

**GILA COUNTY COMMUNITY DEVELOPMENT  
COMMERCIAL CONSTRUCTION PERMIT REQUIREMENTS  
FOR AREAS ZONED “UNCLASSIFIED”**

**THESE ARE THE REQUIREMENTS TO OBTAIN A PERMIT FOR COMMERCIAL CONSTRUCTION, AS WELL AS FOR ADDITIONS OR ALTERATIONS TO SAME. We use this list in processing your application, but you may also find it useful in preparing your materials. In certain specific situations, additional information or studies may be required. If so, you will be given a supplemental list of requirements.**

- Assessor Parcel Number**
- Owner name, mailing address, phone number**
- APS** approval for service panel location
- Approval on Floodplain (FPSR, FPUP if needed)**
- Grading Permit/ROW (culvert) Permit/ Drainage Permit**  
Globe 928-425-3231 Ex 8505 Payson 928-474-7118
- Commercial Contractor name, address, phone & license number**
- Wastewater Current Clearance Letter & Site Plan Stamped**

- Health Dept. Current Clearance Letter** Globe 928-425-3231 Ext 8820 Payson 928-474-7176

\*If building Restaurant, Bakeries, Bar or lounge, Bed and Breakfast, Butcher Shop, Hotels/Motels, Hotels/Motels with continental breakfast, Ice Plants, Medical Facilities Food Service, Pet Shops, Wholesale Foods, Snack Bar, Ice Plants, Temporary Food Vendor (outdoor food booths)- Special Events, Mobile Vendors, Institutional, Food Processor-Making Food or Deli Food, Store/Market, Making Food or Serving Food, Children Camps, Swimming Pool/Spa, Daycare, School, etc..

- Site Plan Drawn to Scale @ 1”=20’ min. on 8 1/2”x 11” paper (if possible), showing:**
  - Lot lines and dimensions
  - Easements and alleys
  - Location of all proposed and existing buildings on the property
  - Distances between buildings and from buildings to property lines
  - Fences and other structures, proposed or existing
  - Parking and Driveways
  - North arrow
  - Location of all existing and proposed utilities and meter locations including septic tank, leach field and reserve area, well, water meter, electric meter, U/G piping, propane tank (below ground requires State Fire Marshal Approval)

- Site Plan Certification (Notarized if not signed before a Gila County representative)**

- ADOT Approval required for all projects on State Highways, including change of tenants**  
Globe 928-402-5608 Payson 928-777-5875

- Plans, Permit and Inspection required to confirm compliance with the following:**
  - Electrical Projects-Require floor plans, Electrical Plans & Inspections**
  - ADA Requirements (American Disability Act)**
  - State Fire Marshal approval**
  - Drainage Plan (show elevations at corners of proposed buildings & elevations of adjacent roads)**

608 E. Highway 260, Payson, AZ 85541  
Phone: (928)474-9276 or (800)304-4452 ext 7110 Fax: (928)474-0802  
745 N Rose Mofford Way, Globe, AZ 85501  
Phone: (928)425-3231 Ext. 4224 or (800)304-4452 ext 4224 Fax: (928)425-0829