



7-20-20

## COMMERCIAL BUILDING PERMIT REQUIREMENTS

1. The “Design Review” approval process precedes the Commercial Building Permit Review Process and is required to be completed prior to submitting plans for Building Plan Review.
2. Complete Development Services Committee Data Collection Sheet.
3. **Electronic submittal via email or thumb drive preferred.** If paper plans are submitted, the following number of **Full Sets** of Plans inclusive of Civil Drawings, required to be submitted to the Community Development Department.

- [1] Payson Building Department
- [1] Payson Zoning Department
- [1] Payson Fire Department-(If electronically generated, submit a copy of floor plan on disk in addition)
- [1] Payson Public Works Department
- [1] Arizona Public Service
- [1] Northern Gila County Sanitary District
- [1] Alliant Propane

\* [1] **Gila County Health Department**- 1 partial set- floor, kitchen equipment, plumb, mechanical.

\*(Only those projects that are either not in the Northern Gila County Sanitary District 's area and/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 from the required departments regarding Commercial Plans that are submitted for review. Allow (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 in accordance with the currently approved fee schedule 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. This will include when plans are ready or if additional information is required. The “contact person” will be responsible to keep all other interested parties informed 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 A Handicap Accessible Route, per AzDA standards.
- g. Show all utility locations (existing as well as planned)
- h. If public water mains are extended, a separate water plan is required.

**5. Projects that are Multi-Family Residential, Commercial or Industrial, that exceed two stories in height, 3,000 sq. ft. in area, or are designed to be occupied by more than 20 persons on a continuous basis, and/or a building that is being expanded to exceed any of the previously stated limits other than for a storage only expansion, will be required to have the plans 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:**

2018 International Fire Code	2018 International Building Code
2018 International Plumbing Code	2018 International Mechanical Code
2017 National Electrical Code	Town of Payson Ordinances
2018 International Existing Buildings Code	Town of Payson Energy Standards

**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. 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 may 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-</b> Max Allowable 1500 psf.

**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, as approved by the Building Official.

**C. Mechanical/Plumbing**

Commercial projects shall have a separate mechanical plan depicting layout, fixture types, capacities and ratings. In addition, all pipe sizing calculations and types of piping shall be identified. A piping schematic shall be submitted. The calculations and schematic may be waived for small projects if 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.**  
Prior to construction documents being completed and delivered to the building department, contact the Payson Fire Department for Sprinkler/Alarm requirements before the development of building plans. The Payson Fire Department will also review hood systems as well as flammable and combustible storage areas. **4800 SQ FT OR LARGER, PER ORDINANCE 912, WILL REQUIRE SPRINKLERS**

**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.
- c. Tree Cut Permit-Needed for trees 6" or larger 4'6" above grade, no fee.
- d. Building Permit-based on type of construction and area
- e. Electrical Permit-based on service size, number of boxes.
- f. Plumbing Permit-based on number of traps and water heaters.
- g. Mechanical Permit-based on number of mechanical devices that are planned.
- h. Right of Way Permit-based on ROW being passed to gain access.
- i. Development Fees-Based on projected impact on existing infrastructure.
- j. 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 prior will be conducted the next business day. Phone # 928-472-5030

- a. **Footing**-after digging and steel placement and prior to pouring
- b. **Sub-Floor Piping**-plumbing and electrical ditches prior to backfill
- c. **Sub-Floor Framing**-prior to installation of floor sheathing.
- d. **Pre-Pour Inspection**-prior to pouring concrete or grout after termite treatment has been applied
- 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) prior to drywall.
- h. **Specialty-Inspections**- Hood-Fuel-Tanks-other miscellaneous (fire department).
- i. **Framing Inspection**-after all electrical, plumbing, and HVAC work has been completed, before framing has been inspected and is done prior to insulation.
- j. **Insulation Inspection**
- k. **Drywall Inspection**-nailing requires inspection *prior to taping*.
- l. **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**- Alliant Gas of Arizona, Matlock Gas, Griffin Propane  
**ELECTRICITY**--Arizona Public Service  
**TELEPHONE**—Century Link  
**T.V. CABLE**-Sudden Link

**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.**