on the lot and the proposed room addition with distances to property lines
- Foundation plans, wall details, load calculations and exterior elevations
- Existing and proposed dimensioned floor plan showing windows and sizes, location of plumbing fixtures, electrical outlets, heating, lighting, and smoke alarms

The addition must be architecturally integrated with the existing residence. It should not detract from the surrounding residences.

The drawings need to clearly indicate what the wall and roof covering is on the existing residence as well as the proposed addition. You must provide elevation drawings showing both the existing residence as well as the proposed addition.

Show the footing size on your wall section. Continuous footings are a minimum of 12 inches wide and a minimum of 12 inches below grade. The sill plate shall be a minimum of 6 inches above grade.

Typically, any room (other than a bathroom or kitchen) that has a closet shall be considered a sleeping room and will need to meet all sleeping room requirements.

Sleeping rooms, as well as the area outside of sleeping rooms, are required to have smoke alarms. When interior alterations, repairs or additions requiring a permit are made, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings. The smoke alarms must be interconnected and hard wired.

Any main door to the outside must have a landing. The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches measured in the direction of travel.

A switched exterior light is required at the exterior side of each outdoor egress.

Any non-bearing interior wall to be added does not need its own footing, but it shall have a bottom plate of treated wood or wood of natural resistance to decay. This bottom plate must be fastened to the slab in an approved manner and must be a minimum of 6 inches above the adjoining surface.

Any bearing or non-bearing exterior wall shall have its own footing, a bottom plate of treated wood or wood of natural resistance to decay, must be secured in an approved manner and must be a minimum of 4 inches above dirt and 2 inches above concrete.

If you plan to use engineered roof trusses on your project, you must submit sealed engineered roof truss calculations or the roof truss design review waiver with your permit application. The waiver requires the seal of a State of Arizona registered architect or engineer.

Provide a complete floor plan of the room adjacent to the proposed room addition. Indicate the size of the existing room, the size and location of all exterior doors and windows.

Provide every dwelling unit with heating facilities capable of maintaining a minimum room temperature of 68°F at a point 3 feet above the floor and 2 feet from exterior walls in all habitable rooms. Portable space heaters shall not be used to achieve compliance with this requirement. Indicate how the required heating will be provided.

At least one wall switch controlled lighting outlet shall be installed in every habitable room and bathroom.

Install receptacle outlets so that no point along the floor line in any wall space is more than 6 feet (measured horizontally) from an outlet in that space. In so far as practicable, space receptacles at equal distances apart.

All branch circuits that supply 125-volt, single-phase, 15- and 20 amp outlets installed in dwelling unit bedrooms shall be protected by an arc-fault circuit interrupter listed to provide protection of the entire branch circuit.

A receptacle outlet shall be installed at each kitchen wall counter space 12 inches or wider. Receptacle outlets shall be installed so that no point along the wall line is more than 24 inches measured horizontally from a receptacle outlet in that space. Exception: Receptacle outlets shall not be required on a wall directly behind a range or sink. At least one receptacle outlet shall be installed at islands and peninsulas with a long dimension

of 24" or greater and a short dimension of 12" or greater. All 125 volt 15 and 20 amp receptacle outlets serving kitchen countertop spaces shall have GFCI protection.

All 125-volt, single phase, 15- and 20-ampere receptacles installed outdoors shall have ground-fault circuit-interrupter protection (GFCI) for personnel.

At least one wall receptacle outlet shall be installed in bathrooms. It must be located within 36 inches of the outside edge of each lavatory basin. The receptacle outlet shall be located on a wall that is adjacent to the lavatory basin location. All 125-volt, single-phase, 15 and 20-amp receptacles installed in bathrooms shall have ground-fault circuit-interrupter protection (GFCI) for personnel.

Provide a panel schedule showing the existing and new breakers if you propose adding a sub-panel. Load calculations may also be required. (See Appendix B at the back of this booklet for a calculation form that you can use to simplify the process.)

Every sleeping room shall have at least one openable emergency escape and rescue opening.

- If the opening is a window, it shall have a sill height of not more than 44 inches above the floor
- All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (5 square feet at grade level)
- The minimum net clear opening height shall be 24 inches
- The minimum net clear opening width shall be 20 inches
- Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge

Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of the roof rafter shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. Ventilating openings shall be provided with corrosion-resistant wire mesh, with 1/8-inch minimum to 1/4-inch maximum openings.

The total net free ventilating area shall be not less than to 1 to 150 of the area of the space ventilated, except that the total area is permitted to be reduced to 1 to 300, if at least 50% and not more than 80% of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet above eave or cornice vents, with the balance of the required ventilation provided by eave or cornice vents. As an alternative, the net free cross-ventilation area may be reduced to 1 to 300 when a vapor barrier having a transmission rate not exceeding 1 perm is installed on the warm side of the ceiling.

