



Town of Wickenburg

155 N Tegner Street • Suite A • Wickenburg, AZ 85390
(928) 668-5451 • Phoenix (602) 506-1622

PERMIT APPLICATION

COMPLETE THE FOLLOWING INFORMATION AS IT PERTAINS TO YOUR APPLICATION & PER SUBMITTAL REQUIREMENTS

PROPERTY INFORMATION Assessor's Parcel Number _____ ADDRESS _____ CITY _____ SUBD _____ LOT _____	PROPERTY OWNER INFORMATION OWNER _____ MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____ APPLICANT _____ ADDRESS _____ Owner <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> CONTACT PHONE _____ CONTACT EMAIL _____
PROJECT DESCRIPTION _____ _____ _____ RES <input type="checkbox"/> COMM <input type="checkbox"/> VALUATION _____	

CONTRACTOR INFORMATION
 Is Owner using Contractor? Yes No
For projects not exempt under ARS 32-1121, the contractor must possess a current and valid Arizona license. The following Contractor information MUST be completed prior to issuance of permit.
 Is Contractor currently licensed under provisions of ARS 32-1169? Yes No

Contractor Name: _____ License # _____ Class _____
 Address: _____ License Expiration Date: _____
 City: _____ State: _____ Zip: _____ State Tax # _____
 Phone: _____ Email: _____

Is Project being done as Owner Builder? Yes No
 I am the Owner/Builder of the property. I will follow in strict compliance with ARS 32-1121A.5. The property is intended for sole occupancy by the owner, not intended for occupancy by members of the public, owner's employees or business visitors. The structure(s) are NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.
 I am the Owner/Developer of the property. I will follow in strict compliance with 32-1121A.6. I will contract with a licensed General Contractor pursuant to this chapter.

I am the property owner / or acting on authority of the property owner and I hereby certify that I have read and examined this application and submittal documents 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.

Signature: Marytine Ramos Date: _____
 Owner Agent Contractor Other

INTAKE _____ PERMIT NUMBER _____

The owner or authorized agent of the subject property guarantees access to the Town of Wickenburg personnel and appropriate emergency service providers for the purpose of building inspections, code enforcement and the provision of emergency services. I agree to abide by all of the development standards of the Town of Wickenburg. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand that the filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant A.R.S. Section 13-2104 and is a class 2 misdemeanor.



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Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the site. We agree to conform to all applicable laws of this jurisdiction.

Marytine Ramos
Signature

_____ Date

Vicinity for parcels exceeding 2 acres or with dimensions over 300'.

Permit #

Subdivision:

Parcel Number:

Zoning:

Stories:

Height:

FY:

RY:

IY:

SS:

Lot Area

Scale:

North
Arrow

Must be drawn to scale per checklist

APPROVAL BY:

DATE:



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PLOT PLAN CHECKLIST

NOTE: PLOT PLAN MUST BE DRAWN TO SCALE IN BLACK INK ON THE FORM PROVIDED THAT INCLUDES ALL OF THE FOLLOWING INFORMATION.

- () Property dimensions
- () Indicate scale used (Engineer's Scale-1"=20'; 30'; 40'; 50'; 60')
- () Indicate North with directional arrow
- () Proposed structures with all dimensions, including pools, fences, walls, etc.
- () Existing structures with all dimensions, including pools, fences, walls, etc.
- () Distances between structures
- () Distance from all structures to property lines
- () Description of each structures use
- () Adjacent streets/roads
- () Driveway (s) and material used (i.e. gravel, concrete...)
- () Location of Septic System with Leach Area
- () Location of Well
- () Location of all utilities, poles, meters and lines
- () All easements, regardless of purpose (i.e. roads, utilities)
- () Slope Information
 - ___ Indicate High and Low points
 - ___ Indicate by arrows direction of slope
 - ___ Indicate difference in elevation between high and low points
- () Distance from the closest structure to the top of bank of any watercourse (s) (i.e. washes, streams, creeks, arroyos, rivers, drainage ways, drainage easements and slews)
- () Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
- () Location of existing roadside ditches and road culverts with size
- () Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits)
- () Signage must be identified but requires a separate permit (non-residential permits)



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SUBMITTAL REQUIREMENTS FOR ONE AND TWO FAMILY DWELLINGS, ADDITIONS AND RENOVATIONS

All submittals shall be site specific and designed to the provisions of the 2006 International Residential Code and the 2006 International Energy Conservation Code as adopted by the Town of Wickenburg. Information on this list may be used in conjunction with submittals for additions to and renovations of single family dwellings. Residential renovations and additions shall comply with the 2006 IECC requirements.

