

# BUILDING PERMITS

## EFFECTIVE IMMEDIATELY

Applying for a building permit does not mean that you have a valid building permit. The permit is not valid until the application process has been fully completed to include; all fees paid, application review and approval. Only after these steps listed above have been completed will the application become an actual building permit.

All permits submitted to the City of Bisbee will need to be fully completed at the time of submission. Unless additional items are requested.

Any additional items/information requested will be given up to 2 weeks from the original application submission date to be turned in. If not completed in this time frame, the permits will be placed in "not active" status until the permit is completed or the job has been cancelled or closed.

Permits that are not fully completed within thirty days will be closed. Those applicants will need to start the process over by putting in a new application to include plan review if applicable.

Permits that are pending payment will be given 7 days after they have been notified of their total cost. Once paid in full the applicant can pick up their permit with the inspection green card. Until payment has been made for the outstanding balance no permits will be issued to the contractor and/or property owner until the outstanding balance has been paid.

If work is completed without a fully completed permit a fine will be assessed and a notice of violation will be issued.

Inspections must be called in by the contractor / property owner within 1 week of completion of their project.



# Permit Application

**\*\*This Application for a building /sign/solar permit is not valid until the application has been reviewed by the Building Official and all fees/fines have been paid in full. No work shall begin until there is a valid permit issued.\*\***

**PLEASE COMPLETE PARTS A-F BELOW**

**PART A: DESCRIPTION OF PROPERTY** Tax Parcel # \_\_\_\_\_ DRB APP# \_\_\_\_\_

Site Location/Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: (Owner) \_\_\_\_\_ Phone #: (Applicant) \_\_\_\_\_ Applicant Email: \_\_\_\_\_

**PART B: PROPOSED PROJECT:** \_\_\_\_\_

\_\_\_\_\_

Square feet: \_\_\_\_\_ Height: \_\_\_\_\_ Estimated Value of Proposed project: \$ \_\_\_\_\_

**PART C: OWNER/BUILDER INFORMATION – In Accordance with A.R.S. Title 32**

I am currently a licensed contractor: Name: \_\_\_\_\_ Doing Business As: \_\_\_\_\_

ROC License #: \_\_\_\_\_ Classification of ROC License: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Contractor Phone # \_\_\_\_\_

Contractor: \_\_\_\_\_ Specialty \_\_\_\_\_

I AM Owner/Builder: Name: \_\_\_\_\_ Address: \_\_\_\_\_

I AM a legally designated Architect or Engineer- NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**EXEMPTION FROM LICENSING**

I am exempt from Arizona Contractors' license laws on the basis of the licensing exemptions contained in A.R.S. 32-1121A.

I am the Owner/Builder of the property. I will follow in strict compliance with 32-1121A.5. The property is intended for the sole occupancy by the owner, not intended for occupancy by members of the public: owner's employees, or business visitors. The structures are **NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.**

**PART D: CERTIFICATION SIGNATURE**

I hereby certify that I am the owner or duly authorized owner's agent and that all information on this application and the attached site plan is accurate. I understand that if any of this information is false, it may be grounds for revocation of this permit. I further certify that I will comply with all City and State and Federal regulations applicable to said property and **acknowledge that I am not authorized to begin work until I have received a numbered permit.** I FURTHER AUTHORIZE CITY EMPLOYEES AND APPROPRIATE REGULATORY AGENCIES TO ENTER ONTO SAID PROPERTY TO MAKE REASONABLE INSPECTIONS FOR COMPLIANCE.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Assigned Address:** \_\_\_\_\_

Construction Plans: Yes  No  Flood Zone \_\_\_\_\_ Flood Panel \_\_\_\_\_ Flood Date: \_\_\_\_\_

Permit Type	Permit #	Fee	Date Rec'd	Description
Building Code				
Building Code				
MFH/FBB				
PLAN REVIEW				
FPUP				
PENALTY				

ZONING \_\_\_\_\_ # OF ACCOUNTS \_\_\_\_\_ USE OF PROPERTY:  COMMERCIAL  RESIDENTIAL

NO. OF UNITS: \_\_\_\_\_

**Total \$** \_\_\_\_\_

**Review and Approval by:** \_\_\_\_\_ **Permit Tech:** \_\_\_\_\_

**Building Inspector**