Single-Family Residential Building Permit Packet Instructions

City Of Sedona Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

The Single-Family Residential Building Permit Packet includes the following:

1. Residential Building Permit Application
2. Color and Material Sample Sheet
3. Outdoor Lighting Application
4. Owner-Builder/Developer Statement
5. Stormwater Pollution Prevention Guidelines
6. Customer Survey Form

More specific and detailed information about the City of Sedona Building Permit requirements and guidelines, including taxability of speculative builders, construction envelope fencing, storm water pollution prevention, use of City right-of-way, and color code marking for underground utility lines/Blue Stake can be obtained at the Community Development Front Counter or online at: www.SedonaAZ.gov/CD under "Permits".

Although you are building under the main jurisdiction of the City of Sedona, the information contained in this application packet may not list all requirements or regulations specific to your individual building project. If you need detailed information regarding specific requirements within your project, it is recommended that you contact the following agencies or offices with your concerns:

- City of Sedona Building Safety Division • 928-282-1154
- Yavapai County • 928-639-8100
- Coconino County • 928-774-5011
- Sedona Fire District • 928-282-6800
- Arizona Public Service (electric service) • 928-282-4000
- AZ Water Company • 928-282-5555
- Oak Creek Water Company • 928-282-3404
- Unisource Gas Company (natural gas) • 928-282-3919
- Your Homeowners Association (if applicable)

Relevant Ordinances & Timelines

The relevant ordinances governing this permit are:

- City of Sedona Land Development Code requirements, www.codepublishing.com/AZ/sedona/ldc.html
- City of Sedona City Code, Chapter 15 Buildings and Construction www.codepublishing.com/AZ/sedona
- Per these Ordinances, established by the Sedona City Council and Community Development Department, the following time frame applies:

Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
21 business days	21 business days	42 business days	City Code Title 15

NOTICE:
All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. You should send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application

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STEPS FOR OBTAINING A SINGLE-FAMILY RESIDENTIAL BUILDING PERMIT

Step 1 - Getting Started!

The Community Development Department and Public Works Department can inform you of requirements for building in the City of Sedona. City staff is available to assist you with questions related to:

- **Zoning** - For specific questions regarding setbacks, height limitations, lot coverage, exterior color, outdoor lighting standards and other zoning information zoning or land use requirements, please contact a Planner at 928-282-1154.
- **Building Code** - For specific questions regarding construction and building requirements code compliance, design standards including seismic design, wind load, roof load, soil bearing and other building code related information, and inspections, please contact the Plans Examiner at 928-282-1154.
- **Drainage, Grading and Sewer** - For specific questions regarding drainage, grading, or sewer and sewer capacity fees please contact the Engineering staff at 928-204-7111

Step 2 - Complete the Application!

- Complete application and questionnaire. A fillable PDF can be downloaded from the Community Development web page at www.SedonaAZ.gov/cd. Click on the "Permits" button on the left hand side of the page and select the type of permit you wish to apply for.
- Detailed instructions, applicable fees and other related information are available upon request from Community Development staff or online at www.SedonaAZ.gov/cd.

Step 3 - Submit the Application!

- Once you have a complete application including all the required documents (site plans, construction drawings, etc.) and all applicable fees, submit your application and all attachments to staff at the Community Development Front Counter.
- Upon receipt of a complete application, Community Development Department and Public Works staff will review the application for completeness. Applications that are not complete or considered to be deficient will be returned and not processed.
- Once Community Development and Public Works staff determine that the application is complete, staff will review and process the application through a substantive analysis. The status of your permit may be checked at any time by visiting http://sedonaaz.gov/inspections and entering your permit number.
- Upon final substantive review and approval by Community Development and Public Works staff, a building permit will be issued and made available to you at the Community Development front counter.

Step Four: Begin Construction!

- With the issuance of a building permit, you will be authorized to begin construction according to the approved plans and building permit.
- Approved plans must be available on the building site at all times. No work shall be deemed approved until required inspections are completed and the inspection card is updated and signed by the Building Inspector.
- The inspection card and building permit must be posted in a conspicuous location when construction begins and they must remain posted until all inspections have been completed. The inspection card is a record that the required inspections have been completed. Pursuant to the International Building Code, inspections are mandatory.
- For all inspections, arrangements are to be made in the following manner:
    - Inspections are scheduled online at http://sedonaaz.gov/inspections, or by calling 928-282-3268. Inspection requests must be made by 3:00 pm to be considered for the following business day. Based on work load, some inspection requests may roll over to the following business day.
- When calling for inspections always reference your building site address, building permit number, and contact information (name and phone number). If you do not include this information, you may not receive your desired inspection.

Single-Family Residential Building Permit Packet Instructions

PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a building permit for single family homes and duplexes.

Plan Review Information

PROJECT LOCATION

- ☐ Assessor's Parcel Number
- ☐ Project Address

OWNER INFORMATION

General information, including name, phone number, and email.

