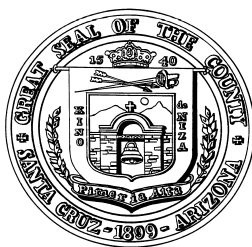


BUILDING DEPARTMENT



SANTA CRUZ COUNTY

ROBERT BANZHOF

DIRECTOR

GUIDELINES FOR BUILDERS

Santa Cruz County adopts the most current building codes as soon as they become available. The codes now in use as per **Ordinance No. 2007-05** (including all amendments hereto) are as follows:

- International Building Code 2006 Edition
- International Building Code Standards 2006 Edition
- International Residential Code 2006 Edition
- International Mechanical Code 2006 Edition
- International Plumbing Code 2006 Edition
- National Electric Code 2005 Edition
- International Fire Code 2006 Edition

The county has also adopted a development code which regulates zoning matters, setbacks to structures, landscape ordinances, swimming pools, etc.

The Building Department observes business hours from 7am to 6pm Monday through Thursday. Due to the time required to accept or issue a building permit, no applications will be accepted or permits issued after 5:00 PM. For more information concerning building permits or building inspections, call (520) 375-7880.

❖ **GRADING PERMITS: Santa Cruz County Ordinance No. 2001-06 & 2007-05**

A grading permit is required in Santa Cruz County for any grading exceeding 50 cubic yards. This permit is included with the building permit. Grading permits shall only be issued in conjunction with building permits.

Exceptions:

1. Grading permits under the jurisdiction of the Santa Cruz County Department of Planning and Zoning.
2. Special cases as approved by the Building Official.

The applicant will be required to submit two complete sets of grading plans, showing areas to be graded and depths and amounts (in cubic yards) of cuts and/or fills.

NOTE: If the amount of cuts/fills is more than 5 feet, an area cross-section plan will be required.

❖ **SUBMITTAL REQUIREMENTS: (ALL SUBMITTALS SHALL BE IN PERSON)**

1. BUILDING PLANS MUST INCLUDE AT LEAST THE FOLLOWING:

- Site plan (show limits of grading, utility lines, and estimated depths of cuts and fills)
- Cross Section: Only if cuts and fills exceed 5 ft.
- Floor Plan: Show room names, dimensions, square footage of living, garage, carport, porches, etc.
- Foundation Plan: Show footing depth & width.
- Electrical, Plumbing, & Mechanical Plan: Must include a panel schedule
- Roof Framing Plan: Provide a copy of truss calculations, if required by plan reviewer.
- Elevation Plan: Show front, back, and side elevations.

2. BUILDING APPLICATION FORMS:

- Required to have the owner's name, address, and telephone number. **The contractor's information will not be accepted as the owner's information.**
- **If Owner/Builder, the owner must sign all forms**, including the Owner/Builder form, which states that the owner and their immediate family will help with the construction of the project, but if any person is hired, they shall hold a current license with the Arizona Registrar of Contractors.
- If using a General Contractor the applicant must provide the name, license number, address & telephone number of such contractor, including their sub-contractors and their license information.
- Landscape Form: Sign and Date, states that the owner or builder is aware that Santa Cruz County has a Landscape Ordinance in effect, and that all disturbed areas will be re-seeded if required.

- A bond exemption certificate from the Arizona Department of Revenue will be required for all contractors when construction value exceeds \$50,000 (minimum value). Call 1(800) 634-6494 for information, and ask for the Bond Compliance Officer.

3. PLAN REVIEW FEE:

- A 25% plan review fee is due at time of plan submittal. Plan review fees will vary depending on the total amount of the building permit fee. The plan review fee is non-refundable and is in addition to the permit fee. The time taken for plan review is dependent upon the number of applicants on the plan review list. Usually turn-around time is between 5-10 working days.

4. ZONING CLEARANCE FEE:

- A \$50.00 Zoning Clearance Fee will apply to all permits containing a site plan. Including but not limited to Residential, Commercial, Grading, Pool, etc. permits. This fee is due at the time of plan submittal and is in addition to the Plan Review Fee.
- Electric & Gas Utility Permits are exempt from this fee.

5. BUILDING PERMIT FEES:

(REFERENCE ATTACHED BUILDING PERMIT FEES TABLE)

6. GRADING PERMIT FEES:

(REFERENCE ATTACHED GRADING PERMIT FEES TABLE)

EXHIBIT A

BUILDING DEPARTMENT FEE SCHEDULE

A plan review fee amounting to 25% of the building permit fee will be required to be paid at the time a permit application is submitted to the Building Department.

A \$50.00 Zoning Clearance Fee will apply to all plans containing a plot plan: due at the time of plan submittal.