You must include roof vent calculations in your drawings.

Please provide a water meter worksheet if you are adding plumbing fixtures (see Appendix A for an example). This information must be on the plans, not a separate sheet.

Any addition of conditioned space shall meet the minimum energy efficiency requirements of Chapter 11 of the 2012 International Residential Code. (Compliance with Chapter 4 of the 2012 International Energy Conservation Code is also acceptable.) Following are the minimum requirements from Table N1102.1 of the 2012 International Residential Code

| | | |
|---------------------|-----------------------------|-----|
| ➤ Windows/Skylights | U-Factor | .75 |
| ➤ Windows/Skylight | Solar Heat Gain Coefficient | .40 |
| ➤ Ceiling | R-Value | 30 |
| ➤ Wood Frame Wall | R-Value | 13 |
| ➤ Mass Wall | R-Value | 4 |
| ➤ Floor * | R-Value | 13 |

*This is not a slab on grade; this would be the value for a typical framed floor

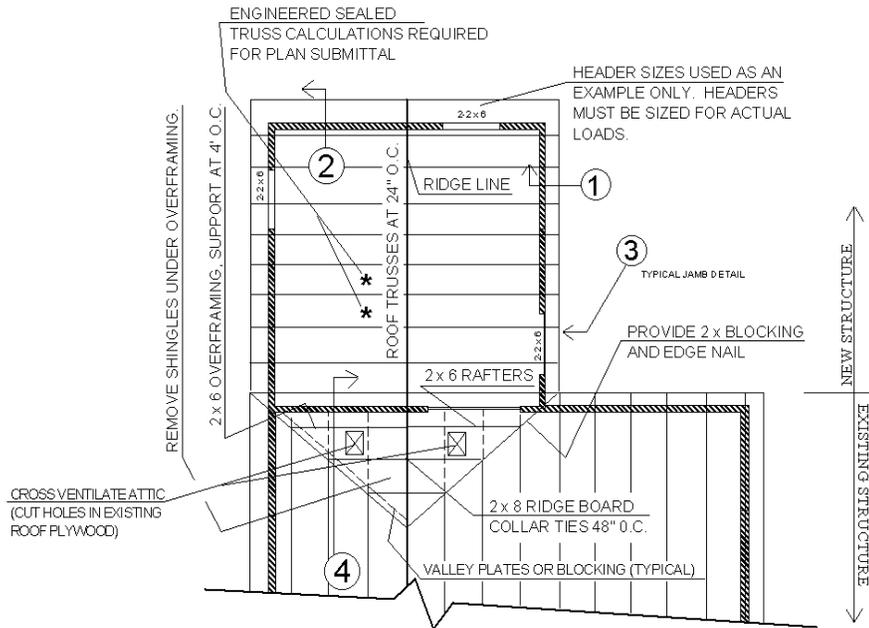
The building thermal envelope shall be durably sealed to limit infiltration. The following shall be caulked, gasketed, weather stripped, or otherwise sealed.

- All joints, seams and penetrations
- Site-built windows, doors and skylights
- Openings between window and door assemblies and their respective jambs and framing
- Utility penetrations
- Dropped ceilings or chases adjacent to the thermal envelope
- Knee walls
- Walls and ceilings separating the garage from conditioned spaces
- Behind tubs and showers on exterior walls
- Common walls between dwelling units
- Other sources of infiltration

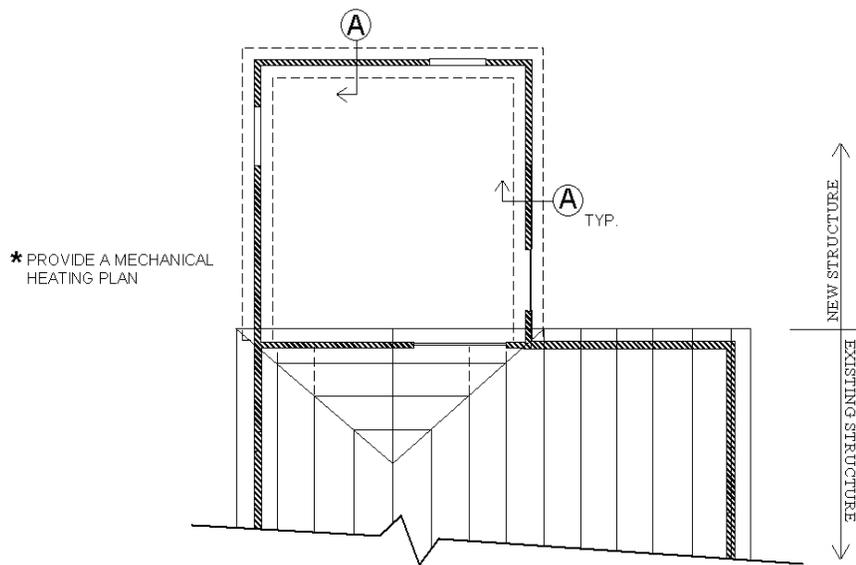
Supply and return ducts shall be insulated to a minimum of R-8. Mechanical system piping capable of carrying fluids and circulating hot water systems shall be insulated to a minimum of R-2.

