



# Application for Commercial BUILDING / GRADING Permit

211 W Aspen Ave  
Flagstaff, AZ 86001  
flagstaff.az.gov

P: (928)-213-2619 or (928) 213-2618

Commercial (requires 3 sets of plans)

Demo (requires 2 sets of plans)

**SITE ADDRESS:** \_\_\_\_\_ **Ste#** \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

Business Occupying Property: \_\_\_\_\_ Shopping Cntr: \_\_\_\_\_

Property OWNER: \_\_\_\_\_ Tenant: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Owner's Phone# \_\_\_\_\_

City – State - Zip: \_\_\_\_\_

Permit Contact Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Estimated Value of Construction: \$ \_\_\_\_\_ **Scope of Work** \_\_\_\_\_

**Date Built of Any Existing Structures on Property** \_\_\_\_\_

Contact the local Registrar of Contractors Office (928-637-0480) regarding licensed contractor requirements. Provide information regarding the licensed General Contractor and/or subcontractors prior to the permit being issued.

GENERAL CONTRACTOR \_\_\_\_\_

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

City – State - Zip: \_\_\_\_\_ Day Phone# \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Class: \_\_\_\_\_ Renewal Date \_\_\_\_\_

Arizona State Tax # \_\_\_\_\_ City of Flagstaff Business License # \_\_\_\_\_

Plumbing Sub: \_\_\_\_\_ License # \_\_\_\_\_ Phone# \_\_\_\_\_

Curb Cut/Approach: \_\_\_\_\_ License # \_\_\_\_\_ Phone# \_\_\_\_\_

Electrical Sub: \_\_\_\_\_ License # \_\_\_\_\_ Phone# \_\_\_\_\_

Mechanical Sub: \_\_\_\_\_ License # \_\_\_\_\_ Phone# \_\_\_\_\_

**X** \_\_\_\_\_

**Signature**

Owner/Agent

Contractor

**Title**

**Date**

<b>Office Use Only</b>		Flood Zone:	Zoning Dist.:
Permit #	Date Applied	Receipt #	Amount Paid

	Name	Approval - Initial & Date	Hold – Initial & Date
Public Works	_____	_____/____/____	_____/____/____
Water Services	_____	_____/____/____	_____/____/____
Fire Prevention	_____	_____/____/____	_____/____/____
Engineering	_____	_____/____/____	_____/____/____
Stormwater	_____	_____/____/____	_____/____/____
Planning	_____	_____/____/____	_____/____/____
HPO	_____	_____/____/____	_____/____/____
Building	_____	_____/____/____	_____/____/____
Industrial Waste	_____	_____/____/____	_____/____/____

Project # \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Property Information:     Yes  No Located in an existing City of Flagstaff Historic District? (Name: \_\_\_\_\_)  
                                   Yes  No Subject property is undeveloped land?

### Grading Questionnaire

Do any of the following conditions apply to your site? Please check the appropriate response. (cut and fill inside the building foot print is not counted)

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Will there be fill greater than 50 cubic yards on any one lot (about 4 ½ -10 wheeler loads)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Will you be placing fill or creating a cut-slope near your property line (i.e. leveling lot)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Will you be filling areas of your project outside the building footprint/foundation with imported fill material or existing material from excavations for basements, lower floors, foundations, retaining walls or other structures authorized by a valid building permit? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Will there be fill greater than 1 foot in depth placed on natural terrain having a slope greater than 1 unit vertical in 5 units horizontal?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Will there be fill, outside the building, greater than 3 feet in depth?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) Will there be fill supporting a structure (must be engineered prior to commencing work)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) Will the placement of fill on your property obstruct or change the flow of an existing man-made or natural drainage course or divert runoff onto neighboring property?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) Will there be an excavation, which is greater than 2 feet in depth (excluding excavations for footings and/or utility lines)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) Will there be an excavation which creates an unsupported (i.e. by retaining or foundation walls), cut slope greater than 5 feet in height or steeper than 1 unit vertical in 2 units horizontal at the completion of the project.  |

A “**Yes**” response to any question shall require an engineering grading permit. If plans already submitted to the City Engineer, two approved site plans must also be included with the building permit working drawing application.

- Site plan drawn to an engineering scale with contours (1’ or 2’ elevation gradation), building footprint(s) shown.
- Shade the area to be cut and/or filled. Also show final grade elevations and finished floor elevations.
- Indicate quantities of cut \_\_\_\_\_ cyds. ; fill \_\_\_\_\_ cyds. Estimate value of grading \$ \_\_\_\_\_
- Typical cross section for area to be cut and/or filled.
- Plans for any retaining walls (if retaining greater than 48” or has a surcharge from a structure or parking area, the plans must be done by a professional engineer and stamped and submitted on a separate building permit application).