CONTRACTOR

Unless the project is exempt from State contracting license regulations, licensed general or specialty contractors must do all work. The project is exempt from contractor licensing regulations if it is not for sale or rent, and is solely occupied by the property owner.

Questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a contractor will be used or is required for your project, the state requires that you provide:

- ☐ Contractor Name And Address
- ☐ License Type And Number
- ☐ Sales Tax Number

If the project is exempt from licensing regulations or the owner is hiring licensed specialty contractors, indicate "Owner" for CONTRACTOR and complete the "Owner-Builder/Developer Statement".

ARCHITECT / DESIGNER

A licensed professional is required for duplexes and multi-family projects exceeding 3,000 square feet.

FLOOR AREAS

Provide the area of new living space, garages, carports, decks, covered patios, sheds, basements, driveways, and all other paved surfaces. For remodels, provide the existing floor area that is being modified.

For new residences, provide the building "footprint" defined as the area of the building at ground level within the foundation. Indicate the number of stories.

If multifamily, indicate the number of dwelling units.

Plan Review Fee

The Plan Review fee is required at the time an application is made for a building permit. The full amount of the plan review fee will be collected for each permit application, as set forth in the City of Sedona Consolidated Fee Schedule, Valuation/Permit Fee Schedule.

Plans Required

Construction plan requirements for either county:

- ☐ 5 Complete Sets of Plans
  - Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, and building safety staff members.
  - Plans considered deficient will be returned before processing the application. Plan sheets shall be no larger than 30" x 42" in size.

SITE AND GRADING PLANS

(Scale: minimum 1"=20')

At a minimum, plans shall include the following:

- ☐ North arrow.
- ☐ All streets and highways.
- ☐ Property lines, easements, and edge of street pavement.
- ☐ All proposed and existing buildings, decks and covered patios.
- ☐ Distance (setbacks) from property lines to all buildings, decks and covered patios.
- ☐ Proposed and existing site utilities, including the location of the following:
  - Natural gas meter and yard line.
  - L.P. tank and yard line.
  - Water service.
  - Size of electric service.
  - Sewer line
  - Septic tanks, treatment plants and disposal areas.
- ☐ All native vegetation and trees, including those proposed to be removed and preserved. Indicate canopy size and species.
- ☐ Construction envelope fencing
- ☐ Existing and proposed topographic contours, using a minimum 1' contour.
- ☐ Finished floor elevations.
- ☐ Edge of pavement elevation at center of driveway.
- ☐ Proposed driveway slope with finish pavement elevations.

- ☐ All cut and fill slopes.
- ☐ Estimated quantities of cut and fill.
- ☐ Location and grading for on-site sewage and disposal fields.
- ☐ Proposed and existing culverts, swales and underground drainage devices.
- ☐ All retaining walls and fences, including wall and fence heights above adjacent grade.
- ☐ Location, type and height of all exterior building and site lighting.
- ☐ Driveway material and finish.

SOILS CLASSIFICATION AND SOILS ENGINEERING & GEOLOGY REPORT

- ☐ A soils classification, prepared by an Arizona registered geotechnical engineer is required for all new structures. See additional requirements and waivers below.
- ☐ A soils engineering & engineering geology report is required if the soils classification determines the soils have a plasticity index of 15 or greater, or otherwise proved conditions necessitate this report. These reports shall meet the requirements of the Design, Review, Engineering, and Administrative Manual Chapter 3.1.F.(4) and 3.1.F.(5).
- ☐ A soils classification waiver; Non-habitable residential structures or accessory structures (attached or detached) 400 square feet or less; sheds, garages (with a non-conversion agreement recorded by the applicable county) and decks.

ROOF PLAN

- ☐ Site plan with natural grade contours (1 foot) and building footprint.
- ☐ Label all roof ridge and/or parapet elevations in same format as contours (e.g. 4526.5).
- ☐ If alternate standards are necessary, provide the required credit and debit points.

FLOOR PLAN

At a minimum, floor plans must include:

- ☐ All rooms according to use.
- ☐ Door sizes and direction of swing.
- ☐ Types of windows and sizes.
- ☐ All appliances and plumbing fixtures.
- ☐ All stairs and ramps, including rise and run.
- ☐ Location and construction of all fire-rated walls and ceilings.
- ☐ Ceiling height of each room.
- ☐ Location and method of bracing.

BUILDING CROSS SECTIONS

- ☐ Indicate full building cross-sections, (transverse and longitudinal), including footing/foundations or stem walls, floor slabs and/or floor framing, roof framing, columns/beams and/or bearing walls.
- ☐ Identify the extent and construction of all fire rated walls and ceilings.

EXTERIOR ELEVATIONS

- ☐ Indicate maximum building height:
  - Elevation of lowest natural grade at the exterior wall or column.
  - Elevation of highest point of building
- ☐ Identify all exterior wall and roof materials.
- ☐ Identify finish floor level and indicate elevation(s).