A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall be completed by the builder or registered design professional. The certificate shall list the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation and ducts outside conditioned spaces; U-factors for fenestration; and the solar heat gain coefficient (SHGC) of fenestration (windows/glass doors/skylights). Where there is more than one value for each component, the certificate shall list the value covering the largest area.

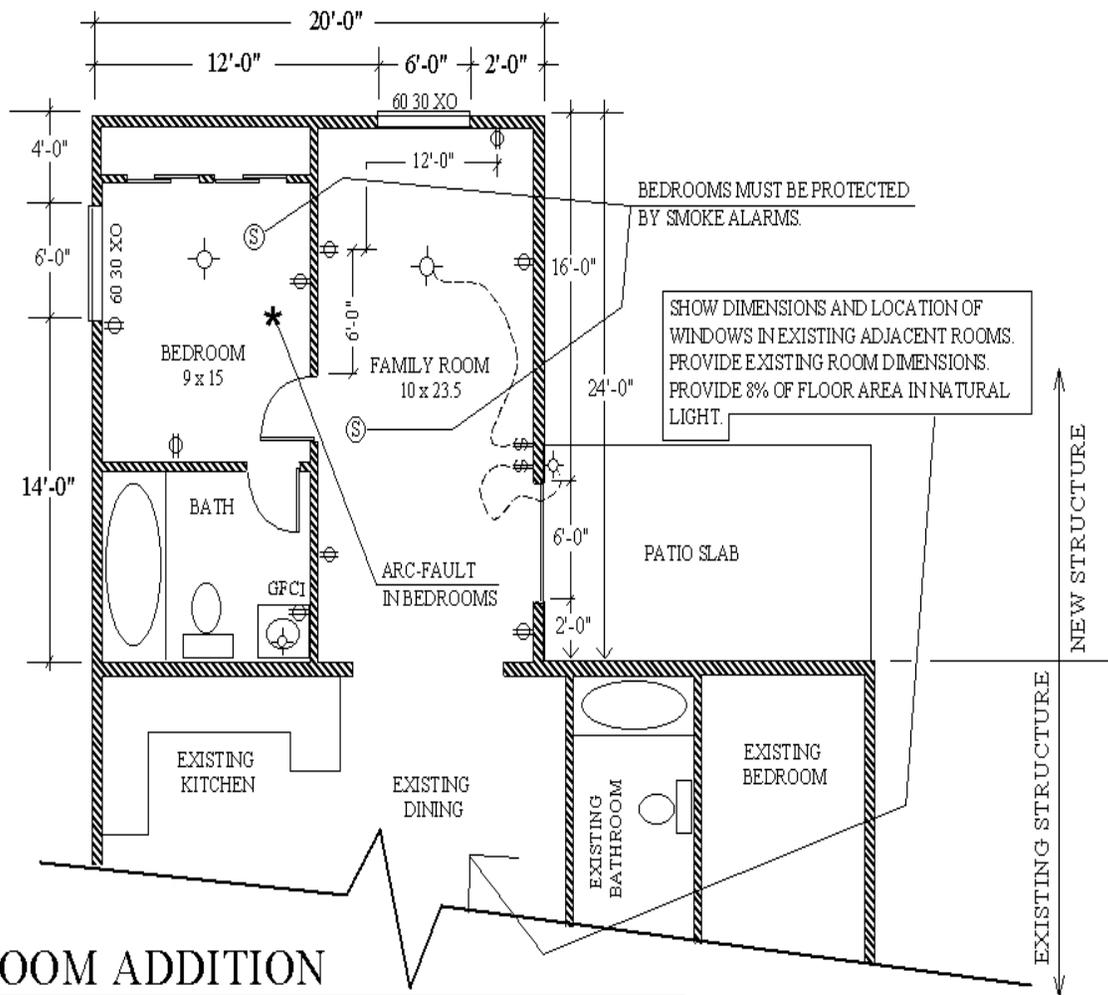
The certificate shall list the type and efficiency of heating, cooling and service water heating equipment. (The blank certificate is provided with your building permit.)



