



Building & Safety Department
1137 W Houser Road
Eloy, AZ 85131
520-466-2578

PROCEDURE FOR OBTAINING BUILDING PERMITS

CITY OF ELOY BUILDING AND SAFETY DEPARTMENT

1. PLANNING AND ZONING

Every application and plans submitted for permits shall be approved by the Planning and Zoning Department for one or more of the following: Legality of the property, site plan approval of setbacks, correct zoning for use, flood plains, variances, and administrative adjustments.

2. ARIZONA BLUE STAKE

Arizona Blue Stake: **CALL BEFORE YOU DIG!!! 1-800-STAKE-IT.** In all cases where excavation will occur, state law requires that underground Facilities shall be identified and marked by Arizona Blue Stake. Call two working days before you dig. 1-800-782-5348.

3. CONTACT ARIZONA PUBLIC SERVICE

For locations, specifications, and information concerning electric service.

APS (520) 421- 8400.

4. COMPLETE THE APPLICATION FORM

Incomplete forms will be not be accepted unless all information is supplied or provisions are otherwise made. All plans shall be submitted complete with all drawings as described below. Plans will be returned if incomplete.

5. TWO SETS OF PLANS MUST BE SUBMITTED FOR PLAN REVIEW

One set is kept on file and the other is returned to you to keep on the job site. The returned set, stamped **APPROVED PLANS** will contain any corrections, which you must make to meet the minimum code requirements.

6. ATTACH THE COMPLETED FORM TO YOUR PLANS AND SUBMIT THEM TO

City of Eloy, 1137 West Houser Road, Eloy, Arizona, 85131; (520) 466-2578

7. ONCE PLANS ARE SUBMITTED

Planning and Zoning will check plot plans for zoning conformance. The building Department will then review the plans for permit approval. You will be notified by telephone that your approved plans are ready to be picked up. The balance of the permit fee is due when the permit is issued.

8. PLANS SHOULD CONTAIN THE FOLLOWING

The two sets of plans shall be on uniform sized paper, be legible, complete, and stapled together in order. Incomplete or unacceptable plans will be returned. Below is a general outline for plans for simple projects. For dwellings and commercial projects see minimum plan requirements and commercial specific outlines.

A. Plot Plan: Which shows the location of structure (s) to be built in relation to Property lines and any other structure (s) that may be on the property and the distance in feet to such property lines and structures, and location of all easements.

New work shall be cross-hatched. Also, show location of septic tanks, leach field and reserve area with distance to structures, utility connections, lines, and fences. show drainage from the building site that runs through the property.

Plans below shall be scaled drawings. Normally ¼ "per foot.

B. Foundation Plan: top view, two-line drawing of structure

1. Footings stem wall and/or pier-locations and dimensions.
2. Foundation and slab-interior footings fill material.
3. Girders-beams and bearing points, load points from above.
4. Floor framing-joists-direction, size and spacing, blocking, head-out hangers.
5. Foundation vents, crawl access, opening and clearance.
6. Exterior decks and porches-piers, deck framing.
7. Basement foundation walls and retaining walls.
8. Under floor equipment.

Floor Plan: top-view, two line drawings of walls, columns and architectural features.

9. Complete dimensions-show all floors and basements.
10. Identify all rooms.
11. Door and window locations and sizes-safety glass locations, escape windows for bedrooms.
12. Stairs, halls, areas, lofts, ramps, guardrails, handrails.
13. Exterior decks and porches-landings, steps to grade, guardrails, handrails
14. Fireplace, gas stove, wood stove locations-Floor and wall protection, clearances
15. Cabinets, appliance spaces and attic access locations.
16. Plumbing fixture locations

Smoke detector locations-required in all bedrooms , sleeping areas, hallways, each level, vaults

17. Electrical plan-light fixtures, switches, outlets, built-ins.
18. Furnace and water heater location, any type of heat (specify fuel)
19. Second floor-framing-beams, joists-size and spacing, head-outs.
20. Addition plans shall show-adjacent rooms to the new construction

