



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

MANUFACTURED HOUSING APPLICATION PACKET

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Building Codes and Standards

BUILDING CODE: International Code, Series 2006

PLUMBING CODE: International Plumbing Code, Series 2006

MECHANICAL CODE: International Mechanical Code, Series 2006

FIRE CODE: International Fire Code, Series 2006

ELECTRICAL CODE: NEC 2005

WIND LOAD: 90 MPH

SNOW LOAD: 4/12 or greater – 30 lbs live snow load

SNOW LOAD: less than 4/12 – 35 lbs live snow load

FROST LINE: 18 inches

EXPOSURE: C

SEISMIC ZONE: B

GAS TEST SPECIFICATIONS: Minimum of 3# PSI for 10 minutes
1/10th# increment gauge

AMERICAN NATIONAL STANDARD: ADA Accessibility '2006'



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GENERAL INSTRUCTIONS FOR MANUFACTURED HOUSING APPLICATION

A) APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:

- 1) PLANS: Two (2) sets of site plans not more than twenty-four (24) by thirty-six (36) **drawn to scale** with actual setbacks dimensions from all sides (East, West, South and North).
- 2) SPECIFIC LOCATION: Assessor's Plat Location/Book, Page and Parcel Number; i.e., 210-27-010A. Subdivision and lot number.
- 3) SEPTIC SYSTEM: A copy of the Approved Sanitary System Permit is required if new service.
- 4) MANUFACTURED HOME SETUP DRAWINGS: Two (2) sets of plans showing how the manufactured home is going to be set up.

- 5) For example: concrete slab / runner: the square footage and thickness of concrete
Concrete pad: type of concrete block / how many
Wood pad: type of wood / how many
W/ Steel Piers (see sample drawing)
How many rows w/ piers will be set up and how far apart from each pier set up.
(see sample drawing)
Tie down information

B) TIME FRAMES: Up to ten (10) business days may be required for plan review and approval. Upon approval, one set of plans will be returned.

C) INSPECTIONS: It shall be the duty of the person doing the work authorized by a permit (or the owner) to notify the building safety department that such work is ready for inspection. The building safety department request that all inspection be called 24 hours in advance (Monday through Friday, between the hours of 8am and 5pm) prior to the needed inspection. Inspections called in Saturday and/or Sunday will be done the following Tuesday. No footing or foundation will be approved without clearly delineated, accurate property lines and property yard setbacks.

When requesting inspections, please indicate the following:

- 1) Owner's name
- 2) Street address of project as listed on permit
- 3) Permit number
- 4) Contractor
- 5) Subdivision and lot number
- 6) Type of inspection requested
- 7) Instructions, remarks, if any

D) A newly set up Manufactured Home may not be occupied until after the final inspection and a Certificate of Occupancy (C.O.), or at the least, a Temporary Certificate of Occupancy (T.C.O.), is issued by the Department of Building Inspection. If a T.C.O. is issued, another final inspection is required prior to the expiration date of the T.C.O., at which time all discrepancies noted on the T.C.O. must have been corrected. The builder is responsible for obtaining this inspection!

COMPLIANCE WITH THE CITY BUILDING CODES AND ZONING REGULATIONS IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT WITHIN THE CITY OF SHOW LOW.

BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT.

MANUFACTURED HOME PERMIT APPLICATION

APPLICANT TO PROVIDE ALL THE FOLLOWING INFORMATION (PLEASE PRINT)

For Office Use Only: Permit #: MH Date Received: Deposit:
--



City of Show Low
Building Safety Department
180 N. 9th Place
Show Low, AZ 85901
(928) 532-4050/
Fax: (928) 532-4059

Installation Location: Lot _____ Unit _____
Subdivision: _____
Street Address: _____
Assessor's Parcel Number: _____

Owner: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Contractor: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Contractor's License #: _____ I-10 *City of Show Low Business Permit #: _____