ROOF FRAMING AT ADDITION TO EXISTING BUILDING
SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE



FOUNDATION PLAN FOR ROOM ADDITION
SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE



ROOM ADDITION

SCHEMATIC, NOT FOR CONSTRUCTION, NOT TO SCALE

Storage Sheds

A storage shed is defined as a subordinate detached structure or building used primarily for storage purposes, of a height not greater than 15 feet, and total square footage **under the roof not to exceed 120 square feet**, with no utilities (water, sewer, electrical or gas).

As defined, this structure does not require a building permit. If the storage shed exceeds the parameters defined above, it becomes an accessory building and shall meet the requirements for that type of structure.

Storage sheds are limited to one per lot and they must be in the side or rear yard of the property.

They are subject to side and rear yard setback requirements and shall not be placed in an easement.

Storage shed roofs shall not drain onto adjoining properties.

Swimming Pools and Spas

All pools and spas require a permit, whether constructed above or below ground

Pool engineering plans, stamped and sealed by an engineer, are required on all custom in-ground pools and spas. Plans are required on all pre-manufactured above ground pools and spas.

Swimming pools shall not occupy any front yard, nor shall the water's edge be located closer than 3 feet to any side or rear property line or be less than the depth away from a property line or structure.

The water's edge must be a minimum of 3 feet from the fence for all pools constructed on a lot with an offset property line and/or an offset fence.

A pool or cool decking cannot be constructed across a property line or utility easement.

An engineered surcharge design is required for in-ground pools built closer than 5 feet to a building foundation.

Pool equipment shall be at least 5 feet from the water's edge.

Prior to construction, all easements shall be cleared by the utility companies.

Any glazing within 5 feet of the water's edge where the bottom edge is less than 60 inches above grade must be safety glazed. Any metals within 5' of water's edge must be bonded. Tinting film may not be used to satisfy this requirement.

Fences

Town of Florence Code requires a 5-foot minimum to a 6-foot maximum perimeter fence around the property, as measured on the outside of the property (refer to the Town Development Code, Part 6). This fence may be a solid masonry or wrought iron fence. Refer to the section on fences and walls within this manual for the requirements for fences over 6 feet in height.

Pool Barriers

Chapter 31 of the 2012 International Building Code requires a pool barrier:

- For residential pools, a 5-foot minimum wrought iron or block and wrought iron combination measured on the side of the barrier that faces away from the swimming pool (refer to Graphic A)

- Self-closing, self-latching devices on doors at 54” above finished floor that access the pool area (refer to the door and window information in the “Pool Barrier Guidelines” section)
- Window devices (refer to the door and window information in the “Pool Barrier Guidelines” section)
- Audible alarms on doors and screens (refer to the alarm information in the “Pool Barrier Guidelines” section)
- Approved lockable or latchable hard cover for spas with a water area under 8 feet wide (refer to safety covers information in the “Pool Barrier Guidelines” section)
- Approved key-operated, motorized safety cover that complies with ASTM F 1346 (refer to safety covers information in the “Pool Barrier Guidelines” section)

Gates

If no interior fence is present, the gate on the perimeter fence must swing outward from the pool and be self-closing and self-latching.

If a separate interior fence is present, the perimeter gate also must swing in the direction of egress and be self-closing or self-latching.

All gate leafs 4 feet or less are to be considered as pedestrian gates and must be self-closing and self-latching, with a latch height at 54 inches above grade. An RV gate that is the only way to get from the front of the house to the back of the house, without going through the house (i.e. it may also be used as a pedestrian gate), requires one of the leafs to be self-closing and self-latching regardless of how wide it is if there is not a separate interior fence.

All gate leafs over 4 feet must be secured with a locking device and be kept locked.

A spring-loaded hinge may be used to make a gate self-closing. This is a stretch spring mounted horizontally from the gate to a post or pilaster or a torque spring mounted in an almost vertical position from the gate to a post or pilaster. The torque spring is to be mounted on the face of the gate that will allow the torque spring to unwind and PUSH the gate to the latched position (see Graphic B at the end of this section for torque spring installation).

Inspections

No one needs to be home for the first inspection, which is the pregrout inspection.

The homeowner must be present for the second inspection (preplaster inspection) if the house forms part of the interior barrier around the pool or there is no interior pool fence. However, if an interior fence encompasses the entire pool, then the homeowner does not need to be present for the second inspection.

All electrical service panels shall be left unlocked for the inspector.

Inspections that require entry into the home will not be conducted if only minor children are at home.

Pool Barrier Guidelines

Please note: the pool barrier requirements must be met whether or not children of any age are living at the dwelling.

