CDP-_____

City of Casa Grande, Development Center, 510 East Florence Blvd., Casa Grande, Arizona 85122
Office: (520) 421-8630 Fax (520) 421-8631 Inspection Line: (520) 421-8684
dcpermits@casagrandeaz.gov www.casagrandeaz.gov

Commercial Permit Application

Provide All Information Fill in All Blanks

Project Name: _____

Project Address: _____

Property Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Parcel No: _____ Subdivision & Lot or Suite No: _____

Applicant & Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Fax: _____ Email: _____

Contractor: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Contractor's License: _____ City Business License: _____

Purpose of Work: (Check all applicable) ❑ New Building ❑ Addition ❑ Alteration

Type of Permit: (Check all applicable) ❑ Building ❑ Mechanical ❑ Plumbing ❑ Electrical ❑ Fence ❑ Occupancy ❑ Foundation ONLY ❑ SHELL Building

Number of: Apartments _____ Floors _____ Estimated Construction Value $_____

Building Use: Existing _____ New: _____

Occupancy Classification(s Existing _____ New: _____

Building Area: 1st Floor:_____ 2nd Floor:_____ 3rd Floor: _____ Garage:_____ Carport: _____

Patio:_____ Porch:_____ Total Building Area: _____ Finished Floor Elevation: _____

Construction Type: _____ Fire Sprinkler?: ❑ Yes ❑ No Type System: _____ Fire Alarm?: _____

Total Occupancy: _____ Number of Exits: _____ Zoning: _____

Describe Work to Be Done: _____

_____

_____

_____

_____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I understand that a city business license is required to conduct any business at this location.
I understand that review of my project will not commence until a plan review fee has been paid in full.

_____

Owner/ Representative Signature Print Name Date

APPLICATION IS VALID FOR 180 DAYS AFTER SUBMITTAL DATE

REVISED 9/1/2014

❑ I am currently a licensed contractor: _____
Company Name

_____
License No. ROC License Class

_____
Signature Printed Name Title

A. R. S. §42-5006 requires out of state contractors or contractors in business for less than one year post a surety bond with the Department of Revenue. Per A. R. S. §42-5007 the City cannot issue permits without evidence of this bond or a waiver from these requirements.

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 - _____
Please specify

_____

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. See Statue for complete requirements.

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

General Contractor	License No. ROC	License Class
Mechanical Contractor	License No. ROC	License Class
Electrical Contractor	License No. ROC	License Class
Low Voltage Contractor	License No. ROC	License Class
Plumbing Contractor	License No. ROC	License Class

Printed Name

Signature Date

FALSIFICATION OF THE INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING STATE LICENSING LAWS IS A CLASS II MISDEMEANOR PURSUANT TO A.R.S §13-2704.

CDP-_____

City of Casa Grande, Development Center, 510 East Florence Blvd., Casa Grande, Arizona 85122
Office: (520) 421-8630 Fax (520) 421-8631 Inspection Line: (520) 421-8684
dcpermits@casagrandeaz.gov www.casagrandeaz.gov

New Construction and Additions Commercial Plan Log-in Check List

Project Type: ❑ New Construction ❑ Addition ❑ Interior Finish Only

This checklist is to help you assure all items needed for plan review and permitting are being submitted at this time.
This is NOT a review to assure the documentation provided is correct or a Code review of the plans.
It is rather a method to help you provide all documentation required to start a review.
Permits cannot be processed without this form first being completed and signed by applicant.

Name of Project: _____

Project Street Address: _____

Y = Required and submitted, N = Required and missing, N/A = Not Applicable to this project

