



CITY OF BULLHEAD CITY RETAINING WALL (RESIDENTIAL)

This list has been compiled in order to outline the most common type of Residential Retaining Wall submittal. All requirements for a specific project type may not be listed. It is the applicant's responsibility to verify specific conditions of approval. If you have questions contact City staff for clarification prior to submittal at 928-763-0124. Failure to provide a complete submittal, as outlined below, may cause delays in the processing of your permit.

GENERAL REQUIREMENTS FOR RESIDENTIAL PLAN SUBMITTAL:

- One (1) completed permit application worksheet.
- Two (2) copies of 8 1/2" x 11" site plan.
- Two (2) complete sets of PLANS.
- Plan review fees are collected at the time of submittal.

Items that require design by a registrant, per the building code or the Arizona Board of Technical Registration, are to be sealed and signed by an Arizona licensed registrant. City ordinance requires one set to contain the registrant's original signature the second set can be a copy.

PLANS:

To be on minimum 8 1/2" x 11" sheets, fully dimensioned and to scale, to include:

- Site Plan
- Cross Sections and Details
 - The City's typical details may only be used for CMU masonry retaining walls up to 8 feet in height that are not supporting a surcharge. Other situations will require plans and calculations designed and sealed by an Arizona licensed registrant.
- Soils Report: In areas likely to have expansive, compressible, shifting or other unknown soil characteristics, you may be required to provide a soil test to determine the soil's characteristics at a particular location. If required this test shall be made by an approved agency using an approved method.

OTHER REQUIRED INFORMATION:

Contractor / Owner Builder:

- General Contractor:
 - Provide contractor's AZ Registrar of Contractor's license number.
 - For projects with a valuation of \$50,000.00 or more, contractors are to provide a copy of their Arizona Department of Revenue, Bond Exemption Certificate or a One-time Bond Exemption.
 - Provide contractor's TPT number.
 - Provide contractor's City of Bullhead City business license number.
- Owner Builder (restrictions apply):
 - Provide a signed 'Declaration of Intent' form.

GENERAL INFORMATION

- See permit "Building and Zoning Permits Guide" for review timelines.
- Separate permits may be required for other related work such as grading, etc.
- A separate Flood Plain Development permit is required if lot is in a FEMA designated flood zone.
- A separate permit is required for construction within the City's right-of-way or easements such as driveway approaches, sidewalks, etc.

PERMIT INFORMATION:

- A twenty-four (24) hour inspection request line is available, call (928) 763-0172.
- The permit inspection card must be posted on the construction site at all times.
- The approved plans must be on the job site for all requested inspections.
- Prior to digging call *Arizona 811*; in AZ dial 811, out of state 1-800-STAKE-IT (1-800-782-5348)
- Temporary restroom facilities and a minimum three cubic yard trash receptacle are required.

ADOPTED BUILDING CODES (with local amendments):

Title	Code Year	BHC MC Chapter	Title	Code Year	BHC MC Chapter
International Building Code, ICC	2018	15.12	International Fire Code, ICC	2018	15.24
International Residential Code, ICC	2018	15.14	International Energy Conservation Code, ICC	2018	15.22
National Electric Code, NFPA	2017	15.20	International Existing Building Code, ICC	2018	15.26
International Mechanical Code, ICC	2018	15.28	International Swimming Pool and Spa Code, ICC	2018	15.30
International Plumbing Code, ICC	2018	15.32			
International Fuel Gas Code, ICC	2018	15.34	ADAAG Manual, ADA US Access Board	2010	NA

ICC International Code Council, NFPA National Fire Protection Association

The Arizona Department of Fire, Building and Life Safety adopted the 2024 International Fire Code. For additional information contact the Bullhead City Fire Department at (928) 758-3971.

For specific Planning & Zoning codes, Engineering codes, Building codes and local code amendments, along with plan submittal requirements applicable to various project types, review our informational handouts under **Departments** and the City's **Municipal Code** at www.bullheadcityaz.gov.

BASIS FOR DESIGN

BUILDING CODE:
2006 EDITION OF THE INTERNATIONAL BUILDING CODE.
EQUIVALENT FLUID PRESSURE = 30 PCF.

FOUNDATIONS:
FOUNDATIONS DESIGNED IN CONFORMANCE WITH
IBC CHAPTER 18, TABLE 1804.2.
ALLOWABLE BEARING PRESSURE = 1000 PSF.
ALLOWABLE PASSIVE PRESSURE = 150 PSF/FT
ALLOWABLE COEFFICIENT OF FRICTION = 0.25.
FOOTING SHALL BEAR ON FIRM UNDISTURBED SOIL.

CONCRETE:
MINIMUM 28 DAY STRENGTH, $F'_c = 2500$ PSI.
CONCRETE SHALL HAVE TYPE I OR TYPE II CEMENT.
MAXIMUM SLUMP = 4".

MASONRY:
HOLLOW, LIGHTWEIGHT CONCRETE MASONRY UNITS
PER ASTM C90, GRADE N, TYPE 1, $F'_m = 1900$ PSI.
MORTAR TYPE S, 1800 PSI.
PROPORTIONS: 1 PART CEMENT, 3 PARTS SAND, 2
PARTS PEA GRAVEL.
MECHANICALLY VIBRATE ALL GROUT POURS.
CONSTRUCTION TO CONFORM TO IBC CHAPTER 21
WITH NO SPECIAL INSPECTION REQUIRED.