HUD label or FBB insignia #: _____ Unit Serial #: _____

Select Type of Manufactured Home Placement: _____ New _____ Replacement

Snow Load: _____ lbs of live snow load. **(The City of Show Low requires a minimum snow load of 30 lbs).**

Any existing buildings on property at present: _____

Unit Manufacturer: _____ Livable square footage: _____ Date of Mfg Year: _____

Unit Installer: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Unit Installer's License #: _____ License Class: _____

Accessory Installer: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Accessory Installer's License #: _____ License Class: _____

Manufactured Home Dealer: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Separate inspections are required for footings, stem wall, slab reinforcement, under floor framing, roof sheathing/nail, framing, insulation, drywall nail, water service/sewer service, underground plumbing, rough plumbing/framing/electrical/heating ducts/vents, gas yard line, final gas test, electric service, and final.

Per Section 7-5-6 of the City of Show Low Building codes, a re-inspection fee **(\$50.00)** may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may also be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, for failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

This permit becomes null and void if work of construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. 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.

Name of Agent or Owner
(Please print)

Signature of Agent

OR

Signature of Owner

THIS FORM SHOULD BE REVIEWED AND A COPY RETAINED BY THE APPLICANT.

*Any person, business or company that does business within the city limits of Show Low **must have** a City of Show Low business license, aside from a contractor's license. For further information, please call City Hall at (928) 532-4000.

CONTRACTOR LICENSING VERIFICATION

Prior to issuance of a Permit, each applicant must verify that they have a currently Licensed Contractor.

I hereby state that I am a Contractor, currently licensed to perform the work that is covered by the Permit.

Transaction Privilege Tax Number: _____

Name (Please Print)

Signature

Date



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APPLICATION FOR WATER/SEWER SERVICE

Name: _____
(Last) (First) (Middle)

Residential • Commercial

Building Permit No. _____ Date: _____

Single or Multiple Dwelling

Security Deposit No. _____

Property Location _____

Parcel No. _____

Account No. _____

IMPORTANT NOTICE: Before construction begins, obtain clearance for sewer and water easements. The City Inspector will stake location of water meter and sewer service. Restaurants & cafes are required to install grease interceptors.

Water meter installed

On

Locked Off

Sewer connect

Signature of Applicant: _____

Signature of Contractor: _____

Approved By: _____ Inspected By: _____ Date: _____

Show Low Public Works Department
1281 E. Thornton
Show Low, AZ 85901
(928) 532-4100

Permit Number: _____
Parcel Number: _____



PERMIT FOR WORK WITHIN PUBLIC RIGHT-OF-WAY
APPLICATION

Name of Applicant _____
Mailing Address _____
Contact Person for Design _____ Phone _____
Construction to be done by: Utility Name _____
Contractor Name _____ License _____
Contact Person for the ROW Work _____ Phone _____
Location of Work _____

Type of Work: Pavement Culvert Driveway Mailbox
 Landscaping Water Main Tap Sewer Main Tap
 Not working in our ROW Commercial Construction Gas Installation

Estimated Start Date _____ Estimated Completion Date _____

AGREEMENT

It is understood and agreed that all work shall conform to applicable City, State, And Federal regulations and to all conditions set forth on this permit.

Other Conditions: _____

Signature of Applicant
(You must print, sign, and fax to 928-532-4059 or bring in to Building Department)

Date

For Public Works Department Use Only

Preconstruction Review: _____ Date _____
Approved By: _____ Date _____
Inspections: _____ Date _____
Inspections: _____ Date _____
Final Approval: _____ Date _____