Y	N	N/A	
❑	❑	❑	**Completed and signed City building permit application form included?**
❑	❑	❑	**Completed and signed City Wastewater Discharge Questionnaire included?**
❑	❑	❑	**Completed and signed Special Inspector Designation Form including resumes, if required.**
❑	❑	❑	**Two (2) Site Development Plans included, drawn to a 1/30 scale?** (TI needs 2 location plans)
❑	❑	❑	**Bond or Exemption form provided per ARS §42-5006**
❑	❑	❑	Site plans locate all property lines, setbacks, easements, buffers, and drainage structures?
❑	❑	❑	Site plans locate all existing and proposed buildings or structures?
❑	❑	❑	Site plans locate all existing and proposed decks, steps, walks, drives, fences, & walls?
❑	❑	❑	Site plans show no encroachment of any setbacks, easements, or buffers?
❑	❑	❑	**Building Plans included, no smaller than 1/4" = 1' scale**? ***2 Paper and 1 Digital Copies***
❑	❑	❑	**Title page that includes the following 11 items?**
❑	❑	❑	1. Project size and type? (new shell strip center, interior remodel)
❑	❑	❑	2. Brief use description? (Medical Office, Restaurant, Convenience Store)
❑	❑	❑	3. Schedule of occupancy uses? (Office with a conference room and a storage room)
❑	❑	❑	4. Room by room occupant load calculations?
❑	❑	❑	5. Egress width calculations?
❑	❑	❑	6. Building construction type and fire protection information? (IIB, IV, VB)
❑	❑	❑	7. Building height and area? Are modification calculations shown if necessary?
❑	❑	❑	8. Listing of effective codes for design and construction?
❑	❑	❑	9. Property owner's name, street address, and phone numbers?
❑	❑	❑	10. All designer's names, street addresses, contact persons, and phone numbers?
❑	❑	❑	11. Plan page index listing all plan pages in the submittal? Are all pages included?
❑	❑	❑	Building plans include dimensioned floor plan for each level to be improved?
❑	❑	❑	Floor plans show listing of use of each room to be improved? *(den, kitchen, office, etc.)*
❑	❑	❑	Floor plans show location and size of all doors, windows, and openings between rooms?
❑	❑	❑	Floor plans show location of water heaters, electrical panels, and HVAC equipment?
❑	❑	❑	Floor plans show location of toilets, lavatory sinks, tubs, showers, kitchen & other sinks?
❑	❑	❑	Floor plans shows location of major appliances, cabinets/tops, and other built-in items?
❑	❑	❑	Foundation plans included showing location & structural details of footings, slabs, walls, etc.?
❑	❑	❑	Framing plans showing location and structural details of floors, walls, ceilings, and roofs?
❑	❑	❑	Truss calculations and drawings included?
❑	❑	❑	Building plan showing elevation views of exterior walls, with door/window, deck, stairs etc.?
❑	❑	❑	Building plan shows elevations and plan view of roof, showing roof pitch for each section?
❑	❑	❑	Building plan notes type and R-value of all exterior wall, floor, and roof insulation?
❑	❑	❑	Mechanical, Electrical, and Plumbing Plans? (*Design/Build Not Allowed. Must have plans*)

I have received a copy of the completed checklist. Requirements for any missing information have been explained to me.

_____
Signature Print Name Date

◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆ City Use ◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆◆

❑ Incomplete & Returned ❑ Complete

BY: _____ **DATE:** _____

Special Inspection documentation is a separate package. Please request this package if it is required per International Building Code Chapter 17.

1704.2 Special inspections.
Where application is made for construction as described in this section, the owner or the *registered design professional in responsible charge* acting as the owner's agent shall employ one or more *approved agencies* to perform inspections during construction on the types of work listed under Section 1705. These inspections are in addition to the inspections identified in Section 110.
Exceptions:

1. *Special inspections* are not required for construction of a minor nature or as warranted by conditions in the jurisdiction as *approved* by the *building official*.
2. Unless otherwise required by the *building official*, *special inspections* are not required for Group U occupancies that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1.
3. Special inspections are not required for portions of structures designed and constructed in accordance with the cold-formed steel light-frame construction provisions of Section 2211.7 or the conventional light-frame construction provisions of Section 2308.

SECTION 1705 REQUIRED VERIFICATION AND INSPECTION
1705.1 General. Verification and inspection of elements of buildings and structures shall be as required by this section.

1705.1.1 Special cases.
1705.2 Steel construction.
1705.4 Masonry construction.
1705.5 Wood construction.
1705.6 Soils.
1705.7 Driven deep foundations.
1705.8 Cast-in-place deep foundations.
1705.9 Helical pile foundations.
1705.10 Special inspections for wind resistance.
1705.11 Special inspections for seismic resistance.
1705.12 Testing and qualification for seismic resistance.
1705.13 Sprayed fire-resistant materials.
1705.14 Mastic and intumescent fire-resistant coatings.
1705.15 Exterior insulation and finish systems (EIFS).
1705.16 Fire-resistant penetrations and joints.

