

**City of Holbrook**  
**Building Permit Application**  
**Helpful Hints**  
928-524-6225

- 1) On minor projects such as sheds, garages, carports and other alterations a plot plan may be all the City needs to review. The plot plan will need to show utilities (underground and overhead) to insure that proper clearances are met.
- 2) The plot plan must show the property lines and building dimensions so that City staff can check set-backs, lot coverage, fire protection egress and others items. At the back of the building permit application there are some sample plot plans to assist you in your preparation for obtaining a building permit.
- 3) For major projects such as dwellings and commercial building construction, detailed building plans and plot plans will be required and to scale. There cannot be too much detail on these drawings. The more detail on the drawings the less questions City staff has to ask and the quicker the permit process can be completed and construction started.
- 4) Remember to show all utilities (overhead and underground). There are very important clearances that have to be met and any conflicts with utilities that can be avoided prior to construction will be time saved for the builder.
- 5) On the building drawings show dimensions on all outside and inside walls and calculate the square footage. The area within the outside walls calculates building permit fees.
- 6) Other information that the City needs is the parcel no., easements, legal description, address, contractor's license number and owner information.
- 7) If the construction or development is within a Special Flood Hazard area, additional documentation will be required to determine if the permit can be issued.

The City of Holbrook staff is here to help. Much of the information that is requested is available at City Hall. Remember with good planning on your behalf and assistance from our staff we can make this process as painless as possible.

If you need any assistance call City Hall at 524-6225

Thanks

City of Holbrook  
Building Dept.

# City of Holbrook Building Permit Application

<b>Filing Date:</b>	Month:	Day:	Year:
<b>Start Date:</b>	Month:	Day:	Year:
<b>Job Address:</b>			
<b>Parcel Number:</b>	109-	-	
<b>Legal Description:</b>	Section:	Township:	Block:
	Lot:	Range:	
<b>Zoning</b>			
<b>Zone:</b>	Building Square Footage:		
<b>Building use:</b>	Principle:	Accessory:	Other:
<b>Set Backs:</b>	Front:	Back:	
	Least Side:	Total Side:	
<b>Building Permit Fee:</b>	\$		
<b>Construction</b>			
<b>Construction Value</b>	New:	Remodel:	
<b>Contractor Information</b>			
<b>Contractor Name:</b>			
<b>Address:</b>			
<b>Phone Number:</b>			Fax Number:
<b>Owner Information</b>			
<b>Owner Name:</b>			
<b>Address:</b>			
<b>Phone Number:</b>			
<b>City Approval</b>			
	Approve	Disapprove	Signature
<b>Zoning:</b>			X
<b>Water/Waste Water:</b>			X
<b>Administration:</b>			X
<b>Streets:</b>			X
<b>Building:</b>			X
<b>Floodplain Administrator</b>			X

# City of Holbrook

## Building Permit Application

### Zoning Plans review Checklist

Reviewed By:

Date Reviewed:

### Site Plan Check List

#### Residential

1. Subdivision Name, Lot Number or Street Address	
2. Property Lines and Dimensions	
3. Easements	
4. North Arrow	
5. Building Size and Location on Lot	
6. Set Backs From Property Lines	
7. Roadways	
8. Site Grading	
9. Drainage	
10. Fence or Wall Location with Dimensions	
11. Storage Buildings	
12. Utilities - Location and Size	
13. Elevation Certificate if within a Special Flood Hazard Area	Complete Flood

