



CITY OF BULLHEAD CITY PHOTOVOLTAIC (PV) AND WIND DRIVEN SYSTEMS

This list has been compiled in order to outline the most common type of Photovoltaic (PV) and Wind Driven System submittal. All requirements for a specific project type may not be listed. It is the applicant's responsibility to verify specific conditions of approval. Planning and Zoning regulations, involving such requirements as setback, height limitations, color, reflectivity or other design considerations may apply. 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.

Planning and Zoning regulations, involving such requirements as number of systems, setbacks, height limitations, color, reflectivity or other design considerations may apply contact Zoning staff at 928-763-0123.

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.
- If ground-mounted system and property is on a septic system, the site plan is to be approved by Mohave County Development Services prior to submittal to the City.
- Plan review fees are collected at the time of submittal.

Items that require design by a registrant, according to 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 legible, fully dimensioned and to scale. Size minimum 8 1/2" x 11"; may require larger 11"x17" or 24"x36" depending on scope of work. To Include:

- Site Plan
 - Property dimensions, all existing structures with dimensions and distances to property lines, existing and proposed electric utility locations.
 - Location of PV installation or wind driven generator.
- Plans
 - Plans require design by an Arizona licensed registrant.
 - Photovoltaic (PV):
 - Systems shall be designed and installed in accordance with the International Residential Code sections R324.3.1 through R324.7.1, NFPA 70 and the manufacturer's installation instructions.
 - Panels and modules shall be listed and labeled in accordance with UL 1703.
 - Inverters shall be listed and labeled in accordance with UL 1741. Systems connected to the utility grid shall use inverters listed for utility interaction.
 - Rooftop-mounted System:
 - The roof on which the PV system is to be installed shall be confirmed by the registrant to have been designed to support the roof and wind loads imposed by such system.
 - If the PV system is to be installed out of plane with the roof slope the registrant is to provide mounting details and confirm the design supports the uplift of the PV panels.
 - Show the location of all roof vents, chimneys, etc. Also show the distance from all vents, etc., to solar panels. 1' minimum clearance is required. Show required pathways per IRC section R324.6.

- If multiple story structure show locations of egress windows on stories above grade. Panels and modules shall not be placed below an emergency escape and rescue opening. No less than a 36" width path is required.
- Ground-mounted System:
 - Registrant designed plans are to include calculations, structural specifications and foundation design.
- Wind Driven Generators:
 - Registrant designed plans are to include calculations, structural specifications and foundation design.
- All Systems:
 - Electrical one-line and three-line (showing phases, neutral and ground) diagram.
 - Cut sheet and listing for inverter (DC to AC conversion).
 - Cut sheets and listing for equipment being installed (panels, modules, racking system, etc.)
 - Battery Bank Information if applicable.
 - Note on plans that equipment shall be installed in accordance with NEC Article 690 and posted with applicable warnings, signage & plaques per NEC Article 690.10 (C), 690.17 (4)
 - Indicate on the plans how the project complies with NEC Article 705-10, 'Interconnected Electric Power Production Sources'.
 - Acknowledgement letter from utility company for grid-tie alternate energy systems. Grid-tie encompasses not only paralleled inverters but also inverters that constitute a potential back feed source, (i.e.- those that are connected to the utility and are programmed in the "non-utility interactive mode" but have the capability of being re-programmed to back feed in the "utility interactive mode".)
 - Properties located in the Mohave Electric Cooperative service area will be supplied by the utility provider with a D10 type bi-directional utility meter to keep track of the electricity systems are transferring to the grid. A secondary meter is not required. The connection should be from the inverter to the disconnect to the main panel. For properties located in other utility provider service areas the installer should check with the provider.

