



Community Development Building & Life Safety Division



310 N 4th Street, Kingman, AZ 86401

Phone: (928)753 2891 Fax: (928)753 7597 Web: <http://www.cityofkingman.gov>

Courtesy Permits Policy & Checklist

Only Owner Occupied Single Family Residences qualify for Courtesy Permits!

Applies to the following Types of Courtesy Permits:

- Replacement Owner Occupied Residential **Electric Services**
- Replacement Owner Occupied Residential **Natural Gas Yard Lines**

Lease or rental, Houses, Duplexes and commercial Residential buildings require standard Building Permits to install or replace the Electric Service &/or Gas Yard line. These Services shall ONLY be performed by AZ ROC Licensed contractors in these rental facilities.

Check which Type of Courtesy Permit is being requested, **Electric or Gas.**

🏠 Courtesy Electric Service Replacement

1. Complete a building permit application
2. Check the size of the **Old** Electric Service: 100amp 200amp
3. Check the size of the **New** Electric Service: 100amp 200amp
4. Kitchen and Bathroom 120v Receptacles shall be GFI protected
5. Each Bedroom and hallway shall have smoke detectors installed
6. If the home or attached garage has Gas Service a CO detector shall be centrally located in the home.

🏠 Courtesy Gas Yard Line Replacement

[Do not proceed without COK approval – the required size of the gas pipe may be larger than planned.]

1. Complete a building permit application
2. Provide a Gas Pipe Yard Line Diagram
3. Check which Gas Appliances are in the home: [check all that apply]

Water Heater	50,000 btu/h
Gas RTU or FAU Heat	90,000 btu/h
Gas Range	65,000 btu/h
Gas Dryer	35,000 btu/h
Gas Bar-B-Q	50,000 btu/h
Other Gas Appliance	_____ btu/h
4. Specify the Distance from the meter to the house: _____ # Feet
5. Specify the *size* and *type* of pipe planned for the replacement: _____ inch _____ type

Note: During the inspection, the new gas pipe & fittings shall be exposed and the entire system shall be under a minimum 10psig air test. Non-metallic pipe requires a metallic tracer through the trench and terminated at each riser.

Who is to perform the Work?

Owner: _____ Phone: _____

Contractor: _____ Phone: _____