FOUNDATION PLAN and DETAILS

At a minimum, foundation plans must include:

- ☐ All footings, wall, column, and pier sizes and reinforcement.
- ☐ Retaining wall footing size and reinforcements.
- ☐ All lintel sizes, bolt sizes & spacing, metal post bases and beam seats.
- ☐ Foundation crawlspace ventilation.

FRAMING PLANS

At a minimum, framing plans must include:

- ☐ Floor Framing (if applicable)
- ☐ Girder and beam sizes.
- ☐ Bearing walls.
- ☐ Header sizes.
- ☐ Joist size, spacing and direction of spans.
- ☐ Framing connections.
- ☐ Roof drain calculations based on 2½“ rainfall per hour.
- ☐ Roof framing (if applicable) and ventilation.
- ☐ Bearing walls, header, and beam sizes.
- ☐ Joist, rafter size, spacing, direction of spans.
- ☐ Truss layout; location of girder and hip trusses.

ELECTRICAL PLANS

At a minimum, electrical plans must include:

- ☐ Locations of outlets, switches, electrical devices.
- ☐ Location of electrical service (electrical meter) and all sub panels.
- ☐ Locations of smoke detectors.

MECHANICAL PLANS

At a minimum, mechanical plans must include:

- ☐ Location and type of all heating and cooling equipment.
- ☐ Provisions for combustion air.
- ☐ Provisions for mechanical equipment screening.

PLUMBING PLAN

At a minimum, plumbing plans must include:

- ☐ All plumbing fixtures and floor drains.
- ☐ An isometric drawing showing the size and type of all drain, waste, vent and supply piping.

COLORS AND MATERIALS

Color and roof samples indicating LRV and chroma. Physical samples of all proposed colors and materials are required (copies and printouts are not acceptable). A separate color board may be provided or the applicant may use the form provided in this handout.

OUTDOOR LIGHTING

All proposed lighting must comply with the LDC Section 5.8 (Exterior Lighting) and complete the exterior lighting application.

- ☐ All lighting fixtures shall be fully shielded, unless otherwise permitted in LDC 5.8.
- ☐ All light sources shall be 4000 Kelvin or warmer.

STORMWATER POLLUTION PREVENTION

Develop site specific plan or provide notice of intent to abide by the city's general stormwater pollution prevention guidelines.

Design Criteria and Adopted Codes

- ☐ *2018 International Building Code*
- ☐ *2018 International Residential Code*
- ☐ *2018 IECC Code*
- ☐ *2018 International Plumbing Code*
- ☐ *2018 International Mechanical Code*
- ☐ *2018 International Fuel Gas Code*
- ☐ *2018 International Existing Building Code*
- ☐ *2018 International Swimming Pool and Spa Code*
- ☐ *2017 National Electrical Code*
- ☐ Roof Live Load -- 25 PSF (ground snow)
- ☐ Wind Load –wind speed is 115 mph Vult
- ☐ Wind Exposure B (unless a specific site is located in exposure C)
- ☐ IBC seismic category: C for groups I and II
- ☐ IBC seismic category: D for group III

Fire Sprinkler Systems

Installation requirements for Fire sprinkler systems are governed by the Sedona Fire District, and may be required for all residences greater than 3,600 square feet or constructed within gated communities. They may also be required if the home is more than 500' from a fire hydrant or if access to the home by the Fire Department is difficult. For questions regarding your specific fire sprinkler requirements, please contact the Sedona Fire District. A copy of any revisions or correctionssubmitted after the initial review or ruling of the Sedona Fiew District, which may alter the area of the structure or the decision for a fire sprinkler system must be submitted directly to the Sedona Fire District. The system design and installation will be reviewed and approved by the Sedona Fire District located at 2860 Southwest Drive, Sedona. 928-282-6800.

Special Designations

Special approvals are required if your property is:

- ☐ An area with a slope greater than 30% where construction will occur. A soil and geology report identifying areas of unstable slope may be required.
- ☐ A historic building, or is located within a Historic District.

Subdivision Approval

Deed restrictions may require that each owner obtain subdivision architectural committee approval prior to beginning construction. It is the responsibility of the property owner to contact their subdivision's committee in order to comply with regulations.

Processing Times

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

Fees

BUILDING PERMIT

Plan review, building permit and grading fees are calculated upon review of the plans. Fees for new structures are based upon the combined areas of living space, garages, carports, decks and covered patios. Grading fees are established upon the quantity of cut or fill; whichever is larger. Fees for remodels are typically

based on a percentage of fees for a new structure and vary with the extent and nature of the improvements. Remodel fees may also be established by calculating "unit fees" for each particular type of work involved.