Battery Bank Information:

- A portion of the following comments below may apply to the battery bank, depending on the location.
 - Provide a floor plan of the interior of the garage. To include the following:
 - Size of garage, location of both vehicle doors.
 - All existing appliances located in the garage.
 - Location of the proposed battery bank.
 - Distance of existing appliances to the proposed battery bank.
 - Distance of parked vehicles to the proposed battery bank.
 - A vehicle barrier to protect the battery bank. To be a minimum of a 3" metal bollard embedded 24" into concrete; 36" minimum above finished floor.
 - Show heat detector source location.
 - Provide a wall elevation to show the following:
 - Distance from finished floor to bottom of proposed battery bank.
 - Distance from the ceiling to the top of the proposed battery bank.
 - Distance from any other appliances/electrical equipment to the proposed battery bank.
 - Distances between each existing and proposed electrical equipment.
 - Provide an exterior elevation to show the following:
 - Distance from grade to bottom of proposed battery bank.
 - Distance from the top plate to the top of the proposed battery bank.
 - Distance from all electrical equipment to the proposed battery bank.
 - Distances between each existing and proposed electrical equipment.

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.
- A separate Flood Plain Development permit is required if lot is in a FEMA designated flood zone.

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).

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 2018 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.

A read only copy of the International Residential Code can be found on line at:

<https://codes.iccsafe.org/content/IRC2018P7>

2018 International Residential Code

SECTION R324

SOLAR ENERGY SYSTEMS

R324.1 General.

Solar energy systems shall comply with the provisions of this section.

R324.2 Solar thermal systems.

Solar thermal systems shall be designed and installed in accordance with Chapter 23.

R324.3 Photovoltaic systems.

Photovoltaic systems shall be designed and installed in accordance with Sections R324.3.1 through R324.7.1, NFPA 70 and the manufacturer's installation instructions.

R324.3.1 Equipment listings.

Photovoltaic panels and modules shall be listed and labeled in accordance with UL 1703. Inverters shall be listed and labeled in accordance with UL 1741. Systems connected to the utility grid shall use inverters listed for utility interaction.

R324.4 Rooftop-mounted photovoltaic systems.

Rooftop-mounted photovoltaic panel systems installed on or above the roof covering shall be designed and installed in accordance with this section.

R324.4.1 Structural requirements.

Rooftop-mounted photovoltaic panel systems shall be designed to structurally support the system and withstand applicable gravity loads in accordance with Chapter 3. The roof on which these systems are installed shall be designed and constructed to support the loads imposed by such systems in accordance with Chapter 8.

R324.4.1.1 Roof load.

Portions of roof structures not covered with photovoltaic panel systems shall be designed for dead loads and roof loads in accordance with Sections R301.4 and R301.6. Portions of roof structures covered with photovoltaic panel systems shall be designed for the following load cases:

- 1. Dead load (including photovoltaic panel weight) plus snow load in accordance with Table R301.2(1).*
- 2. Dead load (excluding photovoltaic panel weight) plus roof live load or snow load, whichever is greater, in accordance with Section R301.6.*

R324.4.1.2 Wind load.

Rooftop-mounted photovoltaic panels or module systems and their supports shall be designed and installed to resist the component and cladding loads specified in Table R301.2(2), adjusted for height and exposure in accordance with Table R301.2(3).

R324.4.2 Fire classification.

Rooftop-mounted photovoltaic panel systems shall have the same fire classification as the roof assembly required in Section R902.

R324.4.3 Roof penetrations.

Roof penetrations shall be flashed and sealed in accordance with Chapter 9.

R324.5 Building-integrated photovoltaic systems.

Building-integrated photovoltaic systems that serve as roof coverings shall be designed and installed in accordance with Section R905.

R324.5.1 Photovoltaic shingles.

Photovoltaic shingles shall comply with Section R905.16.

R324.5.2 Fire classification.

Building-integrated photovoltaic systems shall have a fire classification in accordance with Section R902.3.

R324.6 Roof access and pathways.

Roof access, pathways and setback requirements shall be provided in accordance with Sections R324.6.1 through R324.6.2.1. Access and minimum spacing shall be required to provide emergency access to the roof, to provide pathways to specific areas of the roof, provide for smoke ventilation opportunity areas, and to provide emergency egress from the roof.

Exceptions:

- 1. Detached, nonhabitable structures, including but not limited to detached garages, parking shade structures, carports, solar trellises and similar structures, shall not be required to provide roof access.*
- 2. Roof access, pathways and setbacks need not be provided where the code official has determined that rooftop operations will not be employed.*
- 3. These requirements shall not apply to roofs with slopes of two units vertical in 12 units horizontal (17-percent slope) or less.*

R324.6.1 Pathways.

