



# BUILDING SAFETY PERMIT SUBMITTAL REQUIREMENTS

PINAL COUNTY COMMUNITY  
DEVELOPMENT DEPARTMENT BUILDING  
SAFETY DIVISION  
P.O. BOX 2973, FLORENCE, AZ.85132  
85 N. FLORENCE STREET, 1<sup>ST</sup>FLOOR  
(520) 509-3555 FAX (520) 866-6517  
[www.pinalcountyaz.gov](http://www.pinalcountyaz.gov)  
[www.citizenaccess.pinalcountyaz.gov](http://www.citizenaccess.pinalcountyaz.gov)

INFORMATION  
BULLETIN

## 004

Oct 2022

Aug 2022

Please submit the following information completely so that Building Safety staff can expediently process your application. **Applications will not be accepted via mail or e-mail.** Cash payments are limited to \$150 or less per transaction.

- ✓ Complete permit application and, if you are not the property owner, fill out the property owner authorization form.
- ✓ Two sets of complete construction documents (*online submittals only requires one set of plans*) to fully describe the project including:
  - ( ) Site Plan, see Information Bulletin 15 for requirements
  - ( ) Foundation Plan
  - ( ) Floor Plan
  - ( ) Roof Framing Plan
  - ( ) RESCheck report or Manual J & S, 2018 (Oct 2022)
  - ( ) Exterior Elevations
  - ( ) General Details for Framing and Foundation
  - ( ) Electrical, Plumbing & Mechanical Plans

<https://www.energycodes.gov/rescheck>

Plans must be drawn to an architect's scale of 1/4" = 1' - 0". The site plan must be drawn to an engineer's scale of 1"=10'; 1"=20', etc. Construction documents shall be dimensioned, drawn on suitable material and must be of sufficient clarity to indicate location, nature and extent of proposed work.

**Zoning required Site Plan:** This site plan is in addition to the site plan required for the construction documents. Draw this site plan to an engineer's scale (1"=10', 1"=20', etc.) on 8.5" x 11" or 11" x 17" paper. See attached grids for your use if you do not have access to an engineer scale ruler. Show property lines, all proposed and existing structures including eaves/overhangs (all setbacks are measured from the eaves/overhangs unless otherwise indicated in the zone), septic or sewer location, washes, easements, and right of ways. DO NOT show grading and topography lines on this site plan.

- ✓ COMMERCIAL PROJECTS- When fire sprinklers and fire alarms are required by code, the fire plans can be listed as a deferred submittal on the building plans. Deferred fire plans must be submitted to Building Safety for review, approval and inspected prior to building occupancy. If the project is in a Fire District, fire plans must be submitted to the Fire Marshal of the district for review, approval and inspections. A copy of the Fire Marshal's report shall be provided to the Chief Building Official prior to the final inspection. Please note, your final inspection is not your Certificate of Occupancy.
- ✓ Verify if drawings must be designed and sealed by an Arizona registered architect and /or engineer.

#### STRUCTURAL DESIGN CRITERIA:

- 2018 IBC/IRC
- Wind Speed: 115 mph
- Wind Exposure Category: C
- Seismic Design Category: B
- Roof Live Load: 20 psf minimum

**Plan Review Fees are due at time of submittal and are based on the square footage of your project. Permit fees are due at time of permit issuance. The criteria listed above are Building Safety's submittal requirements only. Please contact the departments listed below for their requirements that may pertain to your project such as: site plan, septic permit, dust permit, flood plain permits, and/or impact fees.)**

**THE FLORENCE OFFICE IS OPEN MONDAY THRU FRIDAY 8:00 AM – 4:30 PM.  
CURRENTLY THE DISTRICT OFFICE'S ARE CLOSED FOR COMMUNITY DEVELOPMENT  
OUR TOLL FREE NUMBER IS 1-800-208-6897**

PLANNING DIVISION	(520) 866-6442	APACHE JUNCTION OFFICE:	(520) 866-6182 <b>CLOSED</b>
AQUIFER PROTECTION	(520) 866-6442	ORACLE OFFICE:	(520) 866-7806 <b>CLOSED</b>
AIR QUALITY	(520) 866-6929	CASA GRANDE OFFICE:	(520) 866-7498 <b>CLOSED</b>
PUBLIC WORKS	(520) 866-6411		
IMPACT FEE COORDINATOR	(520) 866-6321	AUTOMATED INSPECTION LINE:	(520) 866-6299