City of Casa Grande

INDUSTRIAL WASTEWATER DISCHARGE QUESTIONNAIRE

Please complete this Questionnaire to the best of your ability. If there is more than one plant location in Casa Grande, an Application/Questionnaire for Industrial Wastewater Discharge Permit will be required for each location.

LEGAL BUSINESS NAME: _____ PHONE: _____

SERVICE ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

Do you have industrial process water? ____ Yes ____ No (Industrial Process water; water used to process or manufacture)

If **"Yes"** please indicate "Type of Business." If **"No"** please proceed to Signature requirement.

TYPE OF BUSINESS (Please check all that apply):

____ Food Service (Fast Food, Restaurants/Cafes, Cafeterias, Bakeries, Delicatessens, Catering, Beverages, Ice Cream/Yogurt)
____ Manufacturing/Processing/Assembly (Meat, Grain, Dairy, Metals, Electrical/Electronic, Chemical, Pharmaceutical, Machinery, Aircraft, Food, Textiles/Apparel, Plastics, Stone, Glass, Concrete, Wood, Leather, Petroleum, Fertilizer)
____ Automotive Service (Full/Self serve car wash, Auto/Body repair services, Service Stations with/without Convenience Store, Dealerships)
____ Industrial Laundry (Dry cleaners, Uniform/Clothing services, Full/Self serve Laundromats)
____ Medical/Dental/Veterinary (Hospitals, Clinics, Nursing Homes, Elderly Care, Orthodontic, Denture, Animal Clinics/Hospitals)
____ Funeral Services (Mortuaries, Cemeteries, Crematoriums)
____ Printers/Photo Processors (Analog X-ray Labs, Printing/Publishing, Silk Screen)
____ Grocery (Retail/Wholesale, General Merchandise)
____ Salon Services (Barber Shops, Beauty/Nail Salons, Animal Groomers)

If you check one or more "Type of Business" selections, you will be **REQUIRED** to fill out an Application/Questionnaire for Industrial Wastewater Discharge Permit (City of Casa Grande Pretreatment Regulations Chapter 13.12 Resolution #2565 Sec. 4.2.1).

I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete. Only information which is claimed as being confidential shall be treated as such.

NAME (PRINT): _____

TITLE/POSITION: _____

SIGNATURE: _____ **DATE:** _____

Over-All Review Timeframes for Building Permits[1, 7, 8]

Permit Classification	Administrative Completeness Review [2]	Substantive Review Stage[3]		
		Review of Initial Submittal [4, 8]	Review of Resubmittal and Staff Decision to Approve / Deny [5, 7, 8]	Over-All Timeframe [6, 7, 8]
Commercial – New Construction & Additions	2	30	30	62
Multi-family - New Construction & Additions	2	30	30	62
Commercial Alterations and Tenant Improvements	2	20	20	42
Multi-family Alterations	2	20	20	42
Standard Plan – Single Family	2	20	20	42
Single Family – New, Alterations & Additions	2	20	20	42
Swimming Pool	2	20	20	42
Park Home – New, Alterations & Additions	2	20	20	42
Manufactured Home – Site Plan Review	2	20	20	42
Manufactured Home – Additions & Alterations	2	20	20	42
Demolition	2	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	42
Solar	2	20	20	42
Fire Dept. Permits	2	20	20	42
Registered Industrial Plant	2	20	20	42
Certificate of Occupancy (Existing Buildings)	2	20	20	42
Industrial Waste Discharge	2	20	20	42
Foundation Only	2	20	20	42
Sign	2	20	20	42
Detached Accessory Structures & Fences	2	20	20	42
Accessory Structure Site Plan Review – NO Building Permit	2	20	20	42
Promotional Sign/Banner	2	10	10	22
Temporary Use	2	10	10	22
Home Occupation	2	10	10	22
Construction Noise	2	10	10	22

1. All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.
2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
3. Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
5. Review of resubmittal shall be limited to:
   a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
   b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes. In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50% .