DEVELOPMENT IMPACT FEES

Impact fees are a fee paid by developers to offset the demand of new development and any new liveable space being added on municipal infrastructure. Fees will be paid when a building permit is issued. For information regarding impact fee amounts, please refer to the table included in this packet.

SEWER CAPACITY FEE

The sewer capacity fee is due and payable at the time the building permit is issued for those properties authorized to connect to city sewer. Capacity fees, as well as monthly user fees, are established by the Base Sewer User Rates table.

Public Works staff can determine if a particular property may connect to the City Wastewater System and at what capacity fees will be assessed.

Individual Waste Treatment Systems (Septic)

An on-site sewage disposal system is required if your property cannot be served by city sewer. A permit to construct an individual sewage system permit can be obtained by applying to:

Yavapai County Environmental Services
6th and Mingus Avenue
Cottonwood, AZ 86326 928-639-8136
-or-
Coconino County Health Services
2500 N Fort Valley Road
Flagstaff, AZ 86001 928-774-8941

If an alternate (aerobic) system is required, the system must be designed by an engineer who will submit to the appropriate agency for review, approval and permit issuance.

A *Permit to Construct an Individual Waste Treatment System* must be obtained and a copy submitted to this department prior to the issuance of the building permit.

Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, or 30 days after the date corrections have een issued by the City, unless a building permit has been issued. Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least once every 180 days in order to maintain an active permit. You may request a one-time permit extension by completing the applicable form from Community Development. An extension may be granted for unforeseeable and justifiable delays.

Construction Inspections

All of the customary inspections required for new structures are listed on the job card you receive when your permit is issued. The particular inspections applicable to each project will vary depending upon the nature of construction. Building Department staff may be contacted in order to determine the specific inspections required for your project.

It is the customer's responsibility to call for all required inspections. No portion of the construction work may be covered, concealed, or put into use until approved by the inspector.

A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted during business hours Monday through Friday. Inspections are scheduled online at www.sedonaaz.gov/inspections or by calling 928-282-3268 and leaving a voice message. To schedule an inspection, the applicant must call by 3:00 pm the day before the requested inspection. When requesting an inspection, the applicant must provide the permit number, type of inspection, contact information and a preference for morning or afternoon inspection.

■ INDIVIDUAL WASTE TREATMENT SYSTEMS

An on-site sewage disposal system is required if your property cannot be served by city sewer. A permit to construct an individual sewage system permit can be obtained by applying to:

Yavapai County Environmental Services
6th and Mingus Avenue
Cottonwood, AZ 86326 928-639-8136
-or-
Coconino County Health Services
2500 N Fort Valley Road
Flagstaff, AZ 86001 928-774-8941

If an alternate (aerobic) system is required, the system must be designed by an engineer who will submit to the appropriate agency for review, approval and permit issuance.

For remodels and additions:
If the improvements include additional bedrooms or plumbing fixtures, you may be required to verify that the existing treatment system is adequate for the increased discharge, or the existing system will require improvement.

A *Permit to Construct an Individual Waste Treatment System* must be obtained and a copy submitted to this department prior to the issuance of the building permit.

■ WATER, NATURAL GAS and ELECTRIC UTILITY COMPANIES

- **Arizona Water Company**
  65 Coffeepot Drive
  Sedona 928-282-5555
- **Oak Creek Water Company**
  90 Oak Creek Boulevard
  Sedona 928-282-3404
- **Unisource Energy Services (natural gas)**
  500 S. Willard Street
  Cottonwood, AZ 86326 - 928-634-5555
- **Arizona Public Service (electric)**
  1250 E. Highway 89A
  Cottonwood, AZ 86326 - 928-646-8452

New electric service locations are required to be approved by Arizona Public Service.

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It is the customer's responsibility to call for all required inspections. No portion of the construction work may be covered, concealed or put into use until approved by the inspector.

A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 3:30 p.m. Monday through Friday. Inspections are scheduled by calling 282-3268 and leaving a voice message. To schedule an inspection, the applicant must call by 3:00 P.M. the day before you would like your inspection. Please leave permit number and type of inspection and if you would prefer an am or pm inspection.

Construction Inspections

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A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 4:00 p.m. Monday through Friday. Inspections are scheduled by calling 282-3268 and leaving a voice message. To schedule an inspection, the applicant must call by 3:30 P.M. the day before you would like your inspection. Please leave permit number and type of inspection and if you would prefer an am or pm inspection.

Residential Building Permit Application

City Of Sedona Community Department
104 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

Check all that apply:	☐ New Construction ☐ Addition ☐ Alteration ☐ Demo - Is the property 50 years or older? If yes, please provide documentation, photos, site plan & narrative.