Barrier

Pool barriers shall be an interior fence, perimeter wall, building wall or a combination thereof, which completely surrounds the swimming pool. The top of the barrier, including all gates and doors therein, shall not be less than 5 feet above finished floor or finished grade measured on the exterior side of the enclosure.

There shall be no horizontal or vertical openings, holes, or gaps in the interior barrier large enough for a sphere 4 inches in diameter to pass through. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches measured on the side of the barrier that faces away from the pool.

A barrier fence or wall shall have no handholds, footholds or horizontal members accessible from the exterior side of the enclosure. Horizontal members of fences shall be spaced not less than 45 inches apart measured vertically or shall be placed on the pool side of a fence which has no opening greater than 1 $\frac{3}{4}$ inches measured horizontally. Wire mesh or chain link fences shall have a maximum mesh size of 2 $\frac{1}{4}$ inches square.

Gates and Doors

All pedestrian access gates in a pool barrier shall be self-closing and self-latching and must open outward from the pool. Gate latches shall be located not less than 54 inches above finished grade or shall otherwise be made inaccessible from the outside by small children. (See Graphic B at end of this section).

All exterior hinged or sliding doors leading from a dwelling unit, bedroom, garage or storage room directly into a swimming pool enclosure shall be self-closing or shall be equipped with audible alarms. Hinged doors shall open away from the pool area.

Self-closing devices shall consist of one of the following:

- Spring loaded hinges
- Pneumatic closures (without stops)
- Approved sliding glass door closures

Latching mechanisms shall consist of one of the following:

- Passage lock located 54 inches above the finished floor
- Sliding glass door latches shall be located 54 inches above the finished floor

Alarms shall produce an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in accordance with UL 2017.

If a pet door is large enough that a sphere 4 inches in diameter will pass through and is located in any wall of the dwelling that forms a part of the interior barrier, it must be rendered unusable with screws or nails, so the slide portion of the pet door cannot be removed.

Windows

All windows facing a swimming pool shall be equipped with a latching device or a screwed-in wire mesh screen.

For emergency escape or rescue windows, the latching device shall be located not less than 54 inches above the finished floor.

For all other openable dwelling unit or garage windows, the latching device shall consist of one of the following:

- A keyed lock that prevents opening the window more than 4 inches
- A screwed-in-place wire mesh screen
- A latching device located not less than 54 inches above the finished floor

Safety Covers

A hard safety cover, which may be latched or locked, shall be deemed to meet all barrier requirements of this section for any spa or hot tub, which does not exceed 8 feet in width at any peripheral point.

A key-operated, motorized safety cover which complies with ASTM E 13-89 may be used to meet the requirements of this section for a barrier between a single family dwelling and a swimming pool accessory to that dwelling, provided that the requirements of the Town Development Code, Part 6 are met. (This code section refers to the requirement for a perimeter fence not less than 5-foot high.)