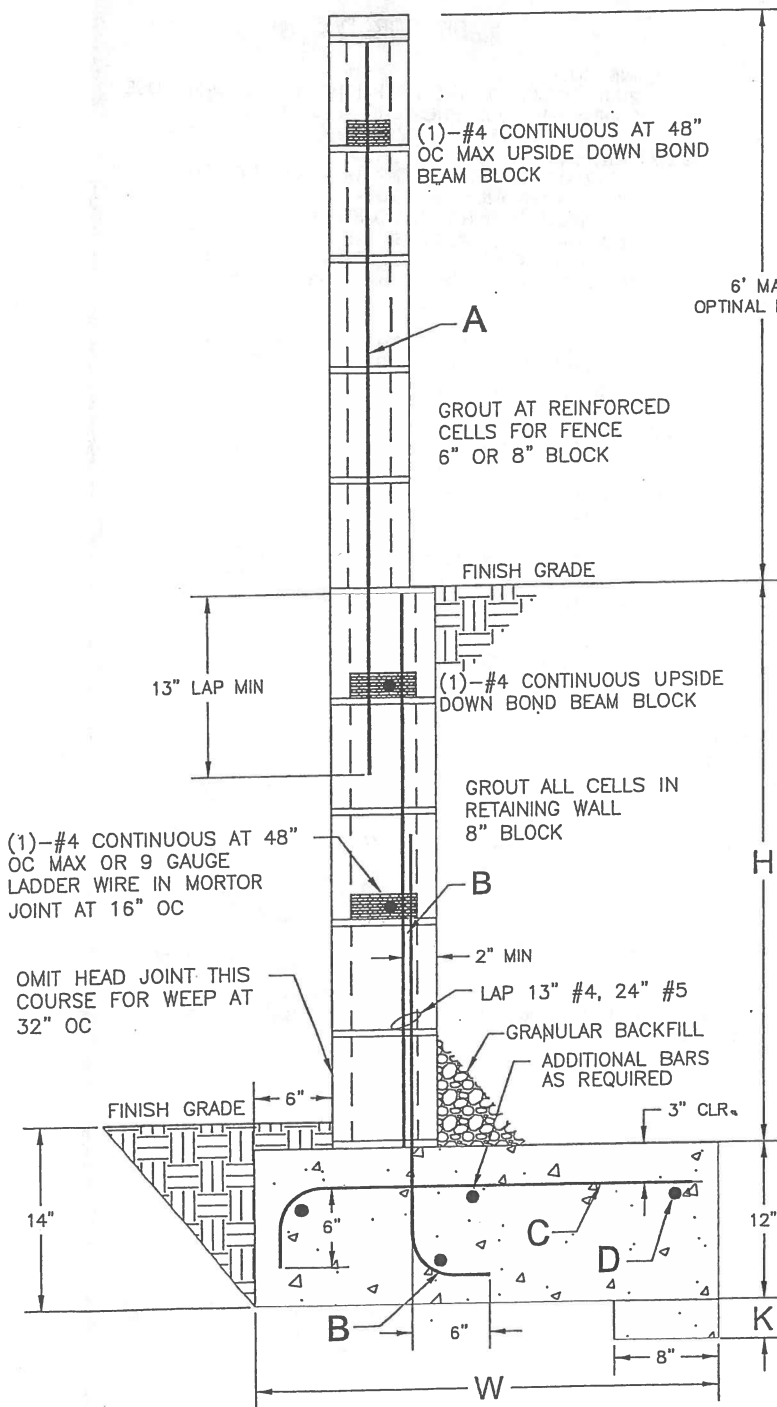
REINFORCING:
ASTM A615, GRADE 40 #4 BARS AND SMALLER.
ASTM A615, GRADE 60 #5 BARS AND LARGER.

GUARDS:
A GUARD RAILING, FENCE OR WALL
IS REQUIRED ABOVE ALL RETAINING
WALLS GREATER THAN 30" IN HEIGHT
WHEN ADJACENT TO AN AREA THAT
CAN BE USED AS A WALKING SURFACE.
GUARD HEIGHT: 36" RESIDENTIAL
42" COMMERCIAL

GROUTING:
GROUTING SHALL BE DONE IN A
CONTINUOUS POUR IN LIFTS NOT
EXCEEDING 5 FEET AND SHALL BE
CONSOLIDATED BY PUDDLING OR
MECHANICAL VIBRATING.



**CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
CMU MASONRY RETAINING WALL
TYPICAL WALL WITH REGULAR FOOTING**



NOTE: SURCHARGE LOADS ARE NOT ALLOWED WITHIN A DISTANCE "H" FROM THE WALL ON THE HIGH SIDE

H	FOOTING SIZE		WALL REINFORCING		FOOTING REINFORCING	
	W	K	A	B	C	D
UP TO 2'-0"	1'10"	0" KEY	#4 AT 48" O.C.	#4 AT 48" O.C.	NA	2-#4 CONT.
UP TO 3'-0"	2'2"	0" KEY	#4 AT 48" O.C.	#4 AT 32" O.C.	NA	2-#4 CONT.
UP TO 4'-0"	2'9"	0" KEY	#4 AT 48" O.C.	#4 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 4'-8"	3'0"	0" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 5'-4"	3'3"	0" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 6'-0"	3'9"	6" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 13" O.C.	5-#4 CONT.
UP TO 6'-8"	4'0"	6" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 10" O.C.	5-#4 CONT.
UP TO 7'-4"	4'6"	6" KEY	#4 AT 48" O.C.	#5 AT 16" O.C.	#5 AT 15" O.C.	6-#4 CONT.
UP TO 8'-0"	5'0"	6" KEY	#4 AT 48" O.C.	#5 AT 8" O.C.	#5 AT 10" O.C.	7-#4 CONT.

BASIS FOR DESIGN

BUILDING CODE:
2006 EDITION OF THE INTERNATIONAL BUILDING CODE.
EQUIVALENT FLUID PRESSURE = 30 PCF.

FOUNDATIONS:
FOUNDATIONS DESIGNED IN CONFORMANCE WITH
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ALLOWABLE BEARING PRESSURE = 1000 PSF.
ALLOWABLE PASSIVE PRESSURE = 150 PSF/FT
ALLOWABLE COEFFICIENT OF FRICTION = 0.25.
FOOTING SHALL BEAR ON FIRM UNDISTURBED SOIL.