Not fewer than two pathways, on separate roof planes from lowest roof edge to ridge and not less than 36 inches (914 mm) wide, shall be provided on all buildings. Not fewer than one pathway shall be provided on the street or driveway side of the roof. For each roof plane with a photovoltaic array, a pathway not less than 36 inches wide (914 mm) shall be provided from the lowest roof edge to ridge on the same roof plane as the photovoltaic array, on an adjacent roof plane, or straddling the same and adjacent roof planes. Pathways shall be over areas capable of supporting fire fighters accessing the roof. Pathways shall be located in areas with minimal obstructions such as vent pipes, conduit, or mechanical equipment.

R324.6.2 Setback at ridge.

For photovoltaic arrays occupying not more than 33 percent of the plan view total roof area, not less than an 18-inch (457 mm) clear setback is required on both sides of a horizontal ridge. For photovoltaic arrays occupying more than 33 percent of the plan view total roof area, not less than a 36-inch (914 mm) clear setback is required on both sides of a horizontal ridge.

R324.6.2.1 Alternative setback at ridge.

Where an automatic sprinkler system is installed within the dwelling in accordance with NFPA 13D or Section P2904, setbacks at ridges shall comply with one of the following:

- 1. For photovoltaic arrays occupying not more than 66 percent of the plan view total roof area, not less than an 18-inch (457 mm) clear setback is required on both sides of a horizontal ridge.*
- 2. For photovoltaic arrays occupying more than 66 percent of the plan view total roof area, not less than a 36-inch (914 mm) clear setback is required on both sides of a horizontal ridge.*

R324.6.2.2 Emergency escape and rescue opening.

Panels and modules installed on dwellings shall not be placed on the portion of a roof that is below an emergency escape and rescue opening. A pathway not less than 36 inches (914 mm) wide shall be provided to the emergency escape and rescue opening.

R324.7 Ground-mounted photovoltaic systems.

Ground-mounted photovoltaic systems shall be designed and installed in accordance with Section R301.

R324.7.1 Fire separation distances.

Ground-mounted photovoltaic systems shall be subject to the fire separation distance requirements determined by the local jurisdiction.

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 DESCRIPTION:

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 contractor 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: _____ | Number of Bedrooms: _____ |
| 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 (STAFF INITIALS) | DATE (MM/DD/YY) |
|-----------|---------------------------------|--------------------|
| SUBMITTAL | | |
| P&Z | | |
| BLDG. | | |
| ENG. | | |
| APPROVAL | | |
| TYPED | | |