C. Roof Framing Plan: top view of framing over supporting structure

1. Truss or rafter, direction, size and spacing, blocking
2. Beams/Bearing points and bearing walls
3. Type of attic ventilation
4. Engineered Truss specifications
5. Exterior porch roofs

D. Elevations: Two-dimensional exterior views-front, sides, rear

1. 2 Elevations for additions, garages, cabanas, decks, and accessory structures
2. 4 elevations SFD and commercial
3. Show doors, windows, siding veneer, overhangs, roof slope
4. Show braced exterior wall sections
5. Show accurate grade line building height, stepped foundations and filled areas
6. Show positive drainage away from buildings

E. Cross Sections: cut away view

1. Rough construction: foundation, joists, studs, trusses, bracing of structures, anchors, ect.
2. Finish: drywall, siding, sheathing, roofing, etc.
3. Overhangs: soffits, fascia, blocking
4. Dimensions: Floor to grade, ceiling heights, under floor
5. Stair information: Rise, run, width, head room
6. Insulation: floors, walls, ceilings

F. Details: Larger scale required-1/2", 3/4", 1", etc.

1. Footing and stem, mono pour foundation and slab
 2. Pier, pilasters, beam pockets, pilon footings, and anchors
 3. Special framing and/or corrections used
 4. Masonry fireplace plans and details required
 5. Basement foundation retaining walls, masonry columns
14. TO EXPEDITE YOUR PLANS THROUGH PLAN CHECK:

Specify the kind of lumber and the grade to be used. All lumber shall be graded and stamped.

- A. Specify the number of electrical circuits to be installed.
- B. Specify if garbage disposal and/or dishwasher microwave to be installed.
- C. Specify type of heating.
- D. Specify which appliances will be fueled by gas.

- E. Be sure each bedroom, sleeping area, and loft has secondary emergency exit.
- F. A-frames and log cabins shall have plumbing details prior to permit approval. Note: see log home specification requirements.
- G. The following items require an Arizona Registered Engineer with the plans stamped with his/her seal: Fireplace and chimney columns used as structural support; masonry columns taller than 12 feet; bearing masonry

lintels longer than 8 feet or supporting concentrated loads; retaining walls taller than 8 feet and basement foundation walls taller than 10 feet or adjoining other structure such as a garage; foundations supported on fill material; structural log construction, clear span structural slab.

When our department approves a plan, future plans for the same house shall have all corrections made when submitted.

15. GUIDELINES FOR BUILDING CONSTRUCTION-2012 IRC, IBC, NEC

- A. Snow Loads: 0# pounds per square foot.
- B. Wind Speed: 90 MPH basic wind speed, with exposures B And C
- C. Seismic Zone: 2
- D. Concrete and Grout minimum requirements.

Footings, poured stems, and interior slabs to be 2500 PSI Concrete.
minimum

- 1. Garage and exterior slabs to be 3000 PSI concrete
- 2. Expansion and control joints shall be used according to expected construction practices
- 3. Grout to be 2000 PSI minimum

E. Pumped concrete for footings and slabs shall be a minimum 3000 PSI with all aggregates larger than 3/8 " minimum

G Engineered Wood Joist Products: Supply two sets of framing plans from the manufacturer

H Building Bracing and Anchorage:

- 1. Building shall be braced at exterior walls, main interior walls and truss systems on each end and every 4' OC
- 2. Building shall be anchored or strapped at each wall to floor and at Roof to wall connections at every 4' OC.
 - I. Buildings shall not be built on fill material unless fill design is Engineered and the installation is tested by an approved agency. Site fills and slab foundation fill in excess of 4' shall be engineered and tested

REVISIONS TO APPROVED PLANS shall be submitted by drawings or Addendum letters BEFORE THAT REVISED WORK IS COMENCED.

SEE CITY OF ELOY MIMIMUM PLAN REQUIREMENTS FOR SINGLE FAMILY DWELLINGS.

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THIS OFFICE AT (520) 466-2578.