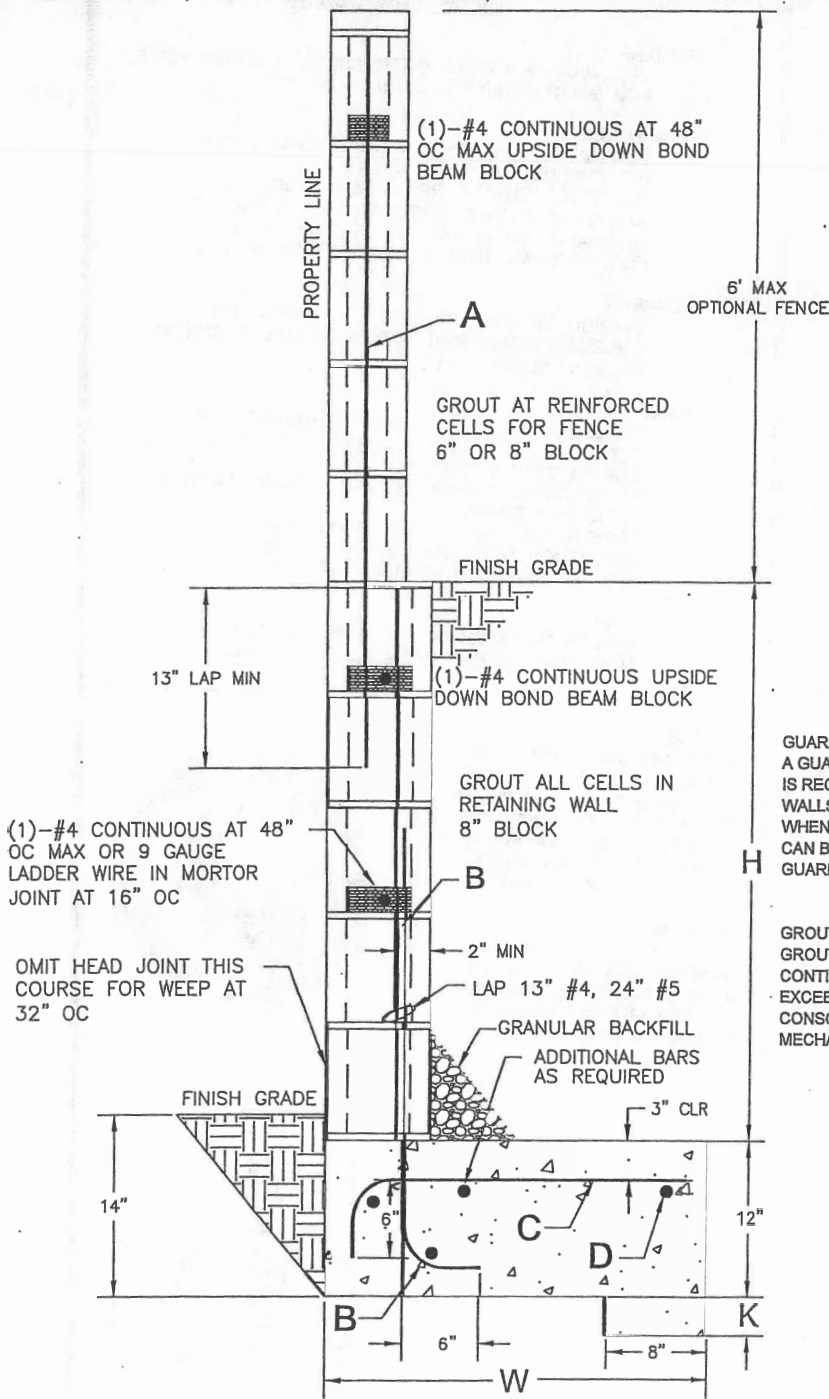
CONCRETE:
MINIMUM 28 DAY STRENGTH, $F'_c = 2500$ PSI.
CONCRETE SHALL HAVE TYPE I OR TYPE II CEMENT.
MAXIMUM SLUMP = 4".

MASONRY:
HOLLOW, LIGHTWEIGHT CONCRETE MASONRY UNITS
PER ASTM C90, GRADE N, TYPE 1, $F'_m = 1900$ PSI.
MORTAR TYPE S, 1800 PSI.
PROPORTIONS: 1 PART CEMENT, 3 PARTS SAND, 2
PARTS PEA GRAVEL.
MECHANICALLY VIBRATE ALL GROUT POURS.
CONSTRUCTION TO CONFORM TO IBC CHAPTER 21
WITH NO SPECIAL INSPECTION REQUIRED.

REINFORCING:
ASTM A615, GRADE 40 #4 BARS AND SMALLER.
ASTM A615, GRADE 60 #5 BARS AND LARGER.

GUARDS:
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NOTE: SURCHARGE LOADS ARE NOT ALLOWED WITHIN A DISTANCE "H" FROM THE WALL ON THE HIGH SIDE

H	FOOTING SIZE		WALL REINFORCING		FOOTING REINFORCING	
	W	K	A	B	C	D
UP TO 2'-0"	1'10"	0" KEY	#4 AT 48" O.C.	#4 AT 48" O.C.	NA	2-#4 CONT.
UP TO 3'-0"	2'2"	0" KEY	#4 AT 48" O.C.	#4 AT 32" O.C.	NA	2-#4 CONT.
UP TO 4'-0"	3'0"	0" KEY	#4 AT 48" O.C.	#4 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 4'-8"	3'6"	0" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 13" O.C.	5-#4 CONT.
UP TO 5'-4"	3'9"	0" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 10" O.C.	5-#4 CONT.
UP TO 6'-0"	4'3"	6" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#5 AT 15" O.C.	6-#4 CONT.
UP TO 6'-8"	4'9"	6" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#5 AT 11" O.C.	6-#4 CONT.
UP TO 7'-4"	5'3"	6" KEY	#4 AT 48" O.C.	#5 AT 16" O.C.	#5 AT 10" O.C.	7-#4 CONT.
UP TO 8'-0"	5'9"	6" KEY	#4 AT 48" O.C.	#5 AT 8" O.C.	#5 AT 8" O.C.	8-#4 CONT.



CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
CMU MASONRY RETAINING WALL
FOOTING AND WALL AT PROPERTY LINE

BASIS FOR DESIGN

BUILDING CODE:
2006 EDITION OF THE INTERNATIONAL BUILDING CODE.
EQUIVALENT FLUID PRESSURE = 30 PCF.

FOUNDATIONS:
FOUNDATIONS DESIGNED IN CONFORMANCE WITH IBC CHAPTER 18, TABLE 1804.2.
ALLOWABLE BEARING PRESSURE = 1000 PSF.
ALLOWABLE PASSIVE PRESSURE = 150 PSF/FT
ALLOWABLE COEFFICIENT OF FRICTION = 0.25.
FOOTING SHALL BEAR ON FIRM UNDISTURBED SOIL.

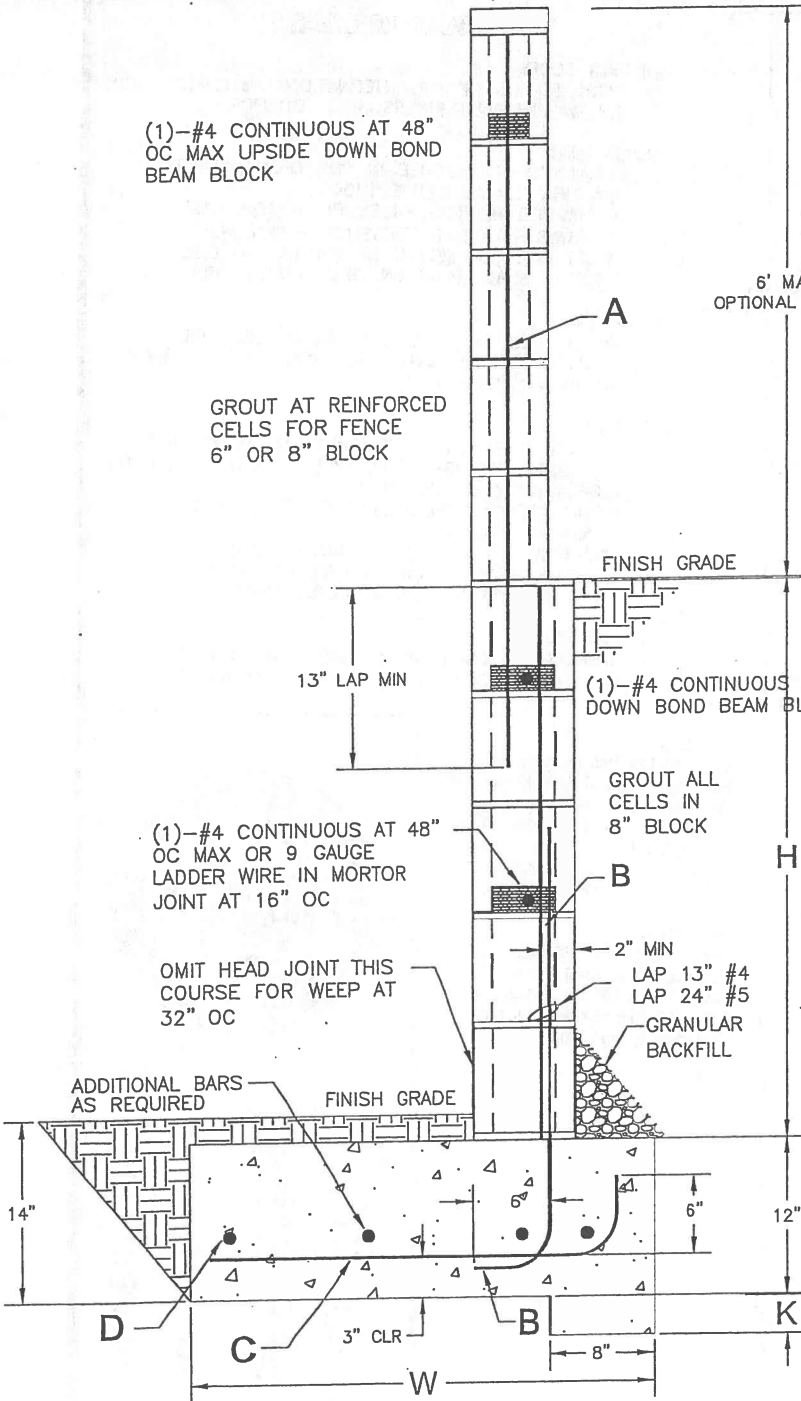
CONCRETE:
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CONCRETE SHALL HAVE TYPE I OR TYPE II CEMENT.
MAXIMUM SLUMP = 4".

MASONRY:
HOLLOW, LIGHTWEIGHT CONCRETE MASONRY UNITS PER ASTM C90, GRADE N, TYPE 1, $F'_m = 1900$ PSI.
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PROPORTIONS: 1 PART CEMENT, 3 PARTS SAND, 2 PARTS PEA GRAVEL.
MECHANICALLY VIBRATE ALL GROUT POURS.
CONSTRUCTION TO CONFORM TO IBC CHAPTER 21 WITH NO SPECIAL INSPECTION REQUIRED.

REINFORCING:
ASTM A615, GRADE 40 #4 BARS AND SMALLER.
ASTM A615, GRADE 60 #5 BARS AND LARGER.

GUARDS:
A GUARD RAILING, FENCE OR WALL IS REQUIRED ABOVE ALL RETAINING WALLS GREATER THAN 30" IN HEIGHT WHEN ADJACENT TO AN AREA THAT CAN BE USED AS A WALKING SURFACE.
GUARD HEIGHT: 36" RESIDENTIAL
42" COMMERCIAL

GROUTING:
GROUTING SHALL BE DONE IN A CONTINUOUS POUR IN LIFTS NOT EXCEEDING 5 FEET AND SHALL BE CONSOLIDATED BY PUDDLING OR MECHANICAL VIBRATING.



