



Residential Building Permit Plan Requirements

Last Modified 12/6/07

New Single Family Residences with living space of 4800 sq. ft. , or more, will be required to have an approved Automatic Fire Sprinkler System installed within them.

New Single Family Residences that are to be constructed more than 600' from a fire hydrant may be required to have an approved Automatic Fire Sprinkler System installed within them. As reviewed on a case by case basis by the Payson Fire Department.

1. **One Detached Site Plan** with topographical information separated from those attached to the plans. The Site Plan **must** be submitted on either 8 1/2 x 11 or 11 x 17 paper and be drawn to a 1"=20' scale. Properties over 1/2 acre may use 1"=30 or 1"=40 scale.

The Site Plan must also include:

- A. **Lot dimensions**, including accurate property line lengths and shape of the lot.
- B. The **actual closest distance from proposed structures to property lines**, for setback verification.
- C. **Street name and location** of street in relationship to the lot.
- D. **Driveway location, width, length and type**, of surfacing. Driveways over 100' requires Fire Department Approval.
- E. Provide square foot **areas of all existing, as well as proposed structures** on the Site Plan. Identification of what is being constructed by using words like; ***Existing, Proposed, or Future***, help determine exact situations. This clarification could eliminate the need to hold up a project for lack of information.
- F. Show the location of all **trees greater than 6"** in diameter within 10' of the building footprint and note all of the trees that are to be removed.
- G. Show all known **easements** on the Site Plan.
- H. The engineering department will have requirements for a **Grading Plan** to be submitted along with the Site Plan. Please check with the Building Department Prior to submitting your plans for review for this requirement.
Trees under 6" in diameter (width) at a height measured at 4 1/2' from natural grade can be removed at the owner's discretion. Trees over 6" in diameter at this height that are in the building and driveway footprint, can be removed only after the Building Permit has been issued. Trees that are over the 6" diameter rule at 4 1/2' feet above grade that are outside the building footprint more than 5', can be removed only after a tree inspection has been done and a separate permit has been issued. This department does both the tree inspection and the separate tree permit without charge to the customer.

2. **Plan Review Turnaround Times**

Please allow 10 working days from the date that the plans are submitted to the Payson Building Department for review. Manufactured Homes with no additions, or attachments and previously approved stock plans should allow 5 working days for plan review.

3. **Two complete sets of house plans.** For houses that have a driveway that exceeds 150' or if the area of the new home is over 4800 sq. ft., a set of **fire suppression** plans and a **third set of plans will be required.** All plans must be drawn to scale and are required to be submitted

on minimum 11x17 Paper for 1/8" Scale or 18x24 paper for 1/4" Scale. (1/8 Scale is only permitted for computer drawn plans). **Site Plans or House Plans that are drawn free hand and not to scale will not be approved.** The Building Code that the Town recognizes for residential structures is currently the 2006 version of the International Residential Code.

4. **Structural components**, such as trusses, beams, and walls retaining 4' or more of earth will require engineered designs and specifications to be submitted with each set of plans.
 - A. Payson's Snow Load is 40 psf (roof) 48 psf (ground)
 - B. Payson's minimum footing depth is 18" below grade.
 - C. Payson's Seismic zone is IRC category B.
 - D. Payson's Minimum wind speed design is 90 mph fastest 3 sec. Gust, Exposure B.

5. **Permit Expiration**

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Building Permits may also become expired 365 days from the date that the permit was first issued, depending on the amount of progress during the previous year.

6. **Permit Extensions**

Within the first 365 day period that the permit has been issued, (provided no work stoppage of 180 days, or more has occurred) upon written request by the person in control of the project, the building official is authorized to grant in writing, one, no charge permit extension, for a period of not more than 180 days. In such cases that substantial progress has been demonstrated, (approved frame combination inspection) or, in cases where justifiable circumstances, out of the control of the person in control of the project has been verified and approved by the Building Official.

A second, 180 day no charge extension may be authorized by the Building Official, provided, the existing permit has not expired and the person in control has demonstrated justifiable rationale for this additional extension to the approval of the Building Official. Financial reasoning alone will not be considered justification for this additional permit extension.

All requests for extensions shall be requested in writing prior to permit expiration.

7. **Permit Re-instatement**

In cases where a timely extension has been requested during the first 365 days that the permit was issued, but, due to lack of justification, an extension can not be issued. The permittee/Owner may pay 1/2 the initial permit fees to reinstate that permit for an additional 180 days. This provision is a one-time provision.

In all other cases, full permit fees shall be paid before Permit re-instatement will be approved.

Plan review fees are not considered a permit fee for purposes of re-instatement unless additional plan review is required.

8. **Required Inspections:**

- A. **Site Inspection**- this inspection is done prior to excavation and after building & property lines have been located by the builder. This inspection is an attempt to

verify that the building is being located on the property in accordance with the Site Plan that was submitted for review.

- B. **Grading-** prior to cuts and fills exceeding 4' or 50 cubic yards (outside of the building footprint).
- C. **Footing-** just prior to pouring concrete in footings with all reinforcement in place.
- D. **Sub floor plumbing and electrical-** prior to backfill and compaction and prior to placement of concrete. In the case of a wood floor, prior to installing the floor sheathing when crawl space is less than 4' in height (electrical will be inspected at frame inspection stage).
- E. **Pre-Pour-** after compaction and all under slab equipment is in place.
- F. **Bond Beam-** prior to pouring concrete stem wall or grouting masonry walls with all steel reinforcement in place.
- G. **Roof nail and Wall shear nail-** this is actually a two part inspection, the first of which is a roof nailing inspection that would allow this department to check the spacing of nails on the roof sheathing prior to the placement of the roofing material. The second inspection is for required wall sheathing nailing patterns prior to being covered up with siding. These two inspections are normally done at the same time however this is not a requirement.
- H. **Framing-** building dried in and rough electrical, mechanical, plumbing and framing completed just before interior wall material is installed.
- I. **Insulation-** Prior to covering insulation with drywall.
- J. **Drywall-** nailing inspection prior to taping or texture. Gas test inspection may be done at this time or later.
- K. **Final-** just prior to occupancy with all phases of construction complete.

- 9. **Approved Sanitary Provisions: Prior to the issuance** of the building permit this agency will need verification of **approval for the Sanitary Sewer facilities** for the project being permitted. A letter from the Northern Gila County Sanitary District, or in the case that an alternative system is to be installed, the Gila County Health Department, must be submitted
- 10. **Homeowners Associations:** If your project is in an area that has a **homeowners association** verification of review from this organization will be required **prior to submitting** your plans. to the Payson Building Department.
- 11. It is the homeowner's responsibility to contact the utility companies for utility hookups.
Water- Town of Payson Water Department
Gas- Northern Energy 474-3334, Sem-Stream of AZ. 474-2294, or Matlock Gas 474-1193
Electricity- Arizona Public Service 474-2204
Telephone- Qwest 1-800-244-1111
Cable T.V.- NPG, Cable 1-800-896-5701
Sewer/Septic - Northern Gila County Sanitary District 474-5257 or Gila County Health 474-1210
Call Blue Stake before digging for utilities- 1-800-782-5348
- 12. Toilet facilities are required on the jobsite during construction, failure to recognize this requirement can result in delays.

Note: Employers are required to carry Workmen Compensation on all employees. A.R.S. 23.902.

For questions please contact us here in the Community Development Department at Town Hall (928) 474-5242, ext. 263 and we will be happy to assist you.