



# CITY OF BULLHEAD CITY

## Fence and Block Wall

This list has been compiled in order to outline the most common type of fence and block 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 928-763-0123. Failure to provide a complete submittal, as outlined below, may cause delays in the processing of your permit.

### **GENERAL REQUIREMENTS FOR PLAN SUBMITTAL:**

- One (1) completed permit application worksheet.
- Two (2) 8-1/2" x 11" site plans clearly showing:
  - Dimensions of lot,
  - Existing structures,
  - Easements (public utility, drainage, etc),
  - Locations, materials, heights and lengths of proposed fence.
- Choose which of the City's fence detail is to be used or provide an alternate detail designed by an Arizona licensed registrant.
- Fences to be used as a part of a Swimming Pool Barrier are to show compliance regarding gates, materials, opening spacing, etc. (See separate *Swimming Pool Barrier Regulations* handout)

### **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.
- A separate Encroachment permit is required for construction within a public utility easement.

### **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](http://www.bullheadcityaz.gov).

## **FENCE REQUIREMENTS:**

### **Fence--Property Boundary Requirements, Permits and Fees.**

- A. Prior to commencing any alteration, construction and/or enlargement to any fence and/or wall that is located on the perimeter of the subject property, around a swimming pool, around a trash receptacle, used to screen a parking lot, within any easement, or considered a retaining wall, a permit shall be obtained from the development services department. The fence and/or wall/screening device shall comply with the regulations set forth in Chapters 15.12, 15.14 and 17.48 of the City Code and in accordance with the International Building Code, the latest edition adopted by the City of Bullhead City.
- B. When a permit is required, the property owner or his/her agent shall, upon site plan submission, verify by his/her signature that survey monuments for all property corners shall be in place and maintained for construction and installation inspection purposes during the effective term of the permit.
- C. The site plan shall call out the type of survey monuments in place, i.e., two-inch iron pin, No. 4 rebar, etc. Any missing property corners shall be restored by an Arizona registered land surveyor.
- D. Fences located on land zoned single-family residential shall be made of chain link, chain link with ultra violet resistant, interlocking vertical privacy slats, brick, masonry block, masonry with a stucco or mortar wash finish, cedar, redwood, split railing, wrought iron, mortared rock, or other similar material approved by the development services director.
- E. Fences located on land zoned for multiple-family, commercial, or industrial uses shall be made of chain link, chain link with ultraviolet resistant, factory installed interlocking vertical privacy slats, brick, masonry block, masonry with a stucco or mortar wash finish, cedar, redwood, split railing, wrought iron, mortared rock or other similar material approved by the development services director.
- F. The permit fee for a fence and/or wall shall be computed according to the fee schedules approved by the city council.

### **Fence--Height Limits**

- A. Fences and walls shall not exceed the heights as set forth below.
  1. On any single-family residential zoned lot as follows:
    - a. Four feet in front yard as determined by the front yard setback and six feet in side or rear yards.
    - b. Gates are allowed an additional two feet for decorative features.
    - c. On lots used for essential public utility buildings and facilities, eight feet.

2. On any multiple family zoned lot, six feet.
  - a. Gates are allowed an additional two feet for decorative features.
3. On commercial and industrial zoned lots, eight feet.
4. On public lands zoned lots, ten feet.
5. Four feet on any portion of the rear third of a corner lot backing to a key lot by a line joining required key lot setback and the street right-of-way intersection. Height may be increased up to six feet provided such height increase does not hamper visibility for traffic safety.
6. Three feet within the triangular area formed by measuring twenty-five feet along the boundary of roadways and drives from the intersection thereof (including hedges and other plantings). Height may be increased not to exceed four feet, provided such height increase does not hamper visibility for traffic safety.
7. Where a fence or wall is required as screening or other protection on single-family residential zoned lots, a minimum of five feet in height.

### **Fence--Corner Lot Restrictions.**

On a corner lot in any zone, no planting, fence, wall, building or other obstruction to vision more than three feet in height shall be placed or maintained within the triangular area bounded on two sides by front lot lines, and on the third side by a straight line connecting points on said lot lines (or their projections) each of which points is twenty-five feet from the point of intersection of said lot lines.