Any dwellings designed to be constructed in a non-conventional manner or beyond the scope of the International Residential Code, shall be certified by an Arizona registrant (Architect or Engineer) licensed in the State of Arizona. Any portion of the design which is beyond the scope of the International Residential Code shall have that portion designed in accordance with accepted engineering practices. Plans, details and calculations shall be signed, sealed and dated by a Arizona registrant (Architect or Engineer).

THE MINIMUM CONTENT REQUIREMENTS FOR PLAN SUBMITTALS ARE AS FOLLOWS:

General:

- Two (2) sets of plans correctly orientated (no reversed plans) and site specific in a non-erasable media (minimum sheet size). One (1) set of 11x17 (same format)
- Two sets of plans sealed by the Arizona registrant of record, if applicable, with one set containing the original wet seal.
- Minimum sheet size – 18"x24" (Maximum 24"x36").
- Standard architectural scale used for all details/plan views and standard engineering scale used for site plan. Approved scale is no less than $\frac{1}{4}"=1'$ and all details scaled at not less than $\frac{1}{2}"=1'$, using standard architectural scale.
- Plans shall be legible, organized, numbered pages and all plan pages secured together in an approved manner.
- One copy of the complete RES Check for compliance with 2006 IECC or two copies of documentation from an approved design professional demonstrating compliance.
- A Geotechnical Report is highly recommended to understand the type of soils for foundation design.
- Two copies of the braced wall panel worksheet and calculations

Site Plan

- Include locations of all new structures and any existing structures on the site.
- Setbacks to all structures and lot lines are marked and labeled.
- All utility lines are marked and labeled. If propane fuel used, indicate the size and location of the tank in relation to the structure.
- Provide a cross sectional plan showing existing and proposed grade.
- Show the locations and cut and fill amounts on the plans.
- Indicate finished pad elevations, finished floor elevations and drainage flow directions if site is located within flood prone area.



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Foundation Plan

- Foundation and required expanded footings shall include dimensions and reinforcement type, size and locations. Prepared reports for any soils testing or drainage reports.
- Prepared reports for any soils testing or drainage reports
- Cross-section of the foundation and details.
- Hold-down types or other embedded hardware for framing attachments including locations.
- Include heights and limits for stem walls of varying heights.

Floor Plan

- Braced wall lines (exterior and interior) shall be clearly labeled on the plans, with brace wall method, schedule and calculations. Provide details for all alternate braced wall panels including hold downs
- Provide a square footage summary of each of the following: livable, garage, carport, covered patios, decks, covered entries, storage and basement (finished or unfinished) and any other areas.
- Provide a window/door/skylight schedule. Schedule shall include sizes, operation (fixed, slider, awning, etc.) safety glazing, egress, fenestration U-factors and glazing solar heat gain coefficient (SHGC).
- Location and type of controlled heat source.
- Label intended use for all rooms and ceiling heights of each room.
- Indicate location and types of fire separations including construction methods to be used.

Electrical Plan

- Complete layout showing locations of receptacles including GFCI's and AFCI's, switches, smoke detectors, fixed equipment, sub-panels and service entrance.
- Indicate a minimum of two (2) 20 amp GFCI protected circuits are provided for small appliances in the kitchen/dining room.
- Electrical service 400 amps or greater shall include load calculations and a one-line diagram. Services over 400 amps must be done by an electrical design professional.
- Detail locations of fixed equipment, sub-panels including, location and size of main SES panel and exterior disconnect location.

Floor Framing Plan

- Provide manufacturer's specifications and layout sheet for I-joist floor systems.
- Headers, beams and/or lintel sizes for all load bearing including grade and species.
- Post sizes, locations at beams, header and girder sizes and connections/fasteners detailed to provide the continuous tie from the foundation to the roof line.
- All floor joists are noted with dimensions and connections/fasteners indicated.
- Include under-floor access location and under-floor ventilation types, sizes and locations.
- Provide insulation details, locations, types and R-values complying with IECC.

Roof Framing Plan

- Size and location of headers, beams and/or lintel sizes. Specify the number of required trimmers/jacks for load bearing walls including grade and species.
- Rafters and ceiling joists are noted with dimensions and construction/fasteners indicated.