PRIMARY CONTACT:		Phone:		Permit #:
Address:		Cell Phone:		Parent Permit #:
E-mail:		Parcel #:		Date Rec'd:
Job Site Address:				Deposit Pd::
Project Valuation*:		Cost of Labor and Materials*(do not include cosmetic improvements such as paint and carpet)		

Scope of Work:	

OWNER NAME:		**CONTRACTOR NAME:**	
Address:		Company:	
Phone:		Address:	
Cell Phone:		Phone:	
		Cell Phone:	
		E-mail:	
		City Business License #:	
		ROC State License #:	
ARCHITECT:		**ENGINEER:**	
Company:		Company:	
Address:		Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
E-mail:		E-mail:	
ID #/Exp. Date:		ID #/Exp. Date:	
City Business License #:		City Business License #:	

BUILDING/FIRE

	Existing Sq. Ft.	New Sq. Ft.		Existing Sq. Ft	New Sq. Ft.
Basement:			Garage:		
1st Floor:			Covered Deck:		
2nd Floor:			Covered Porch:		
3rd Floor:			Uncovered Deck:		
Total:			Other:		

Fire Sprinklers?	☐ Yes ☐ No

Is the Property Within a Flood Hazard Area? ☐ Yes ☐ No

APPLICANT (check one of the following): ☐ Owner ☐ Owner's Agent ☐ Contractor ☐ Contractor's Agent

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Arizona State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractors full knowledge or consent.

Print Name Signature Date

Color and Material Samples

City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · Fax: (928) 204-7124

All exterior colors must meet City color requirements for light reflective value (LRV) and chroma, as described in SLDC 904 and shown in the Munsell Book of Color, available for review in the Community Development Department.

Date Rec'd:
Staff Initials:
Approved:
Not Approved:

Owner:		Owner Phone:	
Contact Name:		Contact Phone:	
Project Address:		Plan Check No.:	

EXTERIOR WALL COLOR

Paint manufacturer:	
Paint name:	

(ATTACH SAMPLE)

EXTERIOR TRIM COLOR

Paint manufacturer:	
Paint name:	

(ATTACH SAMPLE)

ROOF COLOR

Manufacturer's number:	
Manufacturer's name:	

(ATTACH SAMPLE)

FENCE/WALL COLOR *(if applicable)*

Paint manufacturer:	
Paint name:	

(ATTACH SAMPLE)

IMPORTANT:
Remember to indicate all exterior materials on the submitted sample board (e.g. stucco, wood siding, red rock, etc.). When necessary, exterior material samples will be required by the Director and must be provided.

Applicant Signature

Residential Outdoor Lighting Application

LDC 5.8: Exterior Lighting

City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

Applicant Name:		Phone:		Permit # B	
Address:		Cell Phone:		Date Rec'd	
E-mail:		Parcel #:		Staff Initials	

Lighting Inventory Table:

- Refer to page 2 for an example of a plan view diagram and completed table.
- The shielding column below refers to: full (F), partial (P), or unshielded (U).
- Attach cut sheet or manufacturer's product description for all new lights. If such data is not available, include photographs of the fixtures showing sufficient detail to determine the shielding characteristics.
- Please include a Site Plan identifying all proposed and existing lighting fixtures.

Plan Key (ID)*	No. of Units	Shielding (F, P, or U)	Kelvin Rating	Cut Sheet Attached (Y or N)

**Plan key identification in first column must correspond to labeling on the required site plan map.*

Site Plan (See example on page 2):

☐ Attached ☐ Provided with plans (Sheet _____)

Applicant Signature: _____ Date: _____

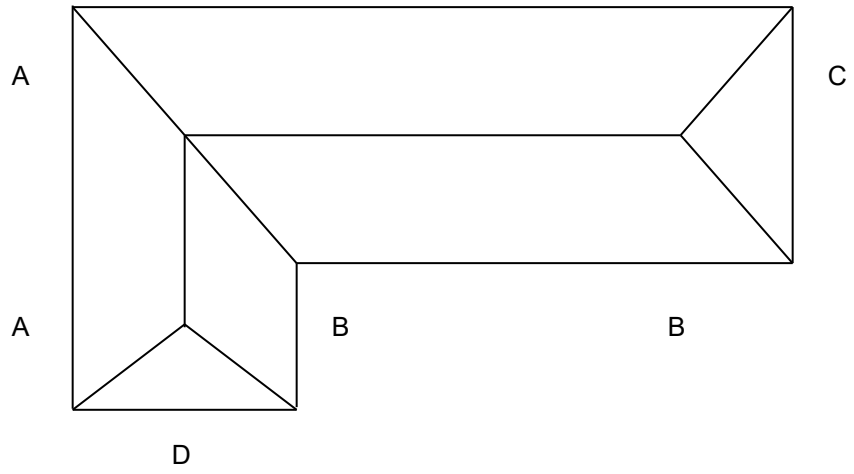
Residential Outdoor Lighting Application
Example Inventory

Example of a Lighting Inventory Table:

