



BUILDING PERMIT REQUIREMENTS:

PLANS:

1. Two (2) sets of plans compliant with the 2018 International Residential Code. Plans less than 18"x24" in size will not be accepted.
 - Plan sheet legend on first page listing each sheet number and headings
 - Plan sheets and details to include foundation, footers, walls, framing, sheer wall method and locations, electrical, mechanical, plumbing, trusses or rafters, floor plan, stairs, handrails/guardrails, attic/floor ventilation methods and calculations and elevations showing floor, wall, and roof heights.
 - Square footage listed separately for of each floor living area, bonus rooms, garage, porches and patios.
2. Site plan showing the following:
 - Assessor's parcel number
 - The specific location, address if previously assigned
 - Accurate lot size
 - Location of all existing buildings or structures
 - Location of proposed buildings or structures
 - Accurate yard setbacks
 - North arrow
 - Existing streets and nearest cross streets

SANITARY PERMIT: If Town sewer is not available, then the applicant is to provide a copy of the Navajo County Sanitary System Permit with their application.

FEES AND SERVICES: See the current fee schedule.

PROPERTY LINES: Property lines or survey markers must be clearly visible prior to any construction.

INSPECTION REQUESTS: Inspections request must be made at least 24 hours prior to when the inspection is desired. Inspections will be conducted Monday through Friday. Improper request may result in postponement of inspection. Work can not continue until inspections are completed and Inspection Card is signed. Failure to obtain inspection signature will halt construction and, in some cases, require any continued work to be removed. Check your inspection card after scheduled inspection to verify if work may commence. Requests can be submitted by calling Town Hall, the Building Official, or by emailing the Building Official. When requesting an inspection please indicate the following: Owner's name; Street address listed on permit; Permit number; Type of inspection requested.

RE-INSPECTION: Applicants are advised, a re-inspection fee may be assessed for which an inspection is called for but is not complete or when corrections called for are not made. Re-inspections fees may also be assessed when the inspection record card

is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

STATUS OF APPLICATIONS: Application for permits become void if construction is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Plans or other information submitted for review may thereafter be returned to the applicant or destroyed by the building official.

BUSINESS LICENSE: Any person or business that conducts business within the town limits of Snowflake must have a current business license on file with the Town.

CERTIFICATE OF OCCUPANCY: A newly constructed building may not be occupied until after the final inspection and a Certificate of Occupancy (C/O) is issued by the Building Official, no exceptions.

Compliance with all building and zoning regulations is mandatory. It is the applicant's responsibility to become familiar with the regulations.