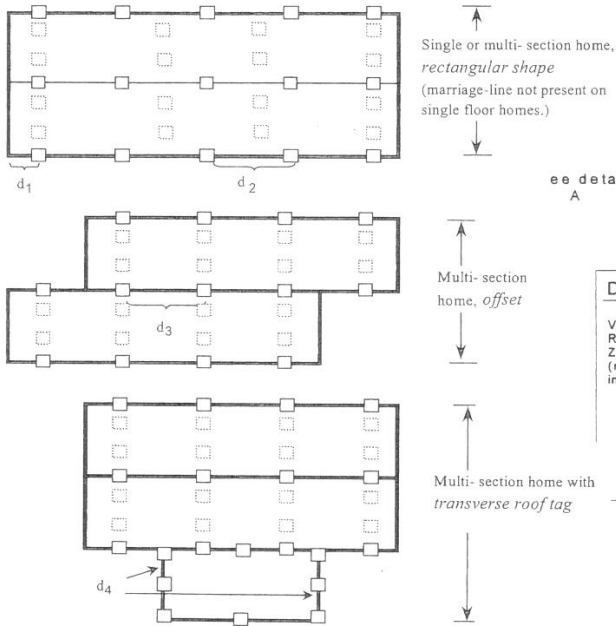
SAMPLE DRAWINGS

The information below is intended only as an example for the type of drawings we will require when submitting an application for new and replacement manufactured homes. Each manufactured home model requires different types of set up information. We encourage you to check with your dealer regarding the set up requirement for your particular manufactured home model.

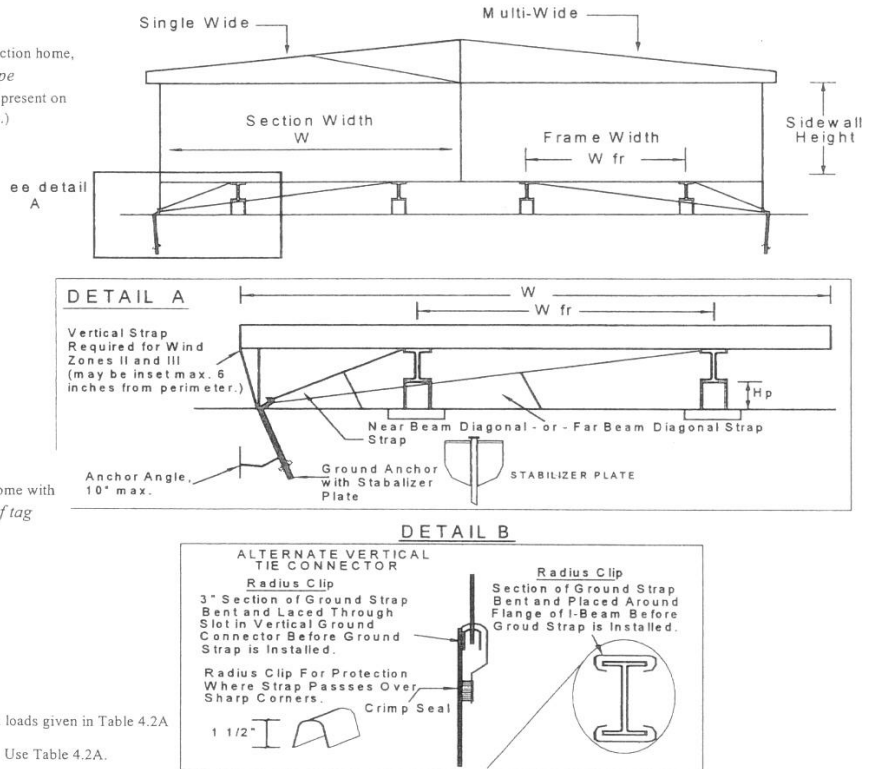
TIE-DOWN DETAILS-TYPICAL

PIER PERIMETER

(Mandatory when specified on data plate)

