

**GILA COUNTY COMMUNITY DEVELOPMENT DIVISION  
BUILDING SAFETY DEPARTMENT**

Permitting Checklist and Submittal Requirements for  
**PRE-ENGINEERED METAL CARPORTS**

**Must be:**  For Residential use only *and*  one story *and*  400 s.f. maximum  
(200 s.f. or less exempt from building permit but subject to zoning setbacks and floodplain)

Parcel Number \_\_\_\_\_

Address \_\_\_\_\_

Subdivision and lot number \_\_\_\_\_

Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone/e-mail \_\_\_\_\_

Contractor \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone/e-mail \_\_\_\_\_

License # and type \_\_\_\_\_

<i>Required</i>	<i>Submitted</i>	<i>Approved</i>
<input type="checkbox"/> <b>SFHD</b> (Standard Flood Hazard Determination Report)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>FPUP</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Grading permit</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Fire Dept. approval</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Owner/Builder statement</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Parcel File Research</b> (complaints, open permits, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Site plan review</b>	<input type="checkbox"/>	
Site plan certification		<input type="checkbox"/>
Legal access		<input type="checkbox"/>
Zoning use/compliance		<input type="checkbox"/>
setback to property lines		<input type="checkbox"/>
6' setback between buildings		<input type="checkbox"/>
Health Dept. setbacks or clearance		<input type="checkbox"/>
<input type="checkbox"/> <b>Manufacturer's engineered plans/spec.s</b>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate roof load		<input type="checkbox"/>
<input type="checkbox"/> <b>Foundation per manufacturer's engineered plans/specs</b>		
Anchors only (\$50.00)		<input type="checkbox"/>
Concrete Foundation (\$100.00)		<input type="checkbox"/>

**NOTES:**

1. If the above listed requirements can be met, OK to permit "over-the-counter".
2. Buildings must be anchored per Manufacturer's specifications. Concrete footings require additional inspection(s) and additional fee(s).
3. **Buildings with electrical, plumbing or mechanical** require plan review, additional inspection(s) and additional fee(s) and **cannot be permitted "over the counter"**.