Table 1-A-BUILDING PERMIT FEES

TOTAL VALUATION	FEES
\$1.00 to \$500.00	\$60.00 minimum fee*
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00 → (\$60.00 min.)*
\$2001.00 to \$25,000.00	\$69.00 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00*.
\$25,001.00 to \$50,000.00	\$391.50 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$643.50 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.50 for the first \$100,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,233.50 for the first \$500,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00.
\$1,000,000.00 and up	\$5,608.50 for the first \$1,000,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof.
Other Inspections and Fees:	
1. Inspections outside of normal business hours-----	\$47.00 per hour*
(Minimum charge – two hours)	
2. Re-inspection fees -----	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated -----	\$47.00 per hour*
(Minimum charge – one half hour)	
4. Additional plan review required by changes, additions or revisions to plans --	\$47.00 per hour*
(Minimum charge – one half hour)	
5. For use of outside consultants for plan reviewing and inspection; or both -----	Actual costs**

* Or the hourly cost to the jurisdiction, whichever is the greatest. ** Actual costs include administrative and overhead costs.

EXHIBIT A

BUILDING DEPARTMENT FEE SCHEDULE

A plan review fee amounting to 25% of the building permit fee will be required to be paid at the time a permit application is submitted to the Building Dept.

A \$50.00 Zoning Clearance Fee will apply to all plans containing a plot plan; Due at the time of plan submittal.

TABLE I-A – BUILDING PERMIT FEES

TOTAL VALUATION	FEES
\$1.00 to \$500.00	\$60.00 minimum fee *
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00 ? (\$60.00 min.) *
\$2,001.00 to \$25,000.00	\$69.00 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00 *
\$25,001.00 to \$50,000.00	\$391.50 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$643.50 for the first \$50,000 plus \$7.00 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.50 for the first \$100,000 plus \$5.50 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.50 for the first \$500,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.50 for the first \$1,000,000.00 plus \$3.50 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours..... (Minimum charge – two hours)	\$47.00 per hour*
2. Reinspection fees	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated..... (Minimum charge – one half hour)	\$47.00 per hour *
4. Additional plan review required by changes, additions or revisions to plans..... (Minimum charge – one half hour)	\$47.00 per hour*
5. For use of outside consultants for plan reviewing and inspections; or both.....	Actual costs**

* Or the hourly cost to the jurisdiction, whichever is the greatest.

** Actual costs include administrative and overhead costs.

**FEEES FOR GRADING PERMITS SHALL BE TWICE THE AMOUNT CALCULATED IN
TABLE A-33B**

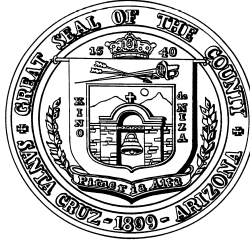
TABLE A-33B – GRADING PERMIT FEES

50 cubic yards (38.2m³) or less.....	\$ 23.50
51 to 100 cubic yards (40m³ to 76.5m³).....	\$ 37.00
101 to 1,000 cubic yards (77.2 m³ to 764.6 m³)...\$37.00 for the first 100 cubic yards (76.5 m³), plus \$17.50 for each additional 100 cubic yards (76.5m³) or fraction thereof.	
1,001 to 10,000 cubic yards (765.3m³ to 7645.5m³)...\$194.50 for the first 1,000 cubic yards (764.6m³), plus \$14.50 for each additional 1,000 cubic yards (764.6m³) or fraction thereof.	
10,001 to 100,000 cubic yards (7,646.3m³ to 76,455m³)...\$325.00 for the first 10,000 cubic yards (7,645.5m³), plus \$66.00 for each additional 10,000 cubic yards (7645.5m³) or fraction thereof.	
100,001 cubic yards (76,456m³) or more... \$919.00 for the first 100,000 cubic yards (76,455m³), plus \$36.50 for each additional 10,000 cubic yards (7,645.5m³) or fraction thereof.	
Other Inspections and Fees:	
1) Inspections outside of normal business hours..... (minimum charge – two hours)	\$50.50/hr*
2) Reinspection fees assessed under provisions of Section 108.8.....	\$50.50/hr*
3) Inspection for which no fee is specifically indicated..... (minimum charge \$47.00)	\$50.50/hr*

¹ The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference fee paid for the original permit and the fee shown for the entire

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, equipment, hourly wages and fringe benefits of the employees