**105.3.2 – Time Limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued. The building official is authorized to grant one or more extensions not exceeding a period of 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.**

**DEPOSIT SCHEDULE:** The estimated plan review fee is due (see estimated plan review fees chart) at the time the application is submitted and is **non-refundable**. The remaining balance of the permit fee is due upon permit issuance.

Solar Application Deposit: \$300.00 (remaining balance will be due upon permit issuance)

# ESTIMATED PLAN REVIEW FEES

(for plan review deposit only)

<b>Valuation</b>	<b>Plan Check Fee</b>	<b>Valuation</b>	<b>Plan Check Fee</b>	<b>Valuation</b>	<b>Plan Check Fee</b>
\$ 1-500	18.00	42,000	423.00	97,000	730.00
600	20.00	43,000	431.00	98,000	736.00
700	22.00	44,000	438.00	99,000	741.00
800	25.00	45,000	446.00	100,000	746.00
900	27.00	46,000	453.00	110,000	788.00
1,000	29.00	47,000	461.00	120,000	830.00
1,100	31.00	48,000	469.00	130,000	872.00
1,200	34.00	49,000	476.00	140,000	914.00
1,300	36.00	50,000	484.00	150,000	956.00
1,400	38.00	51,000	489.00	160,000	998.00
1,500	41.00	52,000	494.00	170,000	1,040.00
1,600	43.00	53,000	499.00	180,000	1,082.00
1,700	45.00	54,000	504.00	190,000	1,124.00
1,800	47.00	55,000	510.00	200,000	1,166.00
1,900	50.00	56,000	515.00	210,000	1,208.00
2,000	52.00	57,000	520.00	220,000	1,250.00
3,000	62.00	58,000	525.00	230,000	1,292.00
4,000	73.00	59,000	531.00	240,000	1,334.00
5,000	84.00	60,000	536.00	250,000	1,376.00
6,000	94.00	61,000	541.00	260,000	1,418.00
7,000	105.00	62,000	546.00	270,000	1,460.00
8,000	115.00	63,000	552.00	280,000	1,502.00
9,000	126.00	64,000	557.00	290,000	1,544.00
10,000	136.00	65,000	562.00	300,000	1,586.00
11,000	147.00	66,000	567.00	310,000	1,628.00
12,000	157.00	67,000	573.00	320,000	1,670.00
13,000	168.00	68,000	578.00	330,000	1,712.00
14,000	178.00	69,000	583.00	340,000	1,754.00
15,000	189.00	70,000	588.00	350,000	1,796.00
16,000	199.00	71,000	594.00	360,000	1,838.00
17,000	210.00	72,000	599.00	370,000	1,880.00
18,000	220.00	73,000	604.00	380,000	1,922.00
19,000	231.00	74,000	609.00	390,000	1,964.00
20,000	241.00	75,000	615.00	400,000	2,006.00
21,000	252.00	76,000	620.00	410,000	2,048.00
22,000	262.00	77,000	625.00	420,000	2,090.00
23,000	273.00	78,000	631.00	430,000	2,132.00
24,000	283.00	79,000	636.00	440,000	2,174.00
25,000	294.00	80,000	641.00	450,000	2,216.00
26,000	301.00	81,000	646.00	460,000	2,258.00
27,000	309.00	82,000	652.00	470,000	2,300.00
28,000	316.00	83,000	657.00	480,000	2,342.00
29,000	324.00	84,000	662.00	490,000	2,384.00
30,000	332.00	85,000	667.00	500,000	2,426.00
31,000	339.00	86,000	673.00	550,000	2,605.00
32,000	347.00	87,000	678.00	600,000	2,783.00
33,000	354.00	88,000	683.00	650,000	2,960.00
34,000	362.00	89,000	688.00	700,000	3,138.00
35,000	370.00	90,000	694.00	750,000	3,315.00
36,000	378.00	91,000	699.00	800,000	3,492.00
37,000	385.00	92,000	704.00	850,000	3,670.00
38,000	393.00	93,000	709.00	900,000	3,847.00
39,000	400.00	94,000	715.00	950,000	4,025.00
40,000	408.00	95,000	720.00	1,000,000	4,202.00
1,000	416.00	96,000	725.00	2,000,000	6,941.00