### **Fence -- Minimum Standards.**

- A. Screening devices on land zoned single-family residential shall be made of chain link with ultra violet resistant, interlocking vertical privacy slats, brick, masonry block, masonry with a stucco or mortar wash finish, cedar, or redwood.
- B. Multiple-family, commercial and industrial developments:
  1. Screening devices materials.
    - a. Screening devices located on land zoned for multiple-family, commercial, or industrial uses shall be made of brick, masonry block, masonry with a stucco or mortar wash finish, cedar, redwood, or chain link with ultraviolet resistant, factory installed interlocking vertical privacy slats. There shall be a maximum spacing of one-eighth inch between slats or wooden members.
  2. Separation of Uses or Districts.
    - a. A screening device shall be constructed along property lines contiguous to single-family residential uses or zoning districts, or along those separated by an alley or a dedicated easement, as a condition of issuing any building permit allowing the construction of a multiple-family, commercial, or industrial development. The screening device shall be a minimum of six feet in height.
    - b. A screening device shall be constructed along property lines contiguous to multiple-family residential uses or zoning districts, or separated by an alley from any commercial or industrial use or zoning district where no such device exists on the adjacent property because of nonconforming status. The screening device shall be a minimum of six feet in height.
    - c. Chain link with ultra violet resistant, factory installed interlocking vertical privacy slats shall not be used to separate uses or districts.
  3. Gates.
    - a. Where a required screening device must also be used as a gate in multiple-family, commercial, or industrial uses, it shall be a minimum of six feet and made of cedar, redwood, chain link with ultra violet resistant, factory installed interlocking vertical privacy slats or other material approved by the development services director.

4. Operations.
  - a. All commercial and industrial uses, shall be conducted within a completely enclosed building or an area completely enclosed with a six-foot screening device as described herein.
5. Mechanical Equipment.
  - a. Mechanical equipment whether roof or ground mounted, shall be screened from both street and public view to include residential districts by a screening device constructed of any of the materials permitted by the definition of a screening device for lands zoned multiple-family, commercial or industrial.
6. Trash receptacles.
  - a. Trash shall be located in an area approved by the development services director in accordance with applicable code.
  - b. In addition, it shall be the responsibility of the property owner and/or the permit applicant to provide the public development services with written confirmation of the trash hauler's approval of the receptacle location prior to permit issuance.
  - c. All receptacles shall be screened from street or public view by a six-foot screening device on three sides. The fourth side shall be a gate a minimum of six feet and made of cedar, redwood, chain link with ultra violet resistant, factory installed interlocking vertical privacy slats or other material approved by the development services director.
  - d. The screening device for a receptacle shall be placed on a six-inch thick concrete pad that matches the adjacent grade and paving to provide positive drainage.
  - e. All other receptacles allowed shall be screened from street or public view by a screening device in a manner approved by the development services director in accordance with applicable code.
7. Storage containers.
  - a. Storage containers shall only be located in the rear or side yards.
  - b. Storage containers shall be screened from both street and public view to include residential districts by an eight-foot screening device.
  - c. As an alternative to screening, the exterior of a storage container may be modified to match the color and/or materials of the principal building on the same property. This alternative may be achieved using stucco, siding, and/or other approved building materials.





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 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 to 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		



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

**Project Address:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_  
**Permit Type:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