**CITY OF BULLHEAD CITY
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: _____

Original: Finance Department

Copies: Property Owner and Legal File

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: _____

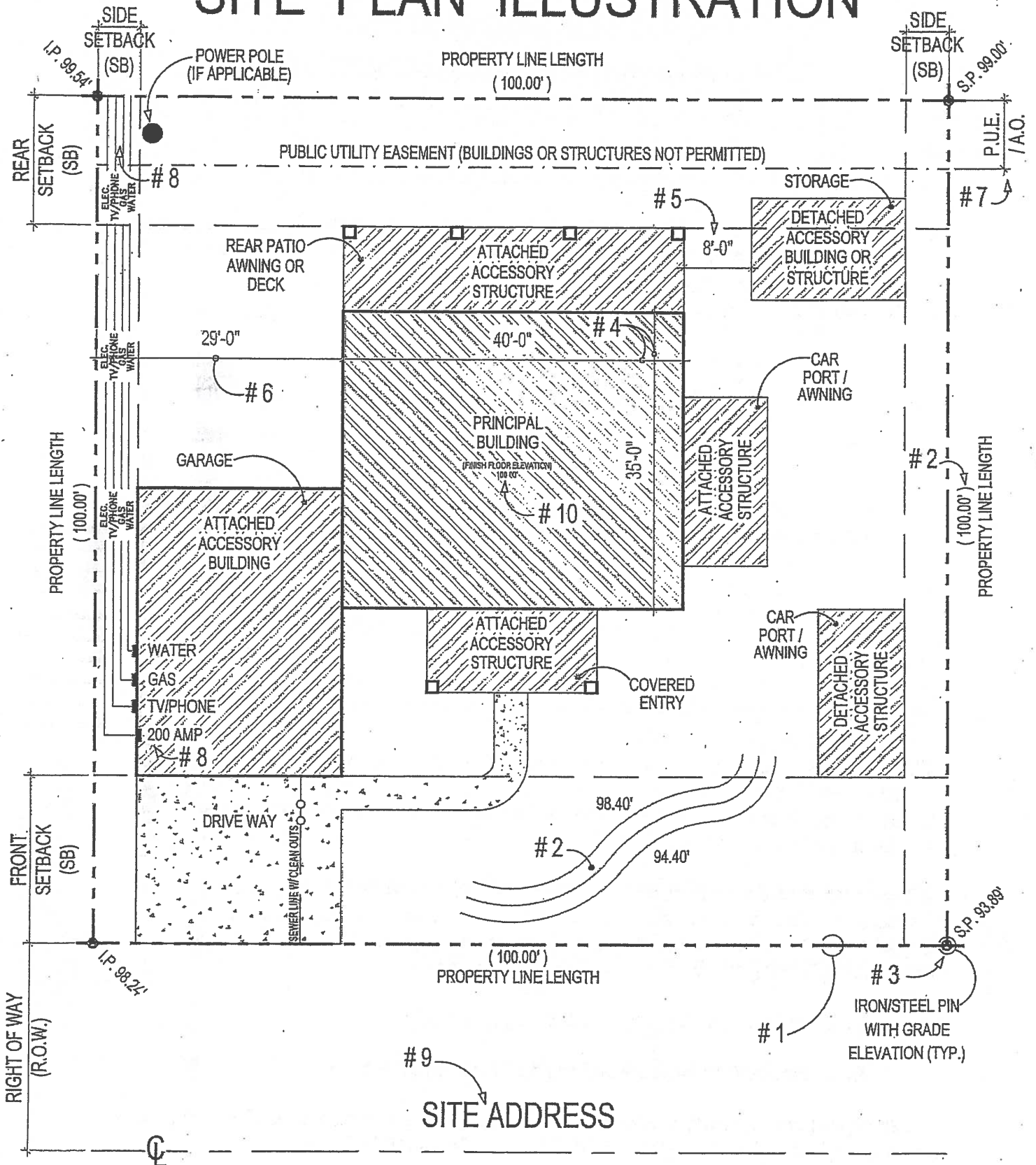
Sub-Contractor _____ **Type:** _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

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: _____

SITE PLAN ILLUSTRATION



SITE PLAN

SCALE:

GENERAL NOTES & REQUIREMENTS ON THE BACK OF THIS EXAMPLE

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.



CITY OF BULLHEAD CITY

FINANCE DEPARTMENT

1255 Marina Boulevard
Bullhead City, AZ 86442-5733
(928) 763-9400 TDD (928) 763-9400

ARE OWNER-BUILDERS TAXED?

Under certain circumstances, owner-builders who are improving real property for themselves may or may not be the party liable for paying sales tax on the construction. A homeowner who is building his own principal residence is not normally the liable party. Each of the contractors or suppliers who provide materials and/or services are liable based on their income from the job.

However, the owner-builder may be liable for some additional tax if the property is offered for sale or sold prior to occupying the home for at least six (6) months after completion. Many Owner-Builders become Speculative Builders and are subject to tax based on the sales price of the real property.

A Speculative Builder is defined as:

1. An Owner-Builder who sells or contracts to sell, at any time, improved real property (as provided in Section 3.16-416) consisting of:
 - A. custom, model, or inventory homes regardless of the stage of completion of such homes; or
 - B. improved residential or commercial lots without a structure, or
2. An Owner-Builder who sells or contracts to sell improved real property, other than real property specified in (A) and (B) above:
 - A. prior to completion, or
 - B. before expiration of twenty-four (24) months after the improvements of the real property sold are substantially complete.

An Owner Builder who is building a commercial structure for sale is liable for tax based on the property's sales price. If the property is not sold within 24 months of the date it was completed, the tax is due on the 25th month following completion and is based on the cost of construction.