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

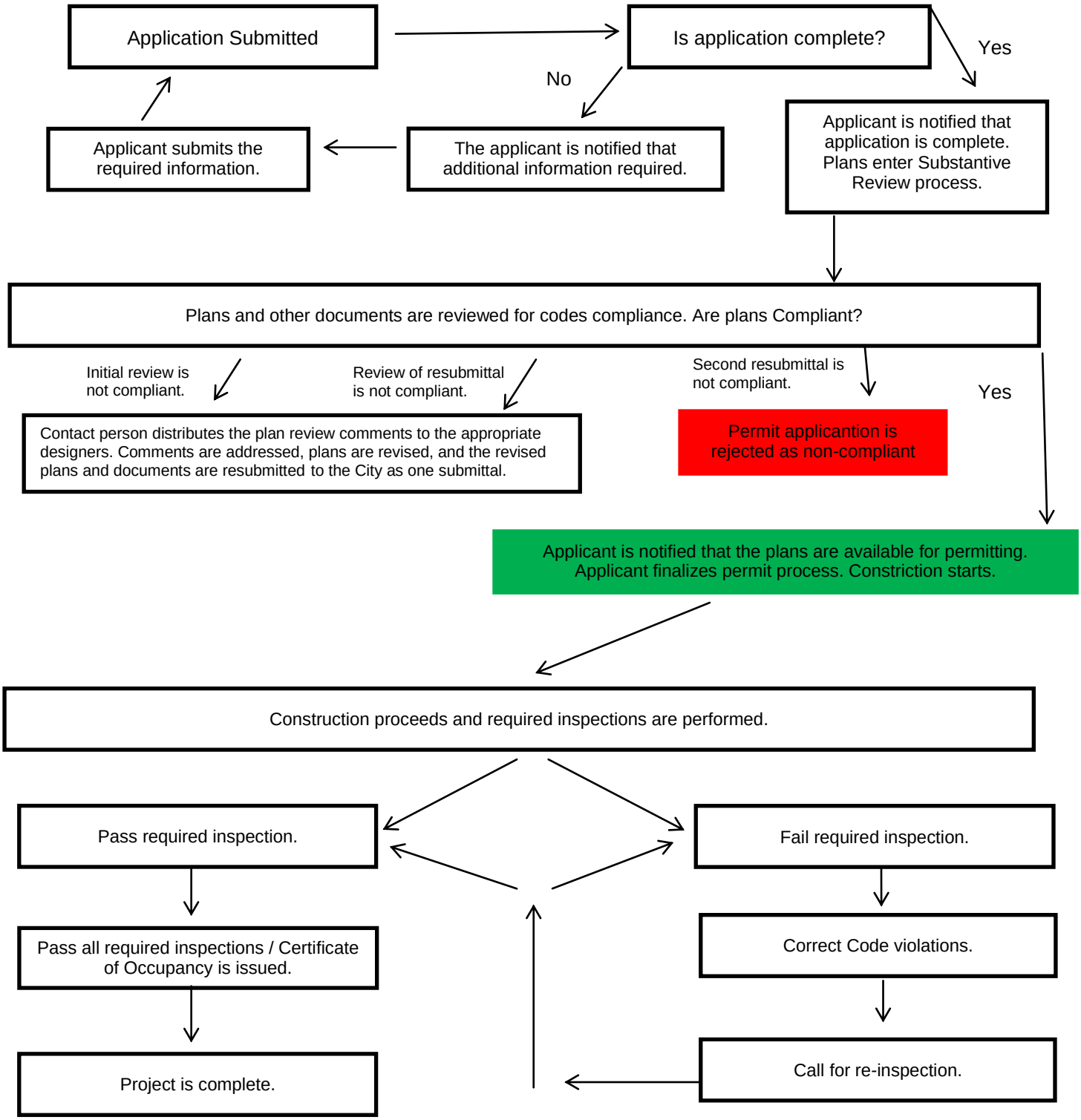
For more information, please contact the Development Center Staff at (520) 426-8630 or dcpermits@cgaz.gov

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

_____ _____

Applicant Agreed to by City

Completeness Review Process for Building and Engineering Permits



Building Plan Review timeframes are in business days excepting holidays. Please consult the Permit Review Time-line documentation available at the Development Center or on-line at http://www.casagrandeaz.gov

Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make your appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot wave Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manor and time required by law following the filing of the decision in the office of the chief administrative officer.