



2016 Residential Building Permit Submittal Requirements Checklist

Each of the following items must be submitted at time of application:

BLD -

- Complete the COK **Building Permit Application** with all information, including project address & parcel number, contact e-mail addresses, applicant signature and submittal date.
- Complete a **Builder Information Sheet** for all projects.
- Provide the GCs **AZ Department of Revenue Bond Exemption Certificate** [If valuation \geq \$50,000] Bond Exemption Certificate may be obtained from the AZ. Dept. Of Revenue 602-716-6056
- Provide a **written cost estimate** and a **copy of the contract** for all remodel and renovation work. n/a
- Pay the **Plan Review Fee**.
- Provide a **Record of Survey** prepared by an AZ Licensed Surveyor on 8.5 X 11 inch paper for all new **primary structure** applications. n/a
- Provide a scaled **Site Plan** showing all property corners, dimensioned property lines, existing & proposed buildings with dimensioned setbacks from other buildings and property lines for all additions or new structures. n/a
- Provide a **Residential Site Drainage Plan** on 8.5 x 11 inch paper showing building pad elevations, drainage contours elevations at 1 foot intervals and point(s) of discharge, for all additions or new structures. n/a

Note: Lots graded before the Building Permit is issued require a Grading Permit. And all building pads with more than 12" of fill require Compaction Tests.

- Provide **two complete sets of house plans** drawn to no smaller than 3/16 inch = 1 foot scale, on minimum of 18 x 24 inch sheets. Include two sets of **truss calculations**. Applications based on a **Standard Plan** need only one set of plans and trusses.
- When city sewer is not available, obtain letter from City Engineering Department stating sewer is not available. (> 500') Provide **Private Sewer System Approval** from Mohave County Development Services located at 3250 Kino Ave. 928-757-0903. n/a – City Sewer is available
- Look up the Mohave County 100 year **Flood Zone Designation** using Google Chrome and this url: http://goldberg.mohavecounty.us/FEMA_Data/FEMA_Data.html
Print the Flood Zone designation on the Permit Application below **Applicant (Print Name)**.
Possible **Flood Zones**: A, AE, AH, AO, AR, A99, V, VE, X (shaded), X, D

If the parcel is in a Special Flood Hazard Area, the City will email a copy of the building permit application - including all supporting documentation – to the District using email address: mcflooding@mohavecounty.us