

City of Holbrook Building Permit Application Introduction

1. On minor projects such as sheds, garages, carports and other alterations a site plan may be all the City needs to review. The site plan will need to show utilities (underground and overhead) to ensure that proper clearances are met.
2. The site plan must also show the property lines and building dimensions so that City staff can check setbacks, lot coverage, fire protection egress and other items. At the back of the building permit application there is a sample site plan 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 site plans will be required and to scale
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 is used to calculate building permit fees.
6. Other information that the City needs is the parcel number, 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.

If you need any assistance, call City Hall at 928-524-6225.

**City of Holbrook
Building Permit Application
Exemption from Licensing**

Name: _____ Phone: _____

Title: _____

License No.: _____ License Class: _____

I am exempt from Arizona contractors' license laws based on the following (check applicable):

- 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.

- A.R.S. §32-1121A.14 - (Handyman Exemption) The construction project does not require a building permit and the total cost of materials and labor is \$1,000 or less.

- A.R.S. §32-1121A. - (Other listed exemption) _____

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

_____ License No.: _____ Class: _____
(General Contractor)

_____ License No.: _____ Class: _____
(Mechanical Contractor)

_____ License No.: _____ Class: _____
(Electrical Contractor)

_____ License No.: _____ Class: _____
(Plumbing Contractor)

_____ License No.: _____ Class: _____
(Other: _____)

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.

Signature: _____ Date: _____

**City of Holbrook
Building Permit Application
Special Flood Hazard Area**

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.

Flood Designation: _____

Elevation: _____

Applicant Signature: _____ Date: _____

For Official Use

Elevation Certificate Received: Yes _____ No _____

Variance Required: Yes _____ No _____

Additional requirements: _____

Administrator Signature: _____ Date: _____

City of Holbrook Building Permit Application

Filing Date:			
Start Date:			
Job Address:			
Owner Name:			
Owner Address:			
Owner Phone:			
Contractor Name:			
Contractor Address:			
Contractor Phone:			
Building Use:	Principle:	Accessory:	Other:
Building Sq. Ft.			
Construction Value:	New:		Remodel:
For Official Use			
Legal Description:	Section:	Township:	Range:
	Block:	Lot:	Parcel:
Set Backs:	Front:		Back:
	Side:		Side:
Zone:			
Department	Approved	Signature	
Administration:			
Building:			
Floodplain:			
Streets:			
Wastewater:			
Water:			
Zoning:			
Comments:			
Building Permit Fee:			

**City of Holbrook
Building Permit Application
Site Plan Check List**

Residential		
Subdivision Name, Lot Number or Street Address		
Property Lines and Dimensions		
Easements		
North Arrow		
Building Size and Location on Lot		
Set Backs From Property Lines		
Roadways		
Site Grading		
Drainage		
Fence or Wall Location with Dimensions		
Storage Buildings		
Utilities - Location and Size		
Elevation Certificate if within a Special Flood Hazard Area		
Commercial (The following are in addition to Residential requirements)		
Parking Area and Surface Types		
Planting and Landscaping		
Loading Facilities		
Waste Disposal Location		
Elevation		
Shape of Structures		
Lighting		
Height of Structure		
Color Scheme		
Signage: Location, Dimensions, and Height		
Drawing Preparer		
Date Drawing Prepared		

Reviewed by: _____ Date: _____

**City of Holbrook
Building Permit Application
Site Plan Work Sheet**

A large, empty rectangular box with a black border, intended for drawing a site plan. The box occupies most of the page below the title.

City of Holbrook Building Permit Application Residential Site Plan Example

What is a Site Plan? A Site Plan is a plan drawn to scale showing the uses, structures, and other features proposed for a specific parcel of land. (See Site Plan Check List)

A Certificate of Survey is required for new home construction. If an existing property does not have a Certificate of Survey on file when applying for a building permit for a proposed addition, garage, deck or other structure, a new Certificate of Survey will need to be prepared. In some cases, the City may waive the survey requirement and allow the submittal of a Site Plan.