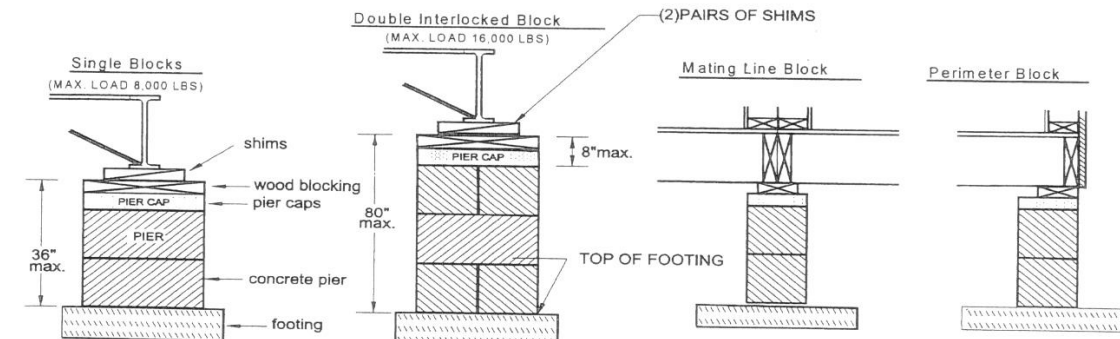


- d_1 - distance from endwall; maximum 2 ft.
- d_2 - distance between piers, based on loads given in Table 4.2A
- d_3 - distance between piers at mating line shall not exceed 4 ft. Based on loads given in Table 4.2A
- d_4 - Transverse tags require 3 perimeter piers under each side, as shown. Use Table 4.2A.



NOTE: Perimeter piers not required under openings as shown in Figure 4.2.