<b>Initial One</b>	<b>OWNER BUILDER CONTRACTOR LICENSE EXEMPTION DECLARATION</b>
	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.
	<b><u>Improvements to Vacant or Improved Property (intended for occupancy solely by the owner):</u></b> 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).
	<b><u>Improvements To Vacant Property (intended for use by members of the public, sale or rent):</u></b> 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"> <li>• General Contractor information to be provided on reverse.</li> </ul>
	<b><u>Improvements To Improved Property (intended for use by members of the public, sale or rent):</u></b> 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"> <li>• General Contractor and/or Specialty Contractor information to be provided on reverse.</li> </ul>
<b>Initial One</b>	<b>SALES TAX DECLARATION</b>
	<b><u>I am constructing minor improvements to real property.</u></b> I understand that all construction contractors utilized in connection with this project are liable for payment of the City of Bullhead City sales tax.
	<b><u>I am constructing substantial improvements to real property for my own use.</u></b> 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.
	<b><u>I am constructing substantial improvements to real property which I intend to sell upon completion.</u></b> 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.
<b>Initial One</b>	<b>WORKMANS COMPENSATION DECLARATION</b>
	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: \_\_\_\_\_  
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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: \_\_\_\_\_



## **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 25<sup>th</sup> 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.



## ARIZONA REGISTRAR OF CONTRACTORS



*Douglas A. Ducey, Governor*

*Jeff Fleetham, Director*

Dear Residential Owner/Builder,

The Registrar of Contractors would like to inform you of the existing laws that may affect you if you are either contemplating or in the process of performing construction on a house or residence. Arizona Revised Statutes (A.R.S.) § 32-1121(A)(5) (the "Owner/Builder Exemption") provides an exemption in Arizona's licensing law that allows residential property owners to perform the work:

- A. Themselves, OR
- B. Jointly with their own employees, OR
- C. With duly licensed contractors.

However, the Owner/Builder Exemption does not apply if the structure or group of structures, including improvements, is intended for sale or rent. As an additional requirement, the construction project must be intended for occupancy solely by the owner.

If the property owner offers the structure(s) or property for sale or rent within 1 year of completion or issuance of a certificate of occupancy, then the Owner/Builder Exemption does not apply and the property owner may be charged with contracting without a license in violation of A.R.S. § 32-1151.

A property owner that undertakes a residential construction project under the Owner/Builder Exemption should also review other applicable federal, state and local rules regarding the duties, rights, and obligations of employers and employees, as the Owner/Builder Exemption does not relieve the property owner from complying with these laws. Specifically:

- A. Most employers must have federal and state employer identification numbers and pay unemployment compensation insurance.
- B. Most employers must deduct social security and federal income taxes from an employee's pay check and file quarterly or annual reports.
- C. Owner/Builders should also determine if their homeowner's insurance policy offers sufficient liability coverage, should the worker(s) be injured while performing work on the project.