Use Permit Pg 5

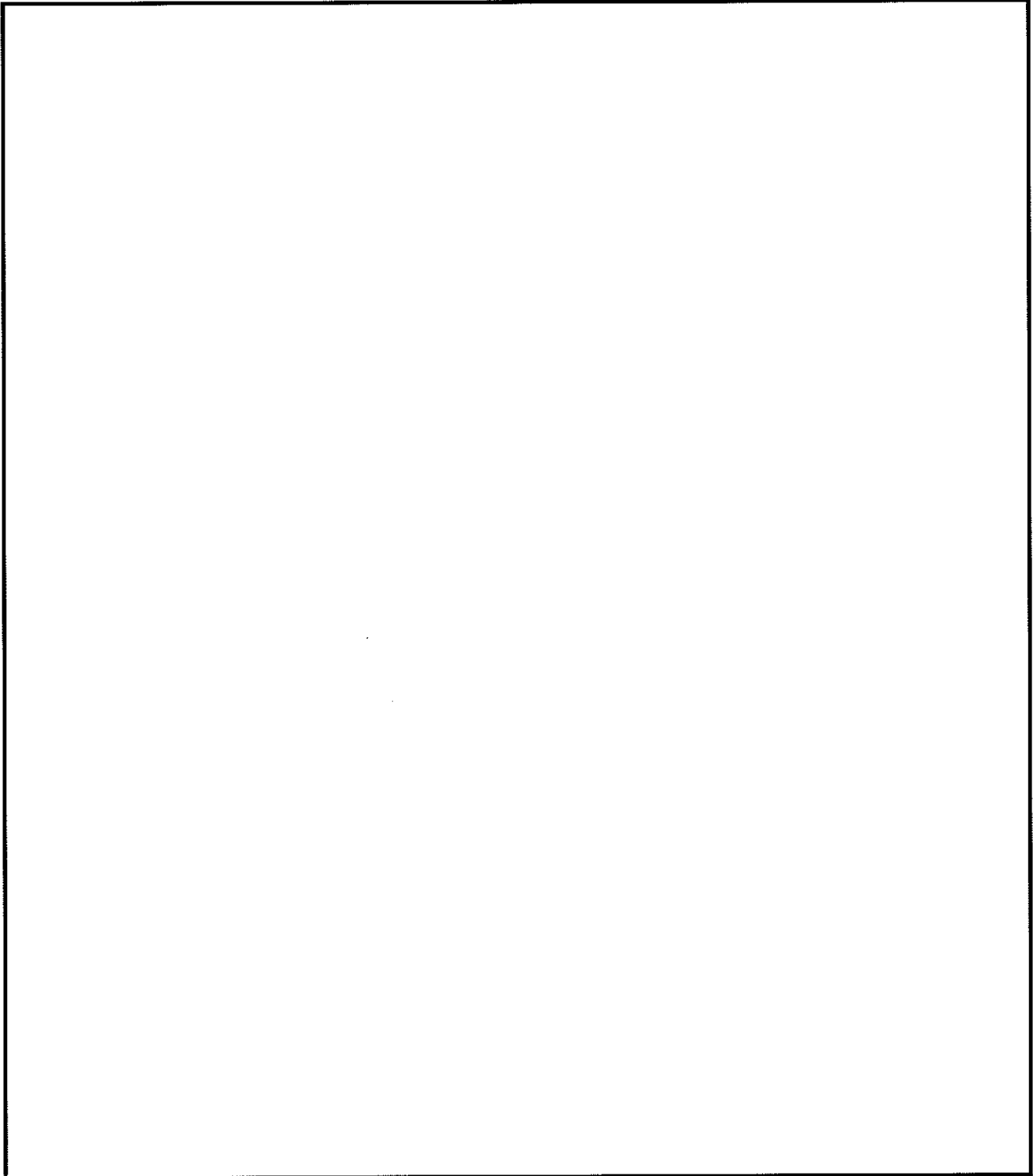
#### Commercial

( Include the above and the following:)

1. Parking Area and Surface Types	
2. Planting and Landscaping	
3. Loading Facilities	
4. Waste Disposal Location	
5. Elevation	
6. Shape of Structures	
7. Lighting	
8. Height of Structure	
9. Color Scheme	
10. Signage	
11. Height of Sign	



**City of Holbrook**  
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Site Plan Work Sheet



I \_\_\_\_\_ have received a copy of the City of Holbrook's Standards for development in a Special Flood Hazard Area and am aware that I may have to provide further documentation to obtain my Building Permit and Certificate of Occupancy

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Flood Designation:

Elevation Certificate Rec'd \_\_\_\_\_

Variance Required: Yes                      No

Additional requirements:

Floodplain Administrator Signature \_\_\_\_\_

I am currently a licensed contractor: Name \_\_\_\_\_

License No. ROC \_\_\_\_\_ License Class \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

### EXEMPTION FROM LICENSING

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §32-1121A., namely:

- A.R.S. §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- A.R.S. §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.
- Other - \_\_\_\_\_

I understand that the exemption provided by A.R.S. §32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$750 or more.

I will be using the following licensed contractors on this project:

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(General Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Mechanical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Electrical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Plumbing Contractor)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. §13-2704.