TYPICAL TYPES OF PIERS

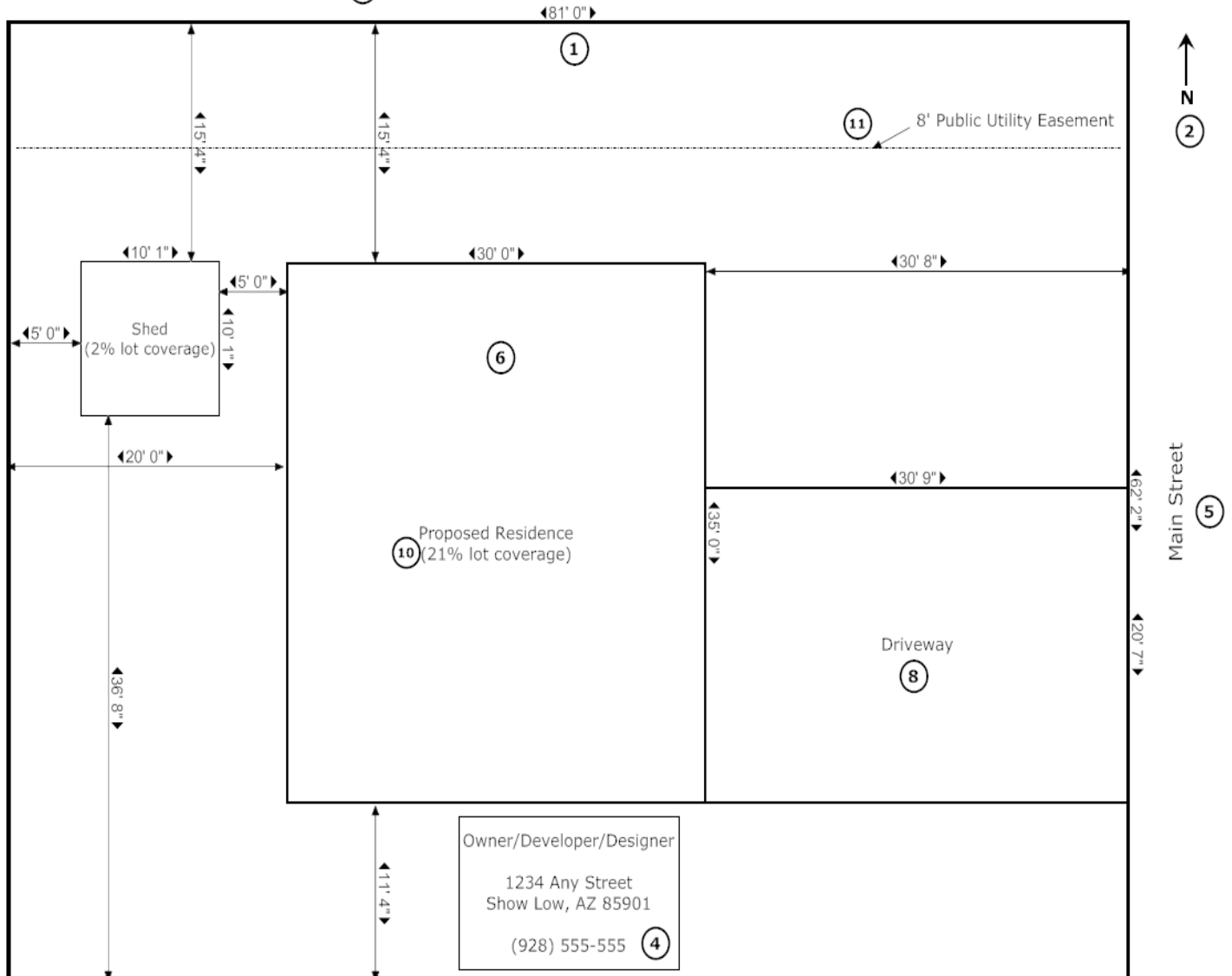


Install at right angles to the supported I-beam. Horizontal offsets shall not exceed 1/2 inch top to bottom. Mortar is not normally required.

Every layer shall be at right angles to the previous one. Piers over 36 inches high must be spaced not more than 8 feet on center. Mortar will not normally be required.

SAMPLE SITE PLAN

③ 1234 Any Street- A.P.N. 210-00-000



Minimum requirements for site plan (drawn to scale):

1. Lot dimensions.
2. North arrow.
3. The address and A.P.N. of the property.
4. The name, address and telephone number of the owner, developer and designer.
5. The location and name of any and all streets along the property boundary.
6. Location and size of both existing and proposed buildings and structures, including distances (showing actual, not minimum setbacks) from all structures to property boundaries.
7. If in a mobile home/RV park the distance between all nearest structures, including those not located on the property.
8. Location and dimensions of existing and proposed driveways.
9. Location and height of walls and fences.
10. Percentage of the site covered by any and all structures, both existing and proposed.
11. Locations, dimensions, and description of all existing or proposed easements.



City of Show Low

ENGINEERING DEPARTMENT

180 N. 9TH STREET

SHOW LOW, AZ 85901

Erosion Control Plan Submittal Guidelines

Pursuant to City Code, Chapter 20, an erosion control permit is required prior to conducting the following activities on a property or site:

1. Activities including, but not limited to: construction, landscaping, removal of vegetation, stockpiling of soil or construction debris, grading, filling, excavating, trenching, drilling, transport of fill, utility work, etc. that disturbs 500 square feet or more of land surface area.

- OR -

2. Activities as described in subsection 1 or in this subsection that disturb less than 500 square feet of land surface and are located within 50 feet of any pond, lake, river, stream, corridor, canal, or wetland.
3. Exemptions: Landscaping activities in conjunction with a single-family residence shall be exempt from compliance with this Chapter. "Landscaping Activities" means: the installation or removal of vegetation and minor landscaping features. It does not include installation or removal of more than 50 cubic yards of fill, or installation of large site features like parking pads, swimming pools or structures as defined in Chapter 20 of the City Code, which are not exempt if the activity involved would otherwise require an erosion control permit under this section. (Developmental landscaping done for several single family residences at the same time).

The new Erosion Control Permit fee structure is included in the Building Permit Fee.

Once your plan is reviewed and a final version is approved, you are responsible for implementing the measures laid out in the approved plan prior to starting construction. Additionally, you are required to schedule and Initial Erosion Control inspection (after measure are in place), as well as a Pre-Footings Inspection (after excavation is complete). Please use the City's 24-hour inspection hotline for this purpose.