The liability for Speculative Builders occurs at the close of escrow or transfer of title, whichever occurs earlier. Certain exclusions, exemptions, and deductions may be subtracted from the gross income to arrive at the taxable income. Owner-Builders and Speculative Builders are encouraged to consult their tax professional for calculation of the tax liability.

Please contact the City of Bullhead City Finance Department at (928) 763-9400 if you have questions.

BUILDING AUTHORITIES INSTRUCTIONS FOR BOND CERTIFICATES

The following are guidelines for compliance with ARS § 42-5007. This law requires that building authorities obtain a certificate from the Arizona Department of Revenue to ensure that the bonding requirements has been met prior to issuing any building permit for projects of \$50,000 or more in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit.

- A. An annual bond certificate
- B. A one-time bond exemption for the project
- C. A receipt for a bond identifying the location of the project

NOTE: For contractors with the annual bond exemption, please ensure that the expiration date has not passed or expired. Samples are attached for reference.

If the annual bond exemption certificate has expired or the contractor does not have a certificate, advise the contractor to call Arizona Department of Revenue at (602)716-6056 or (800)634-6494 toll free.

If the contractor qualifies, a one-time exemption will be issued for the specific project for which the building permit is being requested. The one-time exemption will be faxed to the building authority so that the building permit can be issued. If qualified, the contractor will be mailed an annual bond exemption certificate.

When contractors do not have one of the acceptable forms of certificate, the Arizona Department of Revenue will advise them of further requirements. After the Arizona Department of Revenue determines that the contractor is exempt or must submit a bond, one of the following will be faxed to the building authority:

- A. A one time bond exemption for the project
- B. A receipt for a bond identifying the location of the project

For any questions regarding these procedures or assistance to contractors, please call the Bond Compliance Officer at (602)716-6056 or (800)634-6494 toll free.

Applicant: _____
 Address: _____

**FEE CALCULATION WORKSHEET
 ESTIMATE**

Log Number: _____

| | Size per Square Feet | Factor per Square Feet | Valuation | PERMIT FEE | PLAN REV FEE |
|---|-------------------------|---------------------------|--------------------------|---------------|-----------------|
| 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 (Fence, 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) | | | | \$60.86 | \$39.56 |
| Electrical Service (over 200 amps, less than 1000 amps) | | | | \$99.84 | \$64.90 |
| Electrical - Photovoltaic System / Wind Turbine | | | | \$99.92 | \$64.95 |
| Plumbing - Sewer Connection | Application | \$40.00 | Capacity NA Tap \$150.00 | \$54.27 | \$35.28 |
| Plumbing - Water Heater | | | | \$40.34 | \$26.22 |
| Gas Meter | | | | \$33.42 | \$21.72 |
| 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 |
| Encroachment | | | | | |
| Encroachment | | | | \$100.00 | NA |

A3.40.021.02 – Valuation Fees

| | |
|-------------------------------|---|
| \$1.00 - \$500.00 | \$21.47 |
| \$501.00 - \$2,000.00 | \$21.47 1st \$500.00, plus \$2.87 per \$100.00 or fraction of, up to and including \$2,000 |
| \$2,001.00 - \$25,000.00 | \$64.52 1st \$2,000.00, plus \$12.89 per \$1,000.00 or fraction of, up to and including \$25,000 |
| \$25,001.00 - \$50,000.00 | \$360.99 1st \$25,000.00, plus \$9.30 per \$1,000.00 or fraction of, up to and including \$50,000 |
| \$50,001.00 - \$100,000.00 | \$593.49 1st \$50,000.00, plus \$6.42 per \$1,000.00 or fraction of, up to and including \$100,000 |
| \$100,001.00 - \$500,000.00 | \$914.49 1st \$100,000.00, plus \$4.99 per \$1,000.00 or fraction of, up to and including \$500,000 |
| \$500,001.00 - \$1,000,000.00 | \$2,910.49 1st \$500,000.00, plus \$4.30 per \$1,000.00 or fraction of, up to and including \$1,000,000 |
| \$1,000,000.00 and up. | \$5,060.49 1st \$1,000,000.00, plus \$2.86 Per \$1,000.00 or fraction of. |

A3.40.021.03 - Inspection Fees

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|--|--|
| 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

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| 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 |