Plan Key (ID)*	No. of Units	Shielding (F, P, or U)	Kelvin Rating	New or Existing (N or E)
A	2	F	3000	N
B	2	F	3000	N
C	1	F	4000	E
D	1	F	3500	E

**Plan key identification in first column must correspond to labeling on site plan map, as shown below.*

Example - Plan View:



Owner-Builder/Developer Statement Part 1 - Exemption from Contractor Licensing Requirements

City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · Fax: (928) 204-7124

Arizona Revised Statutes, 32-1121, items 1-16, allows exemptions from state licensing requirements under the following conditions (items 5 & 6 are common to the area and are reproduced below):

(Owner-Builder) Item 5. "Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees, or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members if the public as the owner's employees or business visitors and the structures or appurtenances are not intended for sale or for rent. In all actions brought under this chapter, proof of the sale or rent, or the offering for sale or rent of any such structure by the owner-builder within one year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. As used in this paragraph "sale" or "rent" includes any arrangement by which the owner receives compensation in money, provisions, chattels, or labor from the occupancy or the transfer of the property or the structures on the property."

(Owner-Developer) Item 6. "Owners of property who are acting as developers and who build structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor licensed pursuant to this chapter and owners of property who are acting as developers, who improve structures or appurtenances to structures to their project for the purpose of sale or rent and who contract for such a project with a general contractor or specialty contractors licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors' names and license numbers shall be included on all sales documents."

NOTE: Commercial zoning requires commercially licensed contractors.

If an owner is allowed to utilize his own employees, the owner is required to: a) provide each employee with unemployment and workman's compensation insurance, b) have a Federal and State Tax I.D. number, and c) withhold and file Federal and State income tax for each employee.

I CERTIFY THAT I AM NOT REQUIRED TO BE LICENSED OR UTILIZE A LICENSED GENERAL CONTRACTOR FOR THE WORK AUTHORIZED BY BUILDING PERMIT NO. **B**_____ ON THE BASIS THAT (check all that apply):

☐ The structure is **not for sale or rent** and is **solely owner occupied**.

☐ The **improvements are for sale or rent** and all work will be done by **licensed contractors identified** on the back of this form.

☐ The **improvements will be occupied by the general public** and **all work will be done by licensed contractors identified** on the back of this form.

Signature of Owner Date

VIOLATION OF ARIZONA CONTRACTORS LICENSING
IS A CLASS ONE MISDEMEANOR UNDER ARS 32-1151 AND 32-1154.

Owner-Builder/Developer Statement
Part 2 - Licensed Contractors

ELECTRICAL CONTRACTOR

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

MECHANICAL CONTRACTOR

Name:		Phone:	
Address:		License No.:	
Email		City License No.:	

PLUMBING CONTRACTOR

Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

OTHER CONTRACTOR (specify):			
Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

OTHER CONTRACTOR (specify):			
Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

OTHER CONTRACTOR (specify):			
Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

OTHER CONTRACTOR (specify):			
Name:		Phone:	
Address:		ROC License No.:	
Email		City License No.:	

General Stormwater Pollution Prevention Guidelines

NOTICE OF INTENT

City Of Sedona
Public Works Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 · Fax: (928) 282-5348

The Sedona City Engineer, pursuant to Chapter 13.50.090 of the Sedona City Code, publishes these guidelines. They are minimum criteria for measures to be taken to reduce stormwater pollution from various sources.

Chapter 13.50.090E of the City Code provides that the "smaller areas may develop a site-specific plan or provide a notice of intent to abide by the city's general storm water pollution guidelines." The Notice of Intent (NOI) is provided below. If a site-specific plan is not provided, the Notice of Intent shall be provided in cases where a permit is required for grading, new building construction, or building modification. The City of Sedona Notice of Intent may only be used for projects that meet the criteria below (1 acre = 43,560 square feet). There is no fee for this City of Sedona Notice of Intent.

All construction activity that disturbs:

- **a.** one or more acres of land, or
- **b.** less than one acre but is part of a larger common plan of development, such as a platted subdivision that has potential to disturb greater than one acre (e.g. remaining undeveloped lots in subdivision),

must obtain permit coverage from ADEQ. There are fees associated with ADEQ coverage. Please visit the following URL (https://az.gov/app/smartnoi) for more information and to obtain an AZPDES General Permit.

Any project less than one acre, is not part of a larger subdivision (e.g. meets and bounds), or is within a subdivision that has less than one acre of disturbance potential remaining, is eligible for this Notice of Intent.

THIS FORM MUST BE COMPLETELY FILLED OUT TO BE ACCEPTED

Permit Number/Project Name: (Provide permit number and/or project name)	
Property Owner: (Provide the name of the property owner)	
Compliance Responsibility: (Provide names for person (or persons) responsible for the implementation and maintenance of stormwater BMPs/devices for the project)	
Size of the project area: (Enter the project area in square feet or acres that will be disturbed during construction. 1 acre = 43,560 square feet)	
Project time frame: (Enter the number of days for the project buildout to completion)	

The responsible person and the person owning the property for which this Notice of Intent is submitted agrees to require that all construction work and related activity be conducted in accordance with the Sedona City Code and the requirements of the City of Sedona General Stormwater Pollution Prevention Guidelines. Persons further understand that failure to meet the mentioned requirements will be sufficient cause for the City to restrict or stop work on the property until the requirements are met. Also, persons shall additionally be subject to other actions under law.