NOTE: SURCHARGE LOADS ARE NOT ALLOWED WITHIN A DISTANCE "H" FROM THE WALL ON THE HIGH SIDE

H	FOOTING SIZE		WALL REINFORCING		FOOTING REINFORCING	
	W	K	A	B	C	D
UP TO 2'-0"	1'10"	0" KEY	#4 AT 48" O.C.	#4 AT 48" O.C.	NA	2-#4 CONT.
UP TO 3'-0"	2'2"	6" KEY	#4 AT 48" O.C.	#4 AT 32" O.C.	NA	2-#4 CONT.
UP TO 4'-0"	3'0"	10" KEY	#4 AT 48" O.C.	#4 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 4'-8"	3'3"	14" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 5'-4"	3'6"	18" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 6'-0"	3'9"	22" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 17" O.C.	5-#4 CONT.
UP TO 6'-8"	4'3"	26" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 14" O.C.	5-#4 CONT.
UP TO 7'-4"	4'9"	29" KEY	#4 AT 48" O.C.	#5 AT 16" O.C.	#4 AT 11" O.C.	6-#4 CONT.
UP TO 8'-0"	5'3"	33" KEY	#4 AT 48" O.C.	#5 AT 8" O.C.	#4 AT 9" O.C.	7-#4 CONT.



**CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES**

**CMU MASONRY RETAINING WALL
FLIPPED FOOTING**

BASIS FOR DESIGN

BUILDING CODE:
2006 EDITION OF THE INTERNATIONAL BUILDING CODE.
EQUIVALENT FLUID PRESSURE = 30 PCF.

FOUNDATIONS:
FOUNDATIONS DESIGNED IN CONFORMANCE WITH IBC CHAPTER 18, TABLE 1804.2.
ALLOWABLE BEARING PRESSURE = 1000 PSF.
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FOOTING SHALL BEAR ON FIRM UNDISTURBED SOIL.

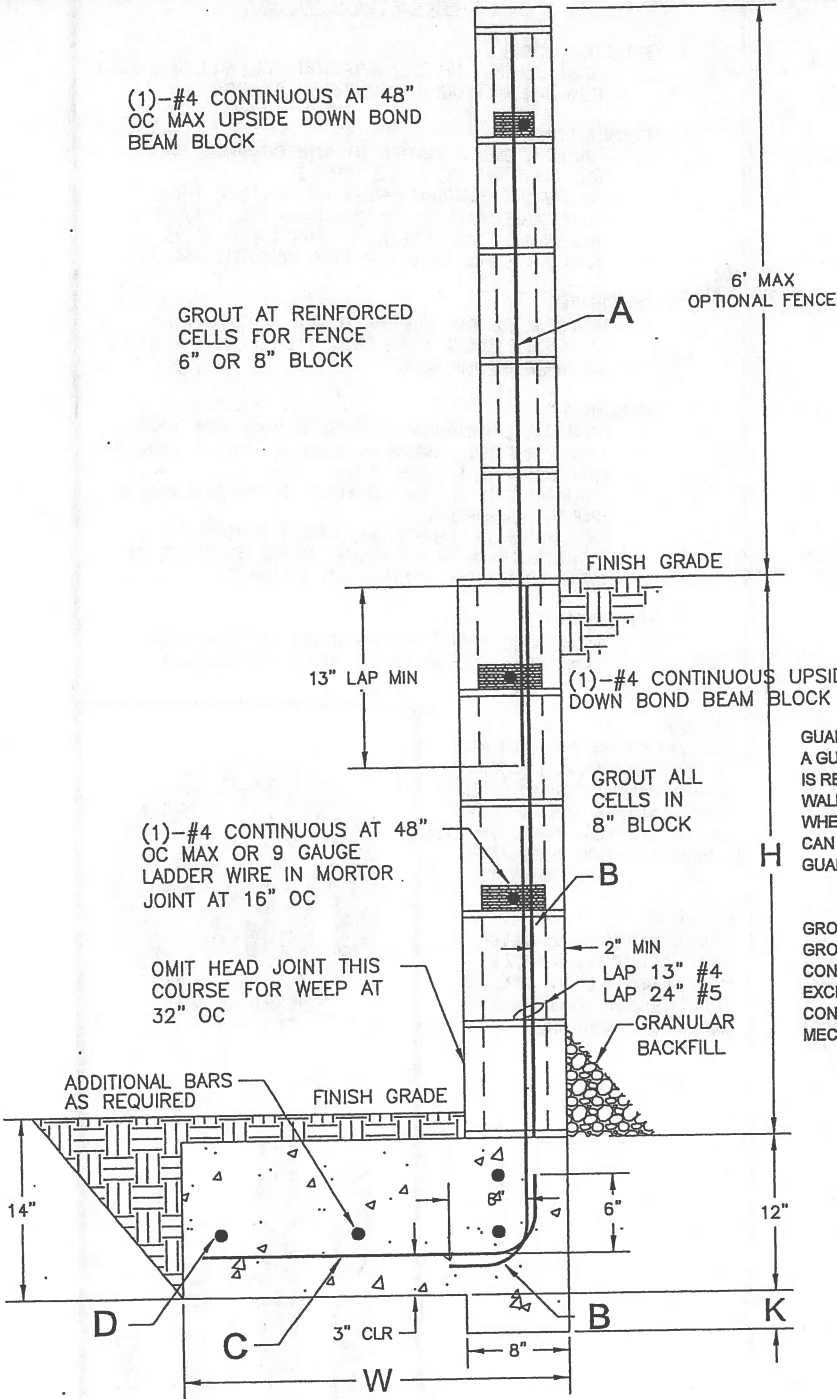
CONCRETE:
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CONCRETE SHALL HAVE TYPE I OR TYPE II CEMENT.
MAXIMUM SLUMP = 4".