## ESTIMATED PLAN REVIEW FEES CONTINUED

<b>Valuation</b>	<b>Plan Check Fee</b>	<b>Valuation</b>	<b>Plan Check Fee</b>	<b>Valuation</b>	<b>Plan Check Fee</b>
3,000,000	<b>9,671.00</b>	36,000,000	<b>99,761.00</b>	69,000,000	<b>189,851.00</b>
4,000,000	<b>12,401.00</b>	37,000,000	<b>102,491.00</b>	70,000,000	<b>192,581.00</b>
5,000,000	<b>15,131.00</b>	38,000,000	<b>105,221.00</b>	71,000,000	<b>195,311.00</b>
6,000,000	<b>17,861.00</b>	39,000,000	<b>107,951.00</b>	72,000,000	<b>198,041.00</b>
7,000,000	<b>20,591.00</b>	40,000,000	<b>110,681.00</b>	73,000,000	<b>200,771.00</b>
8,000,000	<b>23,321.00</b>	41,000,000	<b>113,411.00</b>	74,000,000	<b>203,501.00</b>
9,000,000	<b>26,051.00</b>	42,000,000	<b>116,141.00</b>	75,000,000	<b>206,231.00</b>
10,000,000	<b>28,781.00</b>	43,000,000	<b>118,871.00</b>	76,000,000	<b>208,961.00</b>
11,000,000	<b>31,511.00</b>	44,000,000	<b>121,601.00</b>	77,000,000	<b>211,691.00</b>
12,000,000	<b>34,241.00</b>	45,000,000	<b>124,331.00</b>	78,000,000	<b>214,421.00</b>
13,000,000	<b>36,971.00</b>	46,000,000	<b>127,061.00</b>	79,000,000	<b>217,151.00</b>
14,000,000	<b>39,701.00</b>	47,000,000	<b>129,791.00</b>	80,000,000	<b>219,881.00</b>
15,000,000	<b>42,431.00</b>	48,000,000	<b>132,521.00</b>	81,000,000	<b>222,611.00</b>
16,000,000	<b>45,161.00</b>	49,000,000	<b>135,251.00</b>	82,000,000	<b>225,341.00</b>
17,000,000	<b>47,891.00</b>	50,000,000	<b>137,981.00</b>	83,000,000	<b>228,071.00</b>
18,000,000	<b>50,621.00</b>	51,000,000	<b>140,711.00</b>	84,000,000	<b>230,801.00</b>
19,000,000	<b>53,351.00</b>	52,000,000	<b>143,441.00</b>	85,000,000	<b>233,531.00</b>
20,000,000	<b>56,081.00</b>	53,000,000	<b>146,171.00</b>	86,000,000	<b>236,261.00</b>
21,000,000	<b>58,811.00</b>	54,000,000	<b>148,901.00</b>	87,000,000	<b>238,991.00</b>
22,000,000	<b>61,541.00</b>	55,000,000	<b>151,631.00</b>	88,000,000	<b>241,721.00</b>
23,000,000	<b>64,271.00</b>	56,000,000	<b>154,361.00</b>	89,000,000	<b>244,451.00</b>
24,000,000	<b>67,001.00</b>	57,000,000	<b>157,091.00</b>	90,000,000	<b>247,181.00</b>
25,000,000	<b>69,731.00</b>	58,000,000	<b>159,821.00</b>	91,000,000	<b>249,911.00</b>
26,000,000	<b>72,461.00</b>	59,000,000	<b>162,551.00</b>	92,000,000	<b>252,641.00</b>
27,000,000	<b>75,191.00</b>	60,000,000	<b>165,281.00</b>	93,000,000	<b>255,371.00</b>
28,000,000	<b>77,921.00</b>	61,000,000	<b>168,011.00</b>	94,000,000	<b>258,101.00</b>
29,000,000	<b>80,651.00</b>	62,000,000	<b>170,741.00</b>	95,000,000	<b>260,831.00</b>
30,000,000	<b>83,381.00</b>	63,000,000	<b>173,471.00</b>	96,000,000	<b>263,561.00</b>
31,000,000	<b>86,111.00</b>	64,000,000	<b>176,201.00</b>	97,000,000	<b>266,291.00</b>
32,000,000	<b>88,841.00</b>	65,000,000	<b>178,931.00</b>	98,000,000	<b>269,021.00</b>
33,000,000	<b>91,571.00</b>	66,000,000	<b>181,661.00</b>	99,000,000	<b>271,751.00</b>
34,000,000	<b>94,301.00</b>	67,000,000	<b>184,391.00</b>	100,000,000	<b>274,481.00</b>
35,000,000	<b>97,031.00</b>	68,000,000	<b>187,121.00</b>		