SANTA CRUZ COUNTY



BUILDING DEPARTMENT - PLAN SUBMITTAL CHECK-OFF LIST

- APPLICATION FORM, LANDSCAPE FORM, OWNER/BUILDER FORM (IF APPLICABLE)
- 2 COMPLETE SETS OF PLANS (LEGIBLE AND DRAWN TO SCALE)
- 2 SITE PLANS: MINIMUM 11" X 17" PAPER, TO A SCALE OF 1" = 20'.
- WATER LETTER FROM UTILITIES COMPANY, STATING WATER AVAILABILITY TO LOT, IF SEWER IS AVAILABLE OR IF A SEPTIC TANK IS REQUIRED.
- RIGHT OF WAY PERMIT FROM PUBLIC WORKS (IF APPLICABLE): ROOM 117 WITH NORMA NORTHCROSS.
(NOTE: R.O.W. IS REQUIRED FOR PLAN REVIEW SUBMITTAL)
- A COPY OF THE APPROVED SEPTIC PERMIT FROM SANTA CRUZ COUNTY HEALTH DEPARTMENT, (ROOM 115), OR ADEQ APPROVAL TO CONSTRUCT PERMIT OF ALTERNATE SYSTEM IF APPLICABLE.
NOTE: PERMIT APPLICATION WILL NOT BE ACCEPTED IF SEPTIC PERMIT IS MISSING.
- PROPERTY PRINTOUT FROM SCC ASSESSOR'S OFFICE BEARING THE CORRECT OWNER'S NAME ON IT.
(<http://www.co.mohave.az.us./santacruz/assessor/assessdatalink.asp>)
 - IF THE OWNER'S NAME IS NOT ON THE PROPERTY PRINTOUT, THE APPLICANT WILL BE REQUIRED TO SUBMIT A COPY OF THEIR **RECORDED DEED** AS PROOF OF OWNERSHIP.
 - IF 2 OR MORE LOTS ARE TO BE BUILT ON: A COPY OF THE LOT ASSEMBLAGE FORM THAT HAS BEEN NOTARIZED AND HAS SCC RECORDER'S SEAL ON IT.
 - IF 1 LOT IS TO BE SPLIT, A COPY OF THE MAP SHOWING THE SPLIT WITH THE SEAL FROM AN ENGINEER OR REGISTERED LAND SURVEYOR, BEARING THE SEAL OF THE SCC RECORDER'S OFFICE AND APPLICABLE DOCUMENTS.
- ALL PERMIT APPLICANTS WHO REQUIRE AN ADDRESS ASSIGNMENT SHALL BE DIRECTED AS FOLLOWS:
 - IF THE STREET OR ROAD IS ALREADY NAMED AND SIGNED THE PERSON SHALL BE DIRECTED TO PLANNING & ZONING DEPT., (RM. 106) AND OBTAIN AN ADDRESS VERIFICATION FORM FROM EDUARDO DURAN.
 - IF A NEW STREET OR ROAD NAME IS REQUIRED, OR IF THERE IS NOT A STREET OR ROAD SIGN, THE PERSON SHALL BE DIRECTED TO PUBLIC WORKS DEPT., (RM. 117), WITH NORMA NORTHCROSS TO INITIATE THE REQUEST FOR A NEW STREET NAME.
 - **NOTE: NO PERMITS WILL BE ISSUED WITHOUT A COUNTY APPROVED NAMED STREET GIVING ACCESS TO THE PROPERTY.**
- IF LOT TO BE BUILT ON IS IN THE FLOODPLAIN, APPLICANT MUST BE REFERED TO JOHN HAYS, FLOOD CONTROL COORDINATOR, IN ROOM 117.
- A 25% PLAN REVIEW FEE + A \$50 ZONING CLEARANCE FEE WILL BE DUE AT THE TIME OF SUBMITTAL.
 - **NOTE: THERE IS TO BE A SEPARATE PAYMENT OF EACH PLAN REVIEW / ZONING FEE FOR EACH BUILDING PERMIT APPLIED FOR. WE WILL NOT ACCEPT MULTIPLE FEES TO GO ON A SINGLE CHECK.**

- ❖ ALL STRUCTURES TO BE BUILT, OTHER THAN SINGLE FAMILY RESIDENCES, WILL REQUIRE PLAN APPROVAL FROM SANTA CRUZ COUNTY PLANNING AND ZONING DEPARTMENT. THIS INCLUDES BUT IS NOT LIMITED TO COMMERCIAL, INDUSTRIAL, & MULTI-FAMILY BUILDINGS. FOR ANY QUESTIONS OR CONCERNS, THE APPLICANT CAN CONTACT RICK HINDMANN AT (520) 375-7930.

THE DRAWINGS

- ❖ **FLOOR PLAN:**

This is the easiest drawing to do and the one from which all your other drawings can be developed. It will show PERMANENT or STRUCTURAL elements of your new construction, including the following:

- width and shape of rooms, doors, and windows
- big appliances like stoves
- plumbing fixtures like bathtubs and toilets
- mechanical equipment like heaters and ventilators
- electrical outlets and switches
- closets and built in counters

You do not have to show MOVABLE objects like furniture – but you must include hallways, window size and U-value, and all insulation information for the structure. All rooms should be labeled.

- ❖ **FOUNDATION PLAN:**

A foundation is used to distribute the weight of the building over the land on which it sits. If you are pouring more foundation, you will need to show the position and size of footings and floor materials. Footing sizes and spacings are fairly standardized, and you can check with your building department to find out what standards apply to you project. This plan should include a detail or wall cross-section showing relationship between the soil, footing and floor system.

CROSS SECTIONS INCLUDE THE FOLLOWING:

- How the frame connects to the foundation
- How walls connect to ceilings and the roof
- Roof Slope
- Size of framing members (rafters, studs, joist, etc.)
- Insulation and values.
- Heights between floors and ceiling

EXAMPLE DRAWINGS
(FOR REFERENCE ONLY)

