



1-13-09

## COMMERCIAL BUILDING PERMIT REQUIREMENTS

1. The Design Review approval process precedes Building Permit Review and is required to be completed prior to submitting plans for Building Plan Review.
2. Complete Development Services Committee Data Collection Sheet.
3. Number of Full Sets of Plans inclusive of Civil Drawings, required to be submitted to the Community Development Department.

[2] Payson Building Department

[1] Payson Zoning Department

[1] Payson Fire Department-(If electronically generated, submit a copy of floor plan on disk in addition)

[2] Payson Public Works Department

[1] Arizona Public Service

[1] Northern Gila County Sanitary District

[1] Sem-Stream Propane

\* [1] Gila County Health Department- 1 partial set- floor, kitchen equipment, plumb, mechanical.  
\*(Only those projects that are either not in the sanitary district's area or those projects that include a commercial kitchen)

**All Architectural plans req. Min. 1/4" per ft. scale, min.18"x24" paper**

Unless other arrangements have been made in advance.

**Allow 20 working days for a first response by this department to Commercial Plans that are submitted for review (10 days for a T.I.), 10 days for subsequent reviews (5 days for a T.I). The first two reviews for a particular project will be included in the regular plan review fee charged. Subsequent plan reviews, (after two) will be billed by the hour separately at 50.00/Hr. and added to cost of the Building Permit.**

### PLAN REVIEW CONTACTS:

**The Payson Building Department will forward all comments and issues to the person, or entity, listed as "contact person" on the Permit Application when plans are ready, or require additional information. The "contact person" will be responsible to see that other interested parties are contacted regarding each project.**

**4. Site Plan/Civil Plans must include:**

- a. Area of property Drawn to scale 1"=20, 30, 40, with yard setbacks.
- b. Show all structures/improvements, located on property and spacing.
- c. Show all easements, rights of way and street frontages.
- d. **Grading and Drainage Plan.**
- e. Provide ingress/egress and parking details per the Payson Unified Development Code.
- f. Provide Handicap Accessible Route, per AzDA standards.
- g. Show all utility locations (existing as well as planned)  
If public water mains are extended, a separate water plan is required.

**5. If a project is Multi-Family Residential, Commercial or Industrial exceeding two stories in height, 3,000 sq. ft. in area, or is designed to be occupied by more than 20 persons on a continuous basis. A building that is being expanded to exceed any of the previously stated limits other than for a storage only expansion, plans will be required to be stamped by Arizona licensed design professional, along with other registrants as determined by, A.R.S. Sec. 32-144.**

**6. All Plans must conform to:**

2006 International Fire Code	2006 International Building Code
2006 International Plumbing Code	2006 International Mechanical Code
2005 National Electrical Code	Town of Payson Ordinances

**7. Verification of Sewer System:**

- a. Public System Approval-Northern Gila County Sanitary District
- b. Septic/Alternative System Approval-Gila County Health Department

**8. Minimum Construction Document requirements:**

**A. Structural**

All load carrying members including footings, and soils shall be calculated and a report of these calculations shall be submitted along with the plans, for review by the Payson Building Department. A lateral analysis is recommended and could be required.

**Minimum engineering design requirements:**

<b>Snow Load</b>	48 psf ground/40 psf roof	<b>Seismic Zone B</b>
<b>Wind</b>	90 mph fastest gust Exposure B	<b>Soil-Max. Allowable 1500 psf.</b>

**B. Electrical**

Commercial projects shall have a separate electrical plan depicting layout as well as fixture types and calculations for loads that would include a panel schedule and One Line Diagram. For some small projects, a separate plan page might not be required if it can be determined that combining this plan on another page such as the floor plan will not make that plan difficult to interpret. Projects consisting of a modification of an existing building may not be required to submit a one line diagram, or panel schedule, if it can be determined that the modifications will not add additional loads to the existing system, as long as the existing system has been determined to be safe and code compliant, when approved by the Building Official.

**C. Mechanical/Plumbing**

Commercial projects shall have a separate mechanical plan, depicting layout as well as fixture types, capacities and ratings. In addition all pipe sizing calculations and types of piping shall be identified and a piping schematic shall be submitted. The calculations and schematic may be waived for small projects when approved by the Building Official.

**D. Landscape Plan (Not Required for Tenant Improvements T.I.s)**

Provide a Landscape Plan that details compliance with the Payson Unified Development Code.

**E. Fire Sprinkler/Alarm Plan-Specialty Fire Department Required Plans.**

We recommend that before construction documents are completed and delivered to the building department, that the Payson Fire Department be directly contacted for Sprinkler/Alarm requirements prior to the development of building plans. Payson Fire will also review hood systems as well as flammable and combustible storage areas.

**9. Permits Required:**

- a. Engineering plan review 115.00/sheet 50.00/ report, minimum.
- b. Grading Permit-based on cubic yards of cut or fill.
- b. Tree Cut Permit-Needed for trees 6" or larger 4'6" above grade, no fee.
- c. Building Permit-based on type of construction and area.
- d. Electrical Permit-based on service size, number of boxes.
- e. Plumbing Permit-based on number of traps and water heaters.
- f. Mechanical Permit-based on number of units.
- g. Right of Way Permit-based on ROW being passed to gain access.
- h. Development Fees-Based on projected impact on existing infrastructure.
- I. Fire Department Fees are based on the fees adopted by the Payson Fire Department.

**10. Required Building Inspections:** Inspections called for by noon one business day will be conducted the next business day. Phone # 474- 5242 ext. 263

- a. **Footing**-after digging and steel placement and prior to pouring.
- b. **Sub-Floor Piping**-plumb. and elect. ditches prior to backfill.
- c. **Sub-Floor Framing**-prior to installation of floor sheathing.
- d. **Pre-Pour Inspection**-prior to placing concrete after termite treatment has been applied or pouring grout.
- e. **Roof Nail Inspection**-prior to the placement of roofing paper.
- f. **Shear Nailing**-prior to the placement of wall coverings.
- g. **Fire Sprinkler/Alarm Inspection** (fire department)
- h. **Specialty Inspections**-i.e. Hood- Fuel Tanks-other miscellaneous (fire department)
- i. **Framing Inspection**-after all elect., plumb, HVAC work has been done, before framing has been inspected and done prior to insulation.
- j. **Drywall Inspection**-nailing requires inspection prior to taping.
- k. **Final Inspection**- complete & ready for occupancy. A Certificate of Occupancy is issued after a successful final inspection by all departments. (Fire-Zoning-Public Works-

Bldg.)

**11.** It is the owner/contractor responsibility to contact the utility companies for utility hookups.

**WATER**---Town of Payson Water Department

**PROPANE GAS**- Sem-Stream of Arizona, Northern Energy, or Matlock Gas

**ELECTRICITY**--Arizona Public Service

**TELEPHONE**-- QWEST

**T.V. CABLE**–NPG Cable

**12. TEMPORARY TOILET FACILITIES ARE REQUIRED AT ALL PERMITTED CONSTRUCTION SITES. (ORDINANCE # 274 OF THE TOWN OF PAYSON)**

**13.** Employers are **required** to carry Workmen Compensation Insurance on all employees. (A.R.S. 23.902)

**14.** Construction Start and Stop Times must be in accordance with T.O.P. Ordinance #421: 6:00 AM – 10:00 PM, including Weekends and Holidays. 5:00AM-10:00PM Memorial Day-Labor Day excluding Weekends and Holidays.