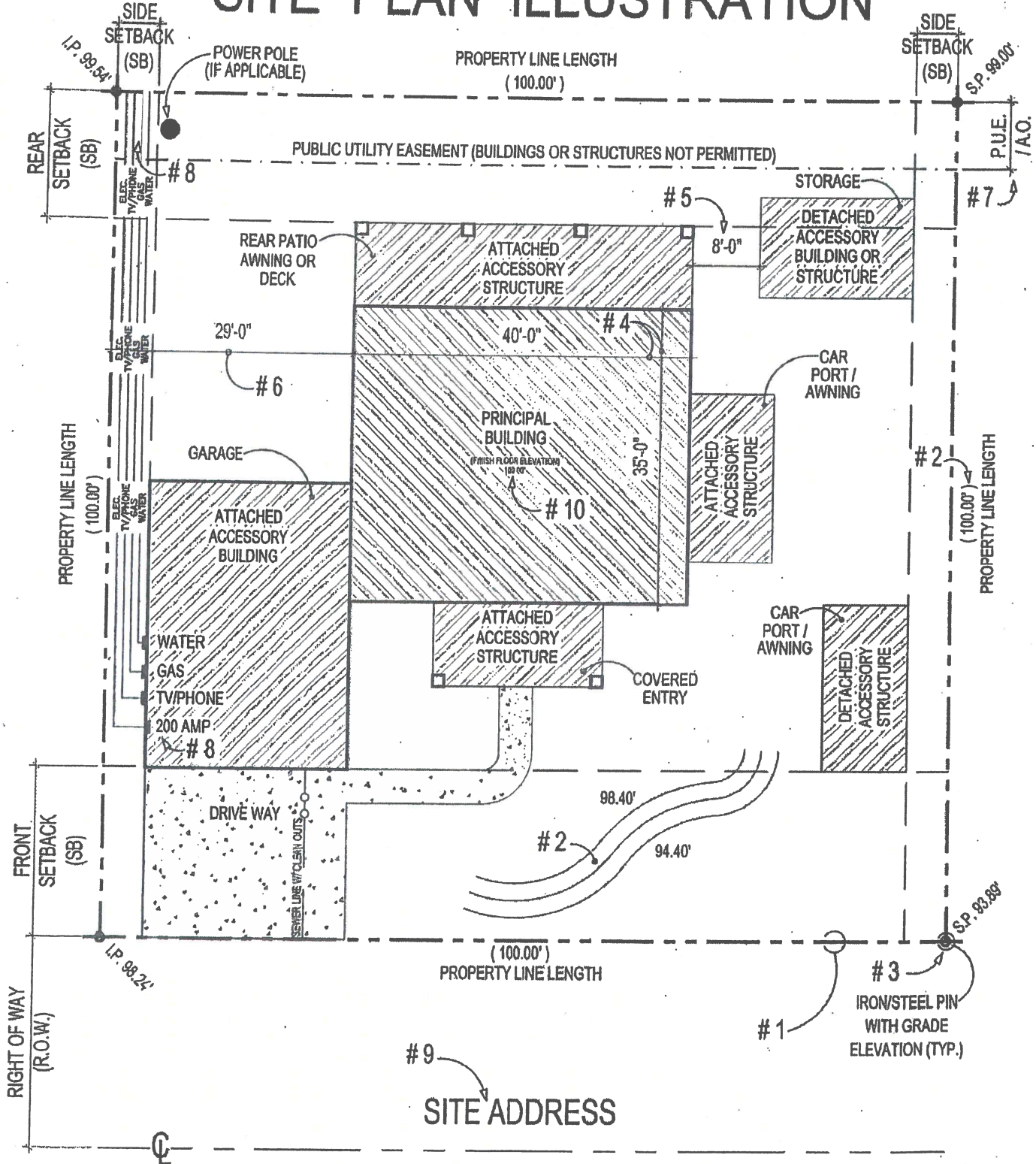
Owner/Builders should contact the appropriate governmental agencies to ascertain their obligations when employing individuals.

You should be advised if you choose to maintain your own employees, the Registrar's office may not have jurisdiction in the event you file a future complaint, in which case you may not be eligible for the residential recovery fund.

If you have questions, please contact the Registrar of Contractors office at (602) 542-1525. Thank You.



# 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.**



Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_

**FEE CALCULATION WORKSHEET**  
**ESTIMATE**

Log Number: \_\_\_\_\_

	Size per Square Feet	Factor per Square Feet	Valuation	<u>PERMIT</u> <u>FEE</u>	<u>PLAN REV</u> <u>FEE</u>
<b>Accessory</b>					
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			
<b>Total</b>					
<b>Miscellaneous</b>					
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 _____					
<b>Total</b>					
Permits by Inspection (Reroof, Demolition, Storable Pool, etc.)				\$50.00	\$32.50
<b>Grading</b>					
Residential	Cubic Yards: _____ +\$50 Pre-Inspection				
<b>Electrical/Mechanical/Plumbing</b>					
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 _____					
<b>Zoning</b>					
Manufactured Homes / Park Trailers / Factory Built Buildings <b>WITHOUT</b> attached accessory structures				\$100.00	\$15.00
Manufactured Homes / Park Trailers / Factory Built Buildings <b>WITH</b> 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
<b>Encroachment</b>					
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**

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)**

<b>TYPE OF EASEMENT</b>  _____ Drainage  _____ Public Utility	<b>TYPE OF ENCROACHMENT</b> (Retaining wall, fence, driveways, sewer taps, etc.)  _____  Will there be a grade change more than 2 vertical feet to accommodate the driveway and/or sidewalk improvement? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</div> Construction Start Date: _____
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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](http://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:**

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