



CITY OF BULLHEAD CITY

STANDARD PLANS FOR SINGLE FAMILY DWELLINGS

This list has been compiled in order to outline the most common type of Residential Standard Plan for Single Family Dwellings 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 or visit our website at www.bullheadcityaz.gov. Failure to provide a complete submittal, as outlined below, may cause delays in the processing of your permit.

STANDARD PLAN POLICY

1. Standard plans will be reviewed for compliance with the City's currently adopted codes. A unique standard plan number will be assigned upon approval. This approval shall be valid until the City's adopted codes are revised. At such time, a new plan shall be submitted for review that conforms to the code changes. A new review and plan review fee will be required for this plan change.
2. "Inverted Plans" (garage left vs. garage right) shall require a separate review, plan review fee and plan number.
3. Once reviewed and approved, a new review, standard plan number and plan review fee will be required if any changes are made to the:
 - a. Basic building and/or option sizes.
 - b. Structural plans and/or calculations.
 - c. Interior bearing and/or non-bearing wall locations.
 - d. Window and door sizes and/or locations.
 - e. Electrical, mechanical and/or plumbing systems.
4. Once reviewed and approved, a review and revision plan review fee will be required to address field construction issues if any changes are made to the:
 - a. Structural plans and/or calculations.
 - b. Individual truss calculations.
 - c. Minor electrical, mechanical and/or plumbing changes.

PLAN REVIEW FEES

1. Each Standard Plan review fee shall be based on seventy-five percent of the building permit fee, as established in the City's currently adopted fee schedule. If options that change square footages are included on the plans, the fees shall be based on the largest possible combination.
2. Each Site Specific Standard Plan review fee shall be based on fifty percent of the building permit fee, as established in the City's currently adopted fee schedule. If options are included on the plans, the fees shall be based on the options being built.
3. Each Standard Plan Revision review fee shall be based on the currently adopted fee schedule.

STANDARD PLAN Submittal Requirements:

For each model the following information is required on all submittals for a Standard Plan:

1. One (1) Permit Application.
2. Two (2) copies of building plans, truss calculations, and if applicable, structural calculations. If required, plan sheets and calculations are to be sealed by an Arizona licensed registrant. If sealed, a letter is required from the registrant approving the plans to be used repetitively. Plans and calculations are to address all options. Plans are to include:
 - a. Option reference index.
 - b. Floor plan.
 - c. Foundation plan and details.

- d. Wall cross-sections and details.
- e. Floor framing plan and details (if applicable).
- f. Exterior elevations.
- g. Roof framing plan and details, including attic ventilation calculations and vent locations.
- h. Electrical plan showing all receptacles, lighting outlets, switches, sub-panels, equipment, disconnects, service entrance and load calculations.
- i. HVAC plan showing system supply and return vents, exhaust fans, condenser/air handler or heat pump location. The manufacturer, voltage, unit weight and amperage of the AC units.
- j. Plumbing plan showing size and location of service line exiting the building and clean out locations.
- k. Detail sheet to address all options, including but not limited to, header sizes, post to beam connections, straps, post caps and/or bases, etc.
- l. Energy efficiency plan (insulation and windows).

SITE SPECIFIC Submittal Requirements:

Once plans have been reviewed and approved, the applicant may submit an application for site specific permits.

1. The following information is required on all site specific submittals:
 - a. One (1) site specific application referencing the standard plan number.
 - b. One (1) copy of the approved standard plan, structural and truss calculations. Options to be built shall be clearly identified on all submitted documents by clouding the optional areas and circling the option reference.
 - c. Two (2) plan sheet sized site plans and two (2) 8 ½" x 11" sized site plans.
 - d. Two (2) copies of any other additional site specific related information.
2. Once the proposed work has been reviewed and approved, one set of plans, structural and truss calculations, and site plan, stamped "REVIEWED", shall be returned to the applicant along with a copy of the permit and an inspection card. The approved site plan, building plans and calculations shall be on site and available for all inspections.
3. A stop work order will be issued on all structures found by field inspection personnel to not be constructed in conformance with the approved standard plan. A new review with fees shall be required.

For additional permitting information and requirements see the "Single Family Dwelling" packet available in our office or on-line at www.bullheadcityaz.gov.

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.

Prior to digging call Arizona 811; in AZ 811, out of state 1-800-STAKE-IT (1-800-782-5348)

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: _____ 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 (STAFF INITIALS)	DATE (MM/DD/YY)
SUBMITTAL	
P&Z	
BLDG.	
ENG.	
APPROVAL	
TYPED	

**** STANDARD PLAN ****
SINGLE FAMILY DWELLING
FEE CALCULATION WORKSHEET
ESTIMATE*

SUBDIVISION: _____ **MODEL#:** _____

Log #: SP _____ **-**

	Size (Sq. Ft.) List sizes of all options. Use size of largest option to calculate valuations.	Factor Per Sq Ft	Valuation
Single Family Dwelling		x \$104.62 =	
Garage		x \$ 40.73 =	
Covered Patio		x \$ 16.36 =	
Air Conditioning		x \$ 2.68 =	
Fire Sprinklers		x \$ 1.61 =	
TOTAL SQ FT		TOTAL VALUATION	
Building Permit Fee (From Fee Schedule)		Census	
Plan Review Fee (75% of Bldg Permit Fee)		Units	
Plan Review Fee is applied to the 1 st site built home, all additional sites charged at 50% (normally 65%).		Occupancy	
		Bldg Type	
		# of Bedrooms	

Plan Review fees are due at submittal \$ _____

Comments: _____

* All fees are estimated based on information provided and are valid for the review of the initial Standard Plan only. Final fees will be calculated during the plan review process. To calculate fees for site specific homes use the Single Family Dwelling fee calculation form using square footage of options to be built. Plan Review fees for site specific homes are calculated using 50% of the Building Permit fee. The City's complete Comprehensive Fee Schedule is available at www.bullheadcityaz.gov.

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

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