If you have any further questions, please contact the Building Department.



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Erosion Control Permitting Guidelines

1. Pick up the Erosion Control Permit Application at the Building Department Service Counter. The application may also be downloaded from the City of Show Low's website at www.showlowaz.gov. (See previous page of this packet.)
2. Complete the application and submit it at the Building Department Service Counter with a site plan that meets the criteria outlined on the front page of this permit application packet.
3. The permit application will be reviewed. Any necessary changes will be made to the site plan to bring it into compliance with the City of Show Low Code (Chapter 20) and our adopted erosion control manual. Once reviewed, an Erosion Control Permit Number will be issued and the approved permit will be placed in the Building Department project file.
4. The permit can then be picked up and fees paid at the time of Building/Demo Permit issuance.
5. Once issued, it is the Builder's responsibility to implement the measures on the approved site plan and call in for an Erosion Control inspection from the Building Department scheduled for the same day that clearing or grading work will begin on the site. The inspection card must be posted on site to receive this inspection.
Note: In order for the inspection to be scheduled for the day that you pick up the permit, it will have to be phoned in the day before you intend to pick up or before 7:00 a.m. that morning.
6. Initial and Pre-footing Erosion Control Inspections are required for each site. Both of these inspections must be signed off on the yellow inspection card issued by the Building Department in order to get a Footings Inspection from the Building Department.
7. All soils site must be sufficiently stabilized to receive occupancy from the Building Department. This means that soils must either have established vegetative cover, or permanent ground cover (mulch, straw, wood chips, compost, rock). All temporary erosion control measures must be left in place until this condition has been satisfied. At the point, they should be removed from the site.



City of Show Low

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Erosion Control Site Plan Requirements

Your Erosion Control Permit Application **will not** be processed until a site plan is submitted addressing the following items:

1. Location of all site disturbances associated with your project.
2. Corner elevations, contours, or arrows clearly marking the direction of stormwater flow on the site.
3. *Access points (construction entrance, existing paved driveway, or access protected with alternative materials such as wood chips, plywood, etc.)
4. Perimeter containment measures (sediment fence, compost filter berm, existing structures, etc.)
5. **Inlet protection (choose the most appropriate measure of the situation. Biobags or non-woven catch basin inserts can be used).
6. Stockpiling/staging areas.
7. Erosion control measures shall be maintained throughout the length of the project.

*Item #3 is required base measures. These measures must be shown on your plan, or a narrative description of why these measures are not necessary must be presented with the plan. In the case that a narrative explanation is provided, the site will be assessed at the initial inspection and a determination will be made at the time as the measures that will be necessary.

**Inlet protection is always required.

See attached sample site plan



City of Show Low
 ENGINEERING DEPARTMENT
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 SHOW LOW, AZ 85901

BP# _____
 Issued by _____
For City Use Only

Erosion Control Permit Application

General Contractor Information	Building Permit Application No.:
Name:	Parcel ID No. (APN):
Address:	
City, State, Zip:	Subdivision Name:
Phone: Cell:	Site Address:
Owner Information	Location from Nearest Intersection:
Name:	<i>Feet</i>
Address:	Job Site (circle one): Private Public
City, State, Zip:	Amount of Work Area to be Excavated: <i>Square Feet</i>
Phone: Cell:	Existing & Proposed Site Runoff Drains (circle one): Ditch Pipe Creek Catch basin
24-Hour Emergency Contact	Other:
Name:	Soil Disposal:
Address:	Disposal Location Address:
City, State, Zip:	Estimated Amount: <i>Cubic Feet</i>
Phone: Cell:	

****** Erosion control measures ***MUST*** be in place prior to any stripping, grading, or excavation work and shall remain until excavation component is complete and disturbed areas are re-vegetated or protected.