In lieu of preparing a site-specific Stormwater Pollution Prevention Plan, I hereby declare my intent to comply with the City of Sedona General Stormwater Pollution Prevention Guidelines.

Signature: Property Owner	Date	Signature: Person Responsible for Compliance	Date

City of Sedona Stormwater Pollution Prevention
Best Management Practices

There are a number of "Best Management Practices" (BMPs) that can reduce pollution in the municipal separate storm sewer system. The City of Sedona is committed to encouraging and requiring the implementation and maintenance of good practices throughout the city.

Erosion Control

Measures to control erosion of dirt, rock, and other debris with the eroded material being carried into the storm system by runoff:

1. Cover or seed piles.
2. Use and maintain settling ponds.
3. Compact soils well.
4. Don't run water over steep slopes, loose dirt, or loose rock.
5. Avoid long, steep slopes.
6. Use hay, wattles, or similar material to slow water.
7. Use silt fences to contain eroded material.
8. Do not store or leave loose material in waterways.
9. Phase construction to minimize exposed dirt and loose rock areas.
10. Use rock, filter cloth, or other material over storm drain inlets to filter eroded material out of the water.
11. Place containment barriers around all exterior storage areas.

Oil, Grease, and Gasoline Control

Measures to reduce the amount of oil, grease, and gasoline related to cars and trucks from reaching the storm system:

1. Have oil and grease changed at a professional mechanics shop.
2. Wash your vehicles at a commercial car wash.
3. If you change your own automotive fluids capture them in a proper container and take them to a recycling center.
4. Parking lot drainage should be filtered prior to being discharged to the City system or offsite.
5. Maintain the filter devices or area by periodically removing the filter material and replacing it with fresh filter material.
6. Keep the area around grease traps and grease containers free of dripping or spilled oil and grease.
7. Use absorbent material to collect spills and dispose of swept materials properly.
8. Sweep streets and parking lots frequently.

Trash and Debris Control

Measures to limit the amount of trash and garbage reaching the storm system:

1. Put solid waste into trash containers, not the wash.
2. Put cups, wrappings, bags, and other trash in trashcans. Don't litter.
3. Put landscape clippings, and other vegetative waste into trashcans.
4. Make sure that trashcans are not overfilled on windy days.
5. Use rock, filter cloth or other material over storm drain inlets to filter debris out of the water.
6. Businesses should provide adequate and easily located trash receptacles for customers.
7. Discard diapers, bottles, cans, cigarette butts, string, can pull tabs, and other debris in trash cans not on sidewalks, streets, or the ground.

Dirt/Dust Control

Measures to control dirt and dust being washed off of surfaces and carried to the storm system by runoff:

1. Cover or seed piles.
2. Keep dirt piles moist.
3. Don't track mud or dirt onto streets and sidewalks.
4. Avoid working in muddy conditions.
5. Maintain and refresh rock pads in the entrance to construction areas and keep tires clean.
6. Sweep sidewalks, driveways, and streets areas rather than washing them down.
7. Use rock, filter cloth or other material over storm drain inlets to filter silt out of the water.

Miscellaneous Tips

These measures address a number of ways to reduce the introduction of pollutants into the storm system:

1. Do not connect the sanitary sewer or other waste piping to the storm system, they are separate systems.
2. Do not wash paint, solvents, concrete, or other construction materials into the storm system.
3. Pick up after your animals. Scoop the poop!
4. Place containment barriers around all exterior chemical storage areas.
5. Do not overuse pesticides, insecticides, or solvents.
6. Maintain BMPs to keep them effective.

Public Works Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 · Fax: (928) 282-5348

REQUEST FOR SOILS CLASSIFICATION WAIVER

This waiver may be used in lieu of providing a soils classification for non-habitable residential structures or accessory structures (attached or detached) 400 square feet or less; sheds, garages (with a non-conversion agreement recorded by the applicable county) and decks.

This document shall be filled out and signed by the **Owner** prior to a building permit being issued. Please understand that this request does not guarantee the waiver to be granted.

Building Permit Number: _____
Building Site / Lot Address: _____

I (**owner**)_____ being the owner or duly authorized representative of the owner of the property located as stated above, hereby request a waiver of the requirement of providing a soils classification for my prospective building lot or site.

