



Residential Building Permit Plan Requirements

Last Modified 7/20/20

New Single Family Residences with living space of 4800 sq. ft., or more, are required to have an approved Automatic Fire Sprinkler System installed per Ordinance #912.

Electronic submittal via email or thumb drive preferred.

1. **Site Plan/Grading and Drainage Plan** with topographical information. One full size copy of the site plan/grading and drainage plan is required to be submitted with each building plan for review.

The Site Plan/Grading and Drainage 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. Grading Plan Requirements - These requirements are for regular grading permits only. Sites requiring an Engineered Grading Plan or Hillside Grading Plan shall submit a separate site plan per the above "Site Plan" requirements and a separate grading and drainage plan per the Town of Payson Grading and Drainage Criteria manual.

- Existing elevations depicted by contours (minimum 2' contour interval)
- Proposed Finish Floor elevations for all floors on all structures (Note: For manufactured or mobile homes the pad elevations is sufficient)
- Proposed elevations of all building corners
- Proposed finish grades at all locations on the lot
- Limiting dimensions and depth of all cut and fill (Note: All cut and fill slopes and setbacks must be in conformance with the Town of Payson Grading and Drainage Manual).
- Total volume of all cut and fill
- Show any retaining walls with elevations for top of wall and adjacent ground on each side of the wall

- Show how the lot will be drained with drainage arrows. If any natural drainage course is disturbed, show how it will be handled, including erosion protection
- Location of any existing or proposed buildings or structures on the lot where the work is to be performed, and the location of any buildings or structures within 15 feet of the proposed grading.

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. **Complete set of house plans. Electronic submittal via email or thumb drive preferred.**

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 2018 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

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**

Upon written request by the person in control of a project, the Building Official is authorized to grant in writing, one, no charge permit extension, for a period of not more than 180 days. This can occur 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 have been verified

and approved by the Building Official. This must occur within the first 365 day period that the permit has been issued, (provided no work stoppage of 180 days, or more has occurred),

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

All requests for extensions shall be in writing and submitted to the Building Official 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 ½ the initial permit fees to reinstate the 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 and approved.
- 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:** The Town of Payson does not enforce deed restrictions, however we recommend that you check with the HOA and review the restrictions prior to beginning a new building project. It is your responsibility to verify if there is an HOA and if there are any additional requirements, or building regulations that you should be aware of to comply with the HOA.

11. It is the homeowners' responsibility to contact the utility companies for utility hookups.

Water - Town of Payson Water Department

Gas - Alliant Gas 474-2294, Matlock Gas 474-1193, Griffin Propane 478-6972

Electricity - Arizona Public Service 1-800-253-9405

Telephone - CenturyLink 1-800-244-1111

Cable T.V. - SuddenLink, 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 or 811

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) 472-5030 and we will be happy to assist you.