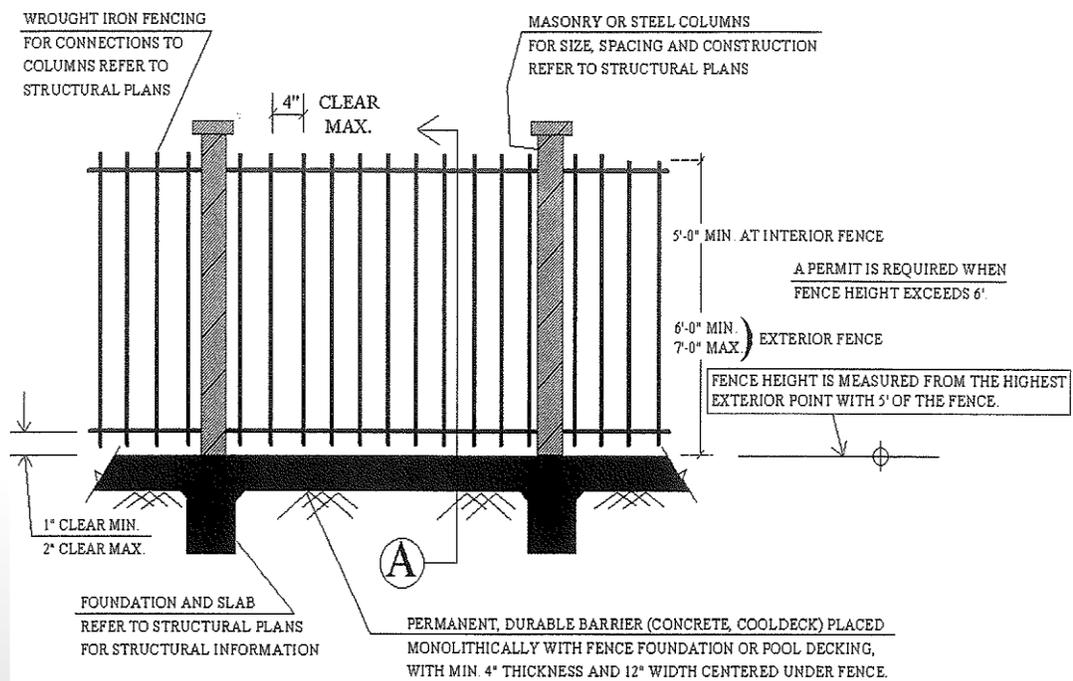
Above Ground Swimming Pools

All above ground pools, with non-climbable sides not less than 48 inches high above the finished grade, may be located on a single-family residential property without requiring an interior fence, wall or barrier between the pool and the dwelling. Any access ladder or steps shall be removable without tools and secured in an inaccessible position with a latching device not less than 54 inches above the ground when the pool is not in use to prevent access, or the ladder or steps shall be surrounded by a barrier that meets the requirements of an in ground pool. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter sphere.

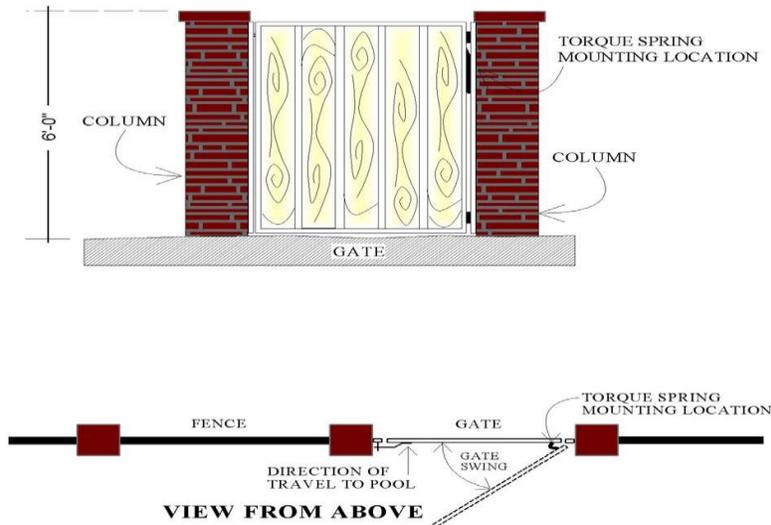
Entrapment Avoidance

Suction outlets shall be designed to produce circulation throughout the pool or spa. Single outlet systems, such as automatic vacuum cleaner systems, or other such multiple suction outlets whether isolated by valves or otherwise shall be protected against user entrapment.

Graphic A



Graphic B



****If the latch is less than 54" from bottom of gate, then latch must be located on pool side of gate, 3" from the top****

Required Inspections

This section lists the minimum inspections required by the Town of Florence.

To schedule an inspection, call (520) 868-7601 no later than 2:00 pm the working day prior to be placed on the schedule within the next two (2) business days or access our online portal at <https://tw-florence-az.smartgovcommunity.com/portal/Public/home>

If you are unable to access this website, you can utilize the Town's voicemail system for building inspections at (520) 868-7601. The building inspector must approve all work before construction can proceed to the next level. All work to be inspected must be accessible and exposed.

Type of Inspection

Request Inspection When...

- | | |
|--------------------------|---|
| 1. Footings | All forms, reinforcing steel and Ufer ground are in place. An additional inspection is required for stems poured separately |
| 2. Monolithic footing | Reinforcing steel, Ufer, forms and accessories are in place, but not covered |
| 3. Stem wall | Forms are aligned and staked, grade pins installed and reinforcing steel is in place |
| 4. Plumbing (groundwork) | The under floor building drain is installed, shaded and under pressure test, but not covered |

- | | |
|--|--|
| 5. Water piping (groundwork) | All under floor water piping is installed, but not covered |
| 6. Building sewers (the sewer piping connecting the building with the private sewer or the public sewer) | Pipes are installed, shaded and properly supported, but not covered |
| 7. Water service (the water yard piping from the Town water meter to the building) | Pipes are installed and under pressure, but not covered |
| 8. Upper level drainage | Tubs are filled to flood rim |
| 9. Strap and shear | All shear panels and mechanical fasteners are installed, but not covered, including roof nailing |