MASONRY:
HOLLOW, LIGHTWEIGHT CONCRETE MASONRY UNITS PER ASTM C90, GRADE N, TYPE 1, $F'_m = 1900$ PSI.
MORTAR TYPE S, 1800 PSI.
PROPORTIONS: 1 PART CEMENT, 3 PARTS SAND, 2 PARTS PEA GRAVEL.
MECHANICALLY VIBRATE ALL GROUT POURS.
CONSTRUCTION TO CONFORM TO IBC CHAPTER 21 WITH NO SPECIAL INSPECTION REQUIRED.

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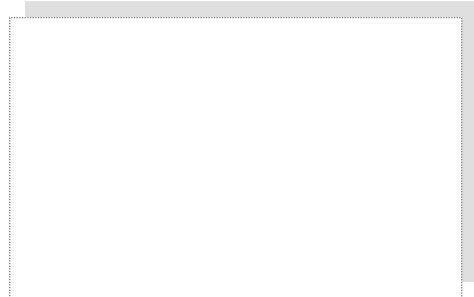
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	W	K	A	B	C	D
UP TO 2'-0"	1'10"	0" KEY	#4 AT 48" O.C.	#4 AT 48" O.C.	NA	2-#4 CONT.
UP TO 3'-0"	2'2"	9" KEY	#4 AT 48" O.C.	#4 AT 32" O.C.	NA	2-#4 CONT.
UP TO 4'-0"	3'0"	13" KEY	#4 AT 48" O.C.	#4 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 4'-8"	3'3"	17" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 18" O.C.	4-#4 CONT.
UP TO 5'-4"	3'6"	21" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 18" O.C.	5-#4 CONT.
UP TO 6'-0"	3'9"	25" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 16" O.C.	5-#4 CONT.
UP TO 6'-8"	4'3"	29" KEY	#4 AT 48" O.C.	#5 AT 24" O.C.	#4 AT 13" O.C.	6-#4 CONT.
UP TO 7'-4"	4'9"	33" KEY	#4 AT 48" O.C.	#5 AT 16" O.C.	#4 AT 11" O.C.	6-#4 CONT.
UP TO 8'-0"	5'3"	37" KEY	#4 AT 48" O.C.	#5 AT 8" O.C.	#4 AT 9" O.C.	7-#4 CONT.



CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
 CMU MASONRY RETAINING WALL
 FLIPPED FOOTING WALL AT PROPERTY LINE

CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442
Office: 928-763-0124
Fax: 928-763-0131



PERMIT APPLICATION

LOG NUMBER: _____

PERMIT NUMBER: _____

PROJECT ADDRESS: _____

Project Description: _____ Project Valuation: \$ _____

LEGAL DESCRIPTON:

A.P.N: _____ - _____ - _____ Subdivision: _____
ASSESSOR PARCEL NUMBER

Tract: _____ Block: _____ Lot: _____ Parcel: _____ M&B: SEC. _____, T _____ N, R _____ W

APPLICANT: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____ Cell : _____ Fax : _____

Email Address: _____

PROPERTY

OWNER: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____

Cell : _____ Fax : _____

Email Address: _____

OFFICE USE ONLY

PROPERTY OWNER INFORMATION PER MOHAVE COUNTY

Owner: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

New Owner / Sale Date: _____

TENANT: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____ Cell : _____ Fax : _____

Email Address: _____

OWNER BUILDER: (requires completion of the "Declaration of Intent" form)

-OR-

CONTRACTOR: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____ Cell : _____ Fax : _____

Email Address: _____

Arizona State Contractors License Number: _____

Arizona Transaction Privilege Number: _____

City of Bullhead City Business License Number: _____

Per ARS 9-495. Employees providing assistance; identification; communication:

A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.

Per ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice:

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.

I. The licensing application may be in either print or electronic format.

Warning - Plans Control:

Once submitted to the City for review, permits and their associated construction documents are considered to belong to the property owner, as recorded with Mohave County at the time of application and permit issuance, regardless of who is listed on this application as the owner, tenant, applicant, technical registrant or contactor and regardless of who paid the associated fees to the City. The City will not determine between competing interests who has legal right to the permit and associated construction documents.

Licensing Timelines:

Overall timeline for application review is 60 working days consisting of: Up 15 working days for administrative review for application completeness. Up to 45 working days for substantive review of the application. (see "Building and Zoning Permits" guide for complete details) An applicant may receive clarification of the City's interpretation or application of a statute, ordinance code or policy statement impacting the application.

Acknowledgement:

I hereby acknowledge that the information I have provided is correct and I agree to comply with all State, County and City laws and ordinances regulating construction, and that I will advise all interested parties under this application of the licensing and plans control provisions above. I also acknowledge I am aware of CC&R's in general; that the City is not responsible for reviewing compliance with any CC&R's that apply to the project; and that in my opinion no CC&R exists or applies or has been or will be complied with. I understand and agree the City of Bullhead City has no obligation to explain every requirement and ordinance to me prior to approval of my project. I also acknowledge by signing this application I authorize any City of Bullhead City personnel access to the property at all reasonable times to ascertain relevant information, including the current condition of the property, and perform any and all inspections. The issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or preventing building operations when in violation of this code or of any State, County or City laws, rules or regulations.

Owner/Agent Signature

Date

Applicant's Signature

Date

(By signing as 'Agent' I am signing on behalf of the owner and I have the owner's permission and authority to do so.)

