



## GILA COUNTY COMMUNITY DEVELOPMENT

July 20, 2011

Per ARS 11-1606 we are providing you with the following information in regards to the permit application process:

### **To Obtain a Building Permit**

1. Customer to provide name of property owner, address and/or parcel number.
2. Customer to provide site plan illustrating proposed improvements (see handout entitled "Site Plan Requirements").
3. Customer to submit 2 (two) sets of plans with any related specifications, engineering and/or calculations.
4. Permit Tech works with customer using the Plan Submittal Checklist to insure that all information/material needed to review the plans is submitted.
5. Customer pays plan review fee once plans can be accepted for review.
6. Plans Examiner reviews plans and notifies owner/contact person if additional information and/or material is needed and/or when plans are ready to permit.
7. Once plans approved, customer pays permit fee due and permit is issued.

### **Licensing Time Frames** \*

Per ARS 11-1605 we have established the following time frames:

#### for Floodplain Clearances

Administrative Completeness Review Time Frame =	10 working days
Substantive Review Time Frame =	<u>10 working days</u>
Overall Time Frame =	20 working days

#### for Building Permits

Administrative Completeness Review Time Frame =	20 working days
Substantive Review Time Frame =	<u>20 working days</u>
Overall Time Frame =	40 working days

\*Note: These time frames affect new codes, ordinances or regulations adopted after 7/20/11. They become effective for all codes, ordinances and regulations on 12/31/12.

### **Request for Clarification**

An applicant for a permit may receive clarification from the County of interpretations or applications of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in ARS 11-1609. Use the form entitled "Request for Clarification".

### **Contact Info**

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