Note: inspections 10 through 13 are done concurrently

- | | |
|-----------------------------------|--|
| 10. Rough electrical | All rough-in electrical is installed, but not covered |
| 11. Rough plumbing | All rough-in plumbing is installed and under pressure test, but not covered |
| 12. Rough heating and ventilation | All rough-in mechanical work is installed, but not covered. (Groundwork – request inspection when ductwork is installed, but not covered) |
| 13. Framing | The building is “dried in” and all framing members, gussets, shear panels, anchors and all plumbing, mechanical and electrical rough-ins are in place, but not covered |

Note: inspections 14 and 15 are done concurrently

- | | |
|---------------------------|---|
| 14. Wallboard | The wallboard is installed and nailed, but not filled or taped |
| 15. Lath inspection | All substrate wire mesh and trim are installed and ready to receive stucco, but not covered |
| 16. Electric (groundwork) | The conduit is installed, but not covered |
| 17. Final Inspection | The building is completed to the requirements of the approved plans, specification and the Town of Florence Codes |

Appendix A

Water Meter Worksheet

| Fixture | Number | Value | Total |
|--|--------|-------|-------|
| Water Closet (tank type) | | x 2.2 | |
| Shower Stall | | x 1.4 | |
| Bathtub (with/without overhead shower head) | | x 1.4 | |
| Lavatory | | x 0.7 | |
| Kitchen Sink | | x 1.4 | |
| Dishwasher | | x 1.4 | |
| Hose Bibs (count all) | | x 2.5 | |
| Laundry or Utility Sink | | x 1.4 | |
| Automatic Clothes Washer | | x 1.4 | |
| <i>If you use a full bath group, do not count the individual fixtures</i> | | | |
| Full Bath Group (with/without shower head or shower stall) | | x 3.6 | |
| Half Bath Group (water closet and lavatory) | | x 2.6 | |
| Kitchen Group (dishwasher and sink with/without garbage grinder) | | x 2.5 | |
| Laundry Group (clothes washer standpipe and laundry tub) | | x 2.5 | |
| <i>Total Fixture Units</i> | | | |

Total developed length of the water line from the water meter to the furthest water-using fixture unit.
(Note: this is usually the hose bib at the rear of the home).

Total distance: _____ feet

Indicate the size of the existing water meter and supply size:

Meter size _____

Supply size _____

Note: for a room addition, please include both the existing and new on this sheet

Appendix B

Electrical Load Calculation Worksheet

EXISTING DWELLING UNIT

NEC SECTION 220.83

For a dwelling unit having the total connected load served by a single 3-wire, 120/240 volt set of service entrance or feeder conductors with an ampacity of 100 or greater.

| | | | | |
|--|--|----------|--|------|
| LIVABLE SQUARE FOOTAGE | | SF @ 3 = | | VA |
| SMALL APPLIANCE CIRCUITS (2 minimum) | | @ 1500 = | | |
| LAUNDRY CIRCUIT (Required in new dwelling: 1500) | | = | | |
| ELECTRIC DRYER (Nameplate rating or 5,000) | | = | | |
| ELECTRIC RANGE (Nameplate rating or 12,000) | | = | | |
| COOKTOP & OVEN (Nameplate rating or 6,000 each) | | = | | |
| MICROWAVE OVEN (Dedicated circuit: 1200) | | = | | |
| DISHWASHER (W or W/) Disposer on circuit: 1500) | | = | | |
| DISPOSER (Separate dedicated circuit: 720) | | = | | |
| ELECTRIC WATER HEATER (Nameplate or 4,500) | | = | | |
| OTHER | | = | | |
| OTHER | | = | | |
| OTHER | | = | | |
| SUBTOTAL | | | | VA |
| FIRST 8 KVA AT 100% | | | | |
| REMAINDER AT 40% | | | | |
| SUBTOTAL | | | | VA |
| DIVIDED BY 240 V | | | | AMPS |
| AIR CONDITIONING | | | | AMPS |
| TOTAL EXISTING SERVICE | | | | AMPS |
| REQUIRED SERVICE | | | | AMPS |

BUILDING PERMIT APPLICATION



Town of Florence
 Development Services Department
 Building Safety Division
 224 W. 20th Street / P.O. Box 2670
 Florence, AZ 85132
 Phone (520) 868-7575
 Inspection Line (520) 868-7601
 Email: tofpermits@florenceaz.gov
 Website: www.florenceaz.gov

| OFFICE USE ONLY | |
|-----------------|----|
| PROJECT NUMBER: | |
| PERMIT FEE: | \$ |
| PLAN FEE: | \$ |
| MISC FEE: | \$ |
| TOTAL DUE: | \$ |