OFFICE USE ONLY

Census: _____			
Square Footages: _____			
Type of Construction: _____	Occupancy Classification: _____	Occupant Load: _____	Flood Zone: _____
Pre-Paid Amount: _____	Paid By: _____	Receipt # : _____	
Valuation: _____	Permit Fee: _____	Plan Review: _____	
Sewer Capacity Fee: _____	Water Resource Fee: _____	Eng. Plan Rev: _____	
Zoning: _____	Lot Size: _____	Lot Coverage: _____	
Minimum Setbacks: Front: _____	Side: _____	Street Side: _____	Rear: _____
Easements: _____			
Comments: _____			

	REVIEWED BY <small>(STAFF INITIALS)</small>	DATE <small>(MM/DD/YY)</small>
SUBMITTAL		
P&Z		
BLDG.		
ENG.		
APPROVAL		
TYPED		

**CITY OF BULLHEAD CITY
OWNER BUILDER - DECLARATION OF INTENT**

Project Address: _____ **Permit #:** _____
Permit Type: _____

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____

Initial One	OWNER BUILDER CONTRACTOR LICENSE EXEMPTION DECLARATION
	I understand that the "Handyman" exemption does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are more than \$1000. I understand that all contractors must have a valid Arizona Registrar of Contractors license and a valid City of Bullhead City business license.
	<u>Improvements to Vacant or Improved Property (intended for occupancy solely by the owner):</u> I am exempt from Arizona contractor license laws on the basis that I am the owner/developer of the property and the property will not be used by members of the public, sold or rented for at least one year after completion of this project (ARS § 32-1121.A.5).
	<u>Improvements To Vacant Property (intended for use by members of the public, sale or rent):</u> I am exempt from Arizona contractor license laws on the basis that I am the owner/developer of the property and I will contract with a licensed general contractor to provide all construction services (ARS § 32-1121.A.6). <ul style="list-style-type: none"> • General Contractor information to be provided on reverse.
	<u>Improvements To Improved Property (intended for use by members of the public, sale or rent):</u> I am exempt from Arizona contractor license laws on the basis that I am the owner/developer of the property and I will contract with licensed general contractors or specialty contractors to provide all construction services. (ARS § 32-1121.A.6). <ul style="list-style-type: none"> • General Contractor and/or Specialty Contractor information to be provided on reverse.
Initial One	SALES TAX DECLARATION
	<u>I am constructing minor improvements to real property.</u> I understand that all construction contractors utilized in connection with this project are liable for payment of the City of Bullhead City sales tax.
	<u>I am constructing substantial improvements to real property for my own use.</u> I do not intend to sell the improved real property within twenty-four (24) months after completion. I understand that all construction contractors utilized in connection with this project are liable for payment of the City of Bullhead City sales tax. I also agree to furnish a list of amounts paid to all contractors to the Finance Department of the City of Bullhead City within fifteen (15) days after final inspection. I further understand that if I sell the project within twenty-four (24) months after completion, I am liable for sales tax on the sales price, less applicable credit for taxes previously paid.
	<u>I am constructing substantial improvements to real property which I intend to sell upon completion.</u> I declare liability for payment of City of Bullhead City sales tax which I understand is due and payable upon the full sales price at the close of escrow or transfer of title, whichever occurs first. I further understand that if the project is not sold within twenty-four (24) months after completion, I am liable for payment of all sales tax on construction costs previously claimed as exempt (including land). If this box has been checked, you must go to the Arizona Department of Revenue to obtain a Sales Tax Number prior to permit issuance, if you do not already have one.
Initial One	WORKMANS COMPENSATION DECLARATION
	I certify that in the performance of the work for which this permit is issued, I will not employ any person in any manner so as to become subject to the Worker's Compensation Laws of Arizona. I understand that if I become subject to the Worker's Compensation provisions of the labor code, I must comply with its provisions or this permit will be deemed revoked.
	I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy. <input type="checkbox"/> Certified copy is hereby furnished. <input type="checkbox"/> Certified copy is filed with the City.

Signature of Property Owner: _____ **Date:** _____

CONTRACTOR LIST (For Declaration of Intent)

Permit #: _____

Contractor _____ **Type:** _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

Sub-Contractor _____ **Type:** _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

Sub-Contractor _____ **Type:** _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

Sub-Contractor _____ **Type:** _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

Sub-Contractor _____ **Type:** _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

Sub-Contractor _____ **Type:** _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

THE CITY OF BULLHEAD CITY DEVELOPMENT SERVICES DEPARTMENT

SITE PLAN CHECKLIST

ALL PERMITS APPLICATIONS WILL REQUIRE THE FOLLOWING INFORMATION PROVIDED ON TWO 8.5" X 11" SITE PLANS

- _____ 1. SHOW THE COMPLETE OUTLINE OR SHAPE OF THE SUBJECT PROPERTY TO BE PERMITTED.
- _____ 2. SHOW ALL PROPERTY LINE LENGTHS IN RESPECT TO THE OUTLINE OF THE PROPERTY.
- _____ 3. SHOW THE LOCATION, ELIVATIONS AND TYPE OF PROPERTY PINS (SEE ILLUSTRATION): THE CITY MAY REQUIRE A SURVEYORS CERTIFICATION OF THE PROPERTY.
- _____ 4. SHOW THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES ON THE SUBJECT PROPERTY, INCLUDING THE SQUARE FOOTAGE COUNTS FOR EACH STRUCTURE/USE ON THE PROPERTY (BOTH HORIZONTAL & VERTICAL).
- _____ 5. SHOW THE DISTANCES OF ALL STRUCTURES FROM EACH OTHER (BOTH HORIZONTAL & VERTICAL).
- _____ 6. SHOW THE DISTANCES OF ALL STRUCTURES FROM THE PROPERTY LINES OF THE SUBJECT PROPERTY (BOTH HORIZONTAL & VERTICAL).
- _____ 7. SHOW THE LOCATION AND DIMENSIONS OF ANY EASEMENT(S) ON THE SUBJECT PROPERTY.
- _____ 8. SHOW THE ORIGIN AND TERMINATION OF ALL UTILITIES ON THE PROPERTY.
- _____ 9. SHOW THE NAME(S) OF STREET(S) ADJACENT TO THE PROPERTY.
- _____ 10. SHOW ALL GRADE ELIVATIONS AT THE PROPERTY PINS, THE FINISH FLOOR ELEVATION(S) FOR ALL STRUCTURES INCLUDING ALL MAJOR (3' +/-) GRADE CHANGES AND/OR SLOPES BY LABLING THE TOP AND TOE OF EACH.