I hereby certify the following:

1) The minimum effective soil bearing capacity and design bearing pressure meet city of Sedona building code requirements for designing without a soils classification or soils report.
2) Existing structures have no foundation problems.
3) There is no existing fill on-site in the area of the proposed improvements.
4) The city of Sedona will be indemnified and held harmless by owner or owner's authorized representative for any damage resulting from insufficient bearing pressure, expansive soil, or any other soil problems.

Owner / Owner's Agent / Authorized Individual (If agent: title, relationship to project, and furnish letter signed by the owner authorizing you as an agent)

Printed Name: _____
Signature: _____ Date: _____

For Office Use Only
Approved: ☐ Disapproved: ☐
Comments:
_____
_____
_____
City of Sedona Public Works Dept. Date

5/15/2019

Development Impact Fees

Residential Development	Development Fees per Unit				
Square Feet	General Government	Parks and Recreational	Police	Street	Proposed Fees
700 or Less	$0	$717	$468	$2,088	$3,273
701 to 1,200	$0	$1,004	$656	$2,831	$4,491
1,201 to 1,700	$0	$1,363	$890	$3,580	$5,832
1,701 to 2,200	$0	$1,578	$1,030	$4,134	$6,741
2,201 to 2,700	$0	$1,721	$1,124	$4,574	$7,419
2,701 to 3,200	$0	$1,865	$1,218	$4,943	$8,025
3,201 to 3,700	$0	$2,008	$1,311	$5,256	$8,575
3,701 to 4,200	$0	$2,151	$1,405	$5,526	$9,082
4,201 to 4,700	$0	$2,223	$1,452	$5,767	$9,442
4,701 or More	$0	$2,295	$1,498	$5,985	$9,778

Nonresidential Development	Development Fees per Square Foot				
Development Type	General Government	Parks and Recreational	Police	Street	Proposed Fees
Industrial	$0.00	$0.74	$0.16	$1.18	$2.09
Commercial	$0.00	$1.07	$0.83	$5.36	$7.25
Office / Other Services	$0.00	$1.36	$0.32	$2.32	$4.00
Institutional	$0.00	$0.42	$0.43	$3.07	$3.92
Lodging (per room)	$0	$1,434	$278	$1,990	$3,702

CITY OF SEDONA
CONSOLIDATED FEE SCHEDULE

WASTEWATER Fee Description	Current Base Fee	Additions, Limits, & Notes
Wastewater Capacity Fees:		
• Residential • Capacity Units = Connection	$10,633.64	
• Multi Family/Apartments • Capacity Units = Dwelling Unit	$8,216.25	
• ADU – Accessory Dwelling Unit • Capacity Units = Dwelling Unit	$5,316.83	
• Resort – Cottages, Villas • Capacity Units = Connection	$13,064.25	
• Car Wash with Recycle • Capacity Units = Bay	$17,244.79	
• Car Wash without Recycle • Capacity Units = Bay	$25,867.19	
• Fitness Center/Beauty Salon • Billing Unit = 100 sq. ft.	$1,045.14	
• Private Tour Jeep & Rental OHV/Jeep Washing • Billing Unit = Vehicle	$695.61	
• Mortuaries • Billing Unit = Connection	$25,736.55	
• Offices, Medical Building, Manufacturing, Contractors • Billing Unit = 100 sq. ft.	$261.29	

Customer Satisfaction Survey

City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · Fax: (928) 204-7124

We are currently in the process of evaluating our customer service, and need your feedback so we may improve even further. Please take a moment to complete the survey below, and let us know how we are doing.

How was contact made?
☐ Front Counter ☐Phone ☐ Email ☐ Field Employee ☐ Website ☐ Other: _____

Which division of Community Development did you contact?
☐ Building Safety ☐ Planning and Zoning ☐ Code Enforcement ☐ Other: _____

Please rate the following:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Staff was helpful, courteous and professional.	☐	☐	☐	☐	☐
Staff provided clear, concise, and accurate information.	☐	☐	☐	☐	☐
Staff responded to my needs in a timely manner.	☐	☐	☐	☐	☐
Employees of Community Development demonstrate a willingness to help customers.	☐	☐	☐	☐	☐
Staff members demonstrate knowledge and expertise.	☐	☐	☐	☐	☐
Community Development makes information easily accessible and available.	☐	☐	☐	☐	☐
I am satisfied with the range of services provided by Community Development.	☐	☐	☐	☐	☐

Thinking about Community Development as a whole, would you say the permitting process is:
☐Improving ☐ About the same ☐ Needs improvement

My overall service experience was:
☐ Poor ☐ Fair ☐ Good ☐ Great ☐ Excellent

Continue on back →

Comments: *Please explain why you rated us as you did, and provide any suggestions on how we might serve you better in the future.*

(Optional)

Your Name:	
Email Address:	
Phone:	

May we contact you to follow up? ☐ Yes ☐ No

Please leave your completed survey at the front counter or mail to the address above or fax to: 928-204-7124.
Thank you for your time – we appreciate your feedback!