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- Types and sizes and location of attic ventilation to be used. Include the calculations for the free air provided by the vents.
- Over-framing details for conventionally framed portions on truss roof systems.
- Show locations of any roof-mounted equipment such as solar panels, HVAC, etc.
- Provide insulation details, locations, type and R-values complying with IECC requirements.

Elevation Views

- Materials used for roof covering and exterior finishes are noted.
- Show existing and proposed grade lines and plate and building heights.
- Stepped foundation, if applicable, shown.

Building Sections and Connections

- A minimum of two (2) fully dimensioned building cross-sections perpendicular to one another from foundation to roof with details showing how the load path connections will be achieved.
- All materials used (steel, wood, concrete, etc.) with specified grade and species.
- Provide details for framing connections.
- Clearly indicate the building thermal envelope elements that enclose the conditioned space. Provide insulation details, location, type and R-value complying with IECC requirements. Indicate the specific types of building wrap material to be installed and the ICC/ES evaluation report number. – NOTE: Must be approved as a moisture and air barrier.

Mechanical Plans

- Provide a complete mechanical layout – include all duct work with sizes, length of sections, material types with notes as to R-value. Show return and supply air grill locations and sizes.
- Identify manufacturers' model numbers and equipment capacities of A/C and heating units. Show locations for equipment.
- Provide calculations for equipment and duct sizing per data from ACCA Manual J and Manual D (reference 2006 IECC section 403.6 – IRC M1401.3 and IRC M1601.1).
- Specify condensation line locations and terminations with notes as to R-values.
- Provide specifications for bathroom exhaust fans (CFM rating).
- Provide combustion air details for all gas appliances including calculations for amount required (show compliance with 2006 IRC Chapter 17).

Plumbing Plan

- Provide fixture unit calculations.
- Specify type of water supply (well, public system, shared well or haul) and size of main water service line (size based on fixture unit count and 2006 IRC P2903.7).
- Provide a detail of the water heater temperature/pressure relief piping to drain termination location.
- Provide a one-line gas isometric drawing to include:
 1. Type of fuel – natural or LPG.
 2. Total developed length of piping from meter/tank to furthest appliance outlet.
 3. Total BTU/CFH demand.
 4. Total BTU/CFH rating of each appliance.



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5. The size, type and length of each pipe section in the system.
 6. The size, type (above or below grade) and location of the LPG tank.
 7. Indicate which table was used from the IRC or IFGC for sizing of the gas line.
- Indicate the type of pump shut off and piping insulation R-value for hot water circulating system (system required in dwellings with 2 bedrooms and exceeding 1,800 sq. ft. per 2006 IRC adopted ordinance).

Separate permit will be required for:

- **Grading requires a separate permit.**
- **Solar systems**
- **Generators**
- **Wind Turbines**
- **Alternative power or mechanical systems**

This list is not all inclusive. Additional information, as determined by the building inspector, may be required.



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Permit Application Submittal Requirements

1. Completed Application Packet.
2. Completed Plan Sets as required by Submittal Requirements for One (1) and Two (2) Family Dwellings, Additions and Renovations. Additional information required on plans:
 - Assessor Parcel Number
 - Subdivision & Lot Number (if applicable)
 - Owners Name
 - Contractor Name & Address
 - Contractor License Number
 - Utility Providers
3. If applicable a completed Right-of-Way Permit (ROW) will need to be submitted along with the application. ROW permits can be obtained at <http://ci.wickenburg.az.us/DocumentCenter/View/4768>.
4. Residents **NOT** located within the Town of Wickenburg service area must submit a well and septic permit issued from the respective County where the property is located with the application packet.

Yavapai County

- Well permit information can be obtained at <http://www.yavapai.us/devserv/environmental-services-division/well-permits>.
- Septic permit information can be obtained at <http://www.yavapai.us/devserv/environmental-services-division/septic-system-construction>.

Maricopa County

- Maricopa County **will not** issue a septic permit without receiving a letter from the Town of Wickenburg's Water/Wastewater division. The Sewer Availability Request Form can be obtained at <http://ci.wickenburg.az.us/694/Utilities>
- Maricopa County septic permit information can be obtained at <https://www.maricopa.gov/2495/Forms-Applications>.
- Well permitting information can be obtained at Arizona Department of Water Resources at <http://www.azwater.gov/azdwr/WaterManagement/NOI/documents/PermitsFormsApplicationsNOI.htm>.

5. If constructing as Owner Builder, additional forms are required.