Applicant: _____
 Address: _____

**FEE CALCULATION WORKSHEET
 ESTIMATE**

Log Number: _____

	Size per Square Feet	Factor per Square Feet	Valuation	<u>PERMIT FEE</u>	<u>PLAN REV FEE</u>
Accessory					
Room Addition		\$40.73			
Garage, Storage Room or Storage Shed		\$40.73			
Patio Cover, Ramada or Screen Porch		\$16.36			
Deck or Balcony		\$16.36			
Carport		\$16.36			
+ Air Conditioning		\$2.68			
+ Fire Sprinklers		\$1.61			
		Total			
Miscellaneous					
Swimming Pool (in ground) / (above ground >42")		\$32.72 / \$21.81			
Retaining Wall or Sea Wall		\$17.46			
Block Fence over 6' height		\$4.36			
Foundation Slab		\$2.72			
Other _____					
		Total			
Permits by Inspection (Reroof, Demolition, Storable Pool, etc.)				\$50.00	\$32.50
Grading					
Residential	Cubic Yards: _____		+\$50 Pre-Inspection		
Electrical/Mechanical/Plumbing					
Electrical Service (up to 200 amps)				\$61.46	\$39.95
Electrical Service (over 200 amps, less than 1000 amps)				\$100.83	\$65.54
Electrical - Photovoltaic System / Wind Turbine				\$100.00	\$65.00
Plumbing - Sewer Connection	Application \$40.00	Capacity NA	Tap \$150.00	\$54.80	\$35.62
Plumbing - Water Heater				\$40.73	\$26.47
Gas Meter				\$33.74	\$21.93
Other _____					
Zoning					
Manufactured Homes / Park Trailers / Factory Built Buildings	WITHOUT attached accessory structures			\$100.00	\$15.00
Manufactured Homes / Park Trailers / Factory Built Buildings	WITH attached accessory structures			\$245.00	\$36.75
ADOH Installation permit				\$700.00	NA
Signs (with electrical)	Type: _____	Size: _____			\$50.00
Fences (CMU, CL)				\$82.50	NA
Encroachment					
Encroachment				\$100.00	NA

A3.40.021.02 – Valuation Fees

\$1.00 - \$500.00	\$21.68
\$501.00 - \$2,000.00	\$21.68 1st \$500.00, plus \$2.90 per \$100.00 or fraction of, up to and including \$2,000
\$2,001.00 - \$25,000.00	\$65.18 1st \$2,000.00, plus \$13.02 per \$1,000.00 or fraction of, up to and including \$25,000
\$25,001.00 - \$50,000.00	\$364.64 1st \$25,000.00, plus \$9.39 per \$1,000.00 or fraction of, up to and including \$50,000
\$50,001.00 - \$100,000.00	\$599.39 1st \$50,000.00, plus \$6.48 per \$1,000.00 or fraction of, up to and including \$100,000
\$100,001.00 - \$500,000.00	\$923.39 1st \$100,000.00, plus \$5.04 per \$1,000.00 or fraction of, up to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$2,939.39 1st \$500,000.00, plus \$4.34 per \$1,000.00 or fraction of, up to and including \$1,000,000
\$1,000,000.00 and up.	\$5,109.39 1st \$1,000,000.00, plus \$2.89 Per \$1,000.00 or fraction of.

A3.40.021.03 - Inspection Fees

Outside normal business hours	\$50.00 per hour*
Re-inspection	\$50.00 per hour*
Inspection for which no fee is specifically indicated	\$50.00 per hour*
Additional plan review required by changes, etc. to approved plans	\$50.00 per hour*
Laboratory testing	\$20.40 per hour, minimum 3 samples

*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

A3.40.021.04 – Plan Review Fees

Commercial / Multi-Family Residential	65% (sixty-five percent) of building permit fee
One and Two Family Residential	65% (sixty-five percent) of building permit fee
Residential Standard plans: Submittal of standard plan	75% (seventy-five percent) of building permit fee
Each additional site-specific submittal for site review and administrative costs	50% (fifty percent) of building permit fee
Secondary changes of standard plan	\$50.00 per hour plan review fee (min. one hour)
Medical Marijuana: Dispensary, Infusion Facility, Cultivation Facility, etc.	90% (ninety percent) of building permit fee
All other submittals	65% (sixty-five percent) of building permit fee

**ENCROACHMENT PERMIT APPLICATION FOR WORK
IN A DRAINAGE OR PUBLIC UTILITY EASEMENT
(Per City Titles 12 & 17)**

<p>TYPE OF EASEMENT</p> <p>_____ Drainage</p> <p>_____ Public Utility</p>	<p align="center">TYPE OF ENCROACHMENT (Retaining wall, fence, driveways, sewer taps, etc.)</p> <hr/> <p align="center">Will there be a grade change more than 2 vertical feet to accommodate the driveway and/or sidewalk improvement?</p> <p align="center"><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p> <p align="center">Construction Start Date: _____</p>
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Address/Location of Project: _____

Property Owner's Name: _____

Address of Property Owner (if different from above): _____

Property Owner's Phone Number: _____

Contractor's Signature: _____ Phone #: _____

Firm Name: _____

Address: _____ Date: _____

I understand that work within a Drainage or Public Utility Easement shall be performed in accordance with all provisions of the *Bullhead City Municipal Code*. Specifically, I am familiar with "Title 12: Streets, Sidewalks, and Public Places and Title 17: Zoning." Copies of these "Titles" are available upon request from the Engineering Department. The complete *Bullhead City Municipal Code* is on record for review at the office of the City Clerk or at www.bullheadcityaz.gov.

I also understand that certain types of encroachments may require a letter of clearance from the utility companies and/or a Building Permit from the Bullhead City Building Department.

Signature of Property Owner: _____

Office Use Only:

<p>Utility Clearance Letters Received: _____ Yes _____ N/A</p> <p>Business License Expires: _____</p> <p>State Contractor's License Verified: _____</p>	<p>Permit #: _____</p> <p>Permit Fee: _____</p> <p>Engineering Approval: _____</p>
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