APPLICANT, PLEASE CHECK IN USING THE DATE STAMP MACHINE



Residential Commercial

| | | | |
|------------------|-------------------------|-----------------|-------------------|
| APPLICANT | Date: | Applicant Name: | Email: |
| | Relationship to Project | | Contact Phone No. |

| | | | |
|-----------------------------|---------------------------------|-----------|--------------------|
| PROPERTY INFORMATION | Owner, Tenant or Business Name: | | Phone Number: |
| | Project Address: | | Unit / Lot Number: |
| | County: | Zip Code: | Parcel Number: |

| | | | |
|--|--------------------------|------------------------------------|-----------|
| RESPONSIBLE PARTIES (as applicable) | General Contractor Name: | | |
| | Address : | City: | Zip Code: |
| | Email: | Phone Number: | |
| | ROC Number: | Town of Florence Business License: | |
| | Project Manager's Name: | | |
| | Address : | City: | Zip Code: |
| | Email: | Phone Number: | |

| TYPE OF STRUCTURE | RESIDENTIAL | COMMERCIAL | MISCELLANEOUS |
|--------------------------|---|--|---|
| | <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Building <input type="checkbox"/> New SFR <input type="checkbox"/> Standard Plan # _____ <input type="checkbox"/> Patio Cover / Awning | <input type="checkbox"/> Carport <input type="checkbox"/> MH / Park Model <input type="checkbox"/> Solar <input type="checkbox"/> Remodel <input type="checkbox"/> Other | <input type="checkbox"/> Fireworks <input type="checkbox"/> Signage <input type="checkbox"/> Accessory Building <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Grading Quantities (cut & fill) CY |

May require Asbestos Abatement from Pinal County prior to permit issuance

| | | | |
|----------------------------|---|------------------------------------|-------------------------|
| PROJECT INFORMATION | Scope of Work | | |
| | Detailed description of work being performed: | | |
| | | | |
| | VALUATION (Total Cost of Improvements: \$ | | Square Footage (added): |
| | Present Occupancy: | Proposed Occupancy (if different): | |
| Construction Type: | | Fire Rating: | |

This application is NOT a permit. NO work will be allowed to take place until a permit is issued by the Town of Florence and posted by Permittee on-site. The permit will be subject to general conditions set forth herein and any special conditions applicable to the scope of work. Three (3) sets of construction drawings, contractor's written estimate / owner's material list and plan review fee (based on written estimate) must accompany this application. The filing of this application and the payment of fees does not guarantee or grant the issuance of a permit. All minimum fees are non-refundable.

Signature of Applicant: _____ Date: _____

| FOR OFFICE USE ONLY | |
|----------------------------------|-----------------------------------|
| Setbacks Verified By: | Fire Review Completed By: |
| Historical District Verified By: | Public Works Review Completed By: |

Compliance Reviewer's Signature _____ Date: _____
 Plan Reviewer's Signature _____ Date: _____



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

Phone: 520-868-7575 Email: tofpermits@florenceaz.gov

**INSPECTIONS APPLICABILITY
RIGHTS AND RESPONSIBILITIES**

Address: _____

Purpose of Inspection: _____

(A.R.S. § 9-833 A) A municipal or regulator who enters any premises of a regulated person for the purposes 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 the fire and life safety inspection 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 inspection interviews.

4. Provide notice of the rights 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
Building Safety
Christopher Salas
(520) 251-8113
Email: christopher.salas@florenceaz.gov

If you have any questions regarding this inspection, you may contact;
Cody Curtis (520) 510-5727
Tracie Wilgus (520) 868-7573

By signing below, I _____ have read and understand my rights as prescribed above.

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 reasonable period of times by the municipality
- Evidence of 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 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 of after the completion of the 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 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 fines 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



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

Phone: 520-868-7575 Email: tofpermits@florenceaz.gov

OWNER AUTHORIZATION FORM
Original or a copy must be submitted to Building Safety
NO ELECTRONIC SIGNATURES PERMITTED

I/we, the undersigned, do hereby grant permission to: _____
 To act on my/our behalf for the purpose of obtaining a building permit for the reason(s) checked below;

- Residential:** Accessory Building Addition Carport Patio Cover
 Solar Remodel New SFR MH – Park Model

- Commercial:** Accessory Structure Addition Signage Solar
 Tenant Improvement

- Miscellaneous:** Certificate of Occupancy Electrical Gas Irrigation
 Lot Combination Mechanical Plumbing Pool / Spa
 Roofing Demo Other _____

Owner(s): _____

Print Name #1: _____ Print Name #2: _____

Address: _____

Phone #: _____

Signature #1: _____ Signature #2: _____

State of Arizona)
)
 County of _____)

On this _____ day of _____, 2018, before me, personally appeared _____, whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be acknowledged that he or she signed the above document.

 Notary Public