Owner/Applicant Signature

Date

Business License Application

♣ City of Show Low ♣

(Application fee: \$25.00)

Name of business: _____
Name of applicant: _____ Relationship to business: _____
Phone: _____ Cell: _____
Email: _____

Physical address*: _____ Mailing address (if different): _____

*If this business is located in a residence within the City of Show Low, you will also need a Home Occupation Permit.

Brief description of nature of business: _____

Type of business: Corporation L.L.C. Partnership Sole Proprietor

If a corporation or L.L.C., state where incorporated: _____
Statutory Agent: _____
Arizona Transaction Privilege Tax Number: _____
Contractor's license number (if applicable): _____
Emergency contact name: _____ Phone: _____

Owners/officers of business (required)

Name	Date of birth

Required attachments (if applicable):

- A list of officers/owners/managers of the business and their addresses.
- Affidavit demonstrating lawful presence in the United States with required document.
- A copy of the Arizona Transaction Privilege Tax documentation.
- If business involves food, a copy of Navajo County Health Department approval.
- A list of hazardous materials or hazardous wastes which will be used or stored by the business.
- Copies of any additional licensing, registration, or permit requirements, i.e. professional, medical, technical, contractors, real estate, etc.

For Office Use Only

Police warrant check: _____ Date: _____
P & Z: _____ Date: _____
Affidavit with document provided: Yes _____ No _____ Date: _____

License:
Date Paid: _____ Amt:\$ _____ Date Issued: _____ #: _____



AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a business license, grant, contract or loan) must demonstrate that he/she is lawfully present in the United States through the presentation of one (1) of the following documents.

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- Arizona Driver License issued after 1996.**
Print first 4 numbers/letters on license:

--	--	--	--
- Arizona Non-Operating Identification License.**
Print first 4 numbers/letters on license:

--	--	--	--
- Birth Certificate or Delayed Birth Certificate issued in any state, territory or possession of the United States**
Year of birth: _____ Place of birth: _____
- U. S. Certificate of Birth Abroad.**
Year of birth: _____ Place of birth: _____
- U. S. Passport.**
Print first 4 numbers/letters on passport:

--	--	--	--
- Foreign Passport with a United States Visa.**
Print first 4 numbers/letters on passport:

--	--	--	--

Print first 4 numbers/letters on visa:

--	--	--	--
- I-94 Form with a photograph.**
Print first 4 numbers on I-94:

--	--	--	--
- USCIS Employment Authorization Document (EAD).**
Print first 4 numbers/letters on EAD:

--	--	--	--

or Permanent Resident Card (acceptable alternative):

--	--	--	--
- Refugee Travel Document.**
Date of issuance: _____; Refugee Country: _____
- U. S. Certificate of Naturalization.**
Print first 4 numbers/letters of CIS Reg. No.:

--	--	--	--
- U.S. Certificate of Citizenship.**
Date of issuance: _____; Place of issuance: _____
- Tribal Certificate of Indian Blood.**
Date of issuance: _____; Name of tribe _____
- Tribal or Bureau of Indian Affairs Affidavit of Birth.**
Year of birth: _____ Place of birth: _____

I swear or affirm, under penalty of perjury, that I presented the document marked above to the City of Show Low, that I am lawfully present in the United States, that the document I presented to establish this presence is true, and that I am the person stated on the document.

Signature

Business/Company

Print Name

Address

Date: _____

City, State, Zip Code

For Office Use Only:

Employee Name: _____ Date: _____

Promptly report all observed violations of federal immigration law to (866) 347-2423 or by emailing azicereport@dhs.gov.

Reported violation (check if applicable); Date/Time Reported: _____

City of Show Low Utility Rates & Fees

Effective 7/1/2011 per Resolution 2011-17

Water Rates				
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
101	5/8-3/4"	5,000	24.00	2.36
102	1"	5,000	37.10	2.36
103	1 1/2"	11,000	77.98	2.36
104	2"	22,000	167.72	2.36
105	3"	44,000	345.27	2.36
106	4" +	67,000	556.49	2.36

Water Rates- Outside City Limits				
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
111	5/8-3/4"	5,000	30.00	2.95
112	1"	5,000	46.38	2.95
113	1 1/2"	11,000	97.48	2.95
114	2"	22,000	209.65	2.95
115	3"	44,000	431.59	2.95
116	4" +	67,000	695.61	2.95

Wastewater Rates			
Rate Code	Description	Base Fee	Rate Per 1,000/gal
301	Residential	26.78	n/a
351	Residential- Low Pressure	37.08	n/a
301	Commercial	21.12	2.42
361	Commercial- Low Pressure	32.38	2.42
310	Multi Family/Trailer Park*	21.12	1.82
311	Offices/Business/Retail*	21.12	1.82
314	Churches*	21.12	1.82
316	Motels and Hotels*	21.12	1.82
318	Schools*	21.12	1.82
320	Bars*	21.12	1.82

*Existing business phase-in-rate

Sanitation Rates- Resolution 2011-07		
Rate Code	Description	Base Fee
501	First Polycart	16.50
502	Additional Polycart	7.54

Miscellaneous Rates		
Rate Code	Description	Base Fee
2101	Water Rights Preservation Fee	0.75
	Seasonal/Inactive Status	200.00
	<i>-Includes connect/disconnect fee for water customers</i>	
	<i>-Fee may be paid in installments over a period not to exceed 6-months</i>	
	<i>-Entire fee must be paid prior to re-connection</i>	
	<i>-Includes all services</i>	
	Water Connection	25.00
	Water Disconnect	25.00
	After Hours Call Out	40.00
	Re-Read/Read Only	25.00
	Bulk Meter Activation	150.00
	Bulk Meter Deposit	800.00
	Non-Sufficient Funds fee	25.00
	Late Fee <i>(applied 10 days after billing date)</i>	10.00
	Security Deposit	150.00
	<i>-with autopay sign up and continued active autopay</i>	75.00



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MANUFACTURED HOME FEE SCHEDULE

On a new site/undeveloped land
(Fees effective 1/6/2012)

State Manufactured Home Placement Permit	\$200.00
Additional Required Inspections	\$200.00
Electric Service Inspection	\$50.00
Sewer System Capacity Fee	\$2,975.00
Security Deposit <small>(Security deposit may be waived with a letter of credit from a utility company showing one year good payment history.)</small>	\$150.00
Turn on Fee	\$25.00

Water System Capacity Fee:	
¾" meter	\$1,280.00
1" meter	\$2,174.00
1½" meter	\$4,224.00

Water Meter Fee:	
¾" meter	\$301.00
1" meter	\$337.00
1½" meter	\$590.00

Development Fees:	
Library Facilities Development Fee	\$180.00
Park & Recreation Facilities Development Fee	\$557.00
Streets Facilities (Transportation) Development Fee	\$1,112.00

Total Fees:	
¾" meter	\$7,030.00
1" meter	\$7,960.00
1½" meter	\$10,263.00
Not on City water	\$5,449.00



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BUILDING PERMIT AND PLAN REVIEW FEES

Building Permit Fees. Fees are formulated by the 1997 Uniform Building Code fee schedule. Please contact Building Safety Department personnel for assistance in calculating this fee. The building permit application and documents (plans) shall be active for 180 days from the date of application. If the permit has not been issued by that time, the documents (plans) shall be returned to the applicant and the deposit forfeited to the city.

Plan Review Fees. The plan review fee shall be based on 20% of the building permit fee, as outlined in the 1997 Uniform Building Code. A \$200.00 deposit for all single-family residences shall be received at the time of application and plan submittal which will be applied to the plan review fee. If the permit has not been issued within 180 days from the date of application, the documents (plans) shall be returned to the applicant and the deposit forfeited to the city.