

**TOWN OF FOUNTAIN HILLS  
APPLICANT'S GUILDE TO BUILDING PERMIT  
APPLICATION REQUIREMENTS  
RESIDENTIAL USES**

The following list is to be used as a guide to help inform you of the minimum requirements that are expected to complete a residential plan review. This is only a guideline and we may require additional information to successfully complete your application.

**THE FOLLOWING AGENCIES MAY REQUIRE ADDITIONAL PERMITS:**

- Neighborhood Committee of Architecture – [www.npoa-ncoa.org](http://www.npoa-ncoa.org) - 16810 E. Avenue of the Fountains, Ste. 210, Fountain Hills, AZ – 480-837-5317.
- Maricopa County Environmental Services Department – Air Quality Division, Earth Moving Permit – [www.maricopa.gov/eq](http://www.maricopa.gov/eq) - 1001 N. Central Avenue, Ste. 400, Phoenix, AZ 85004 – 602-506-6010.
- You may have a local home owner's association as well. You can check with your seller, realtor or title company for that information and deed restrictions that apply to your property.

**CONTACT INFORMATION:**

- Registrar of contractors – 602-542-1502
- Blue Stake – (locates underground utilities) 811 – or 602-263-1100
- Building Inspection request line – 480-816-5131
- Salt River Project – 602-236-8888
- Chaparral City Water Company – 480-837-3411
- Fountain Hills Sanitary District – 480-837-9444
- Cox Cable – 602-277-1000
- Southwest Gas Corporation – 602-861-1999
- Arizona Department of Revenue (for Bond Exemption Certificates) [www.revenue.state.az.us](http://www.revenue.state.az.us) - 602-255-2060
- Maricopa County Assessor's Office (for parcel numbers) [www.maricopa.gov/assessor/](http://www.maricopa.gov/assessor/) - 602-506-3406

**SITE/PLOT PLAN:** (2 copies / 3 copies required if property is not 100% disturbable.)

1. An Arizona Registered Engineer/Surveyor prepared and wet sealed site/plot plan (include vicinity map).
2. North arrow and scale (scale 1"=20' minimum unless otherwise waived).
3. Address, legal description (plat, block and lot) and A.P.N. (assessor parcel number).
4. Topographic information showing minimum 2' existing and proposed contours and extended 10' beyond property line.
5. Show all utility boxes (SRP, water, cable, phone, etc.).

6. Ensure utility lines and indicated and included in disturbance calculations unless otherwise allowed by P.U.D. (Planned Unit Development) or ordinance.
7. Property dimensions and easements.
8. Setback information including minimum building setback lines to closest distances to property lines.
9. Site data block containing square footage of lot, allowed lot coverage, percentage of lot used, square footage of under roof.
10. Disturbance calculation box containing allowed disturbance and proposed disturbance (following calculations as described in section 5.11 of the zoning ordinance).
11. If applicable, provide a written recordable H.P.E. (Hillside Protection Easement) document (2 copies, one of which needs to be an original copy).
12. Ensure disturbance fencing indicated as required and boundaries meet. (If lot is adjacent to an O.S.R., H.P.E. or other areas designated as non-disturbance area, disturbance fencing will be required.)
13. Show drainage directed to street or approved drainage easements.
14. Locations of proposed and existing fencing and/or retaining walls. Include wall and fence construction details (retaining walls require calculations and details prepared and sealed by an Arizona Licensed Engineer).
15. Label all wall/fence heights (bottom of wall, top of retaining, top of wall, material change (if applicable)).
16. The building footprint including options, which affect the footprint (livable, garages, covered patios, covered entryways).
17. Provide finished floor elevations for all levels.
18. Roof elevations overlaid over natural contours (all peaks, ridges and similar high point elevations must be noted).
19. Proposed driveway elevation at garage and street, percent of slope and length of driveway section.

**GRADING AND DRAINAGE NOTES:**

- Certification of finished floors or building pads is the responsibility of the developer, builder, owner and shall be submitted prior to a request for a certificate of occupancy or final inspection.
- An approved grading and drainage plan shall be on the job site at all times. Deviations from the plan must be preceded by an approved plan revision.
- All drainage protective devices such as swales, pipes, protective berms or other measures designed to protect buildings or property from storm runoff must be completed prior to any structure being built.
- Soil compaction test results must be submitted to the town engineer's office for building pads that have two (2) or more feet of fill material indicated. This information shall be supplied prior to pouring foundations. Minimum 95% compaction per ASTM D698.
- Preparation of ground: The area over which fills are to be made shall be cleared of all trash, trees, stumps, debris or other material not suitable as a foundation for fill.

- Locations of all utilities shown on this plan are based on information supplied to the engineer by the appropriate utility companies. No guarantee on locations or accuracy is implied or given. It is the responsibility of the contractor to contact Blue Stake (602) 263-1100 and any other involved agencies to locate all utilities prior to construction.
- Retaining walls shall be back filled with 2" to 3" stone with 1" drains at 6' on center.
- Disturbed areas shall be replanted with desert plants or drought resistant plants. Existing vegetation shall be relocated if disturbed by construction.
- Swales shall be lined with 4" minimum rock and be a minimum of 14" deep after finish landscape.
- All exposed retaining walls and fences shall be finished with painted stucco.
- Contractor/builder shall notify the engineer of any variances between these plans and on-site conditions.
- All drainage swales shall be maintained by owner to be free of trash, silt, vegetation and debris.
- Drops of 30" or more in accessible areas shall be protected by a 36" minimum height guardrail (G.R.).
- Contractor shall verify property line locations prior to proceeding with work.
- Finish grade shall slope away from residence at 5% for a minimum distance of 10' to an approved water disposal area.
- Architectural, structural, electrical, mechanical and plumbing are not a part of this site plan.
- Swimming pools, spas, fences and site walls require separate permits.
- Mitigation of expansive soil is not a part of this plan. See house plans for requirements.
- Foundations shall bear on native soil or compacted fill with minimum of 95% compaction per ASTM D698.
- Contractor shall provide 1" minimum water service.
- Concrete walking surfaces 30" above grade require a guardrail. **(Notes must be on plan.)**

#### **CONSTRUCTION PLANS:**

- Two (2) sets of plans drawn on paper no larger than 24" X 36". Preferred scale is 1/4"=1", but a scale of 3/16"=1" may be accepted.

#### **PROJECT NOTES AND SPECIFICATIONS:**

- Specify current code reference (use only those that apply).
- 2006 International Building Code (IBC)
- 2005 National Electrical Code (NEC)
- 2006 International Energy Conservation Code (IECC)
- 2006 International Fire Code (IFC)
- 2006 International Fuel Gas Code (IFGC)
- 2006 International Mechanical Code (IMC)
- 2006 International Plumbing Code (IPC)
- 2006 International Residential Code (IRC) with appendix G
- 2006 Uniform Swimming Pool, Spa and Hot Tub Code
- 1997 Uniform Administrative Code (amended to adopt in part only, Section 304 and the referenced tables 3-A thru 3-H for the purpose of determining fees)

- 1997 Uniform Code for the Abatement of Dangerous Buildings the Maricopa Association of Governments (MAG) Standard Specifications and Uniform Details for Public Works Construction

**SPECIFICALLY CLARIFY WHAT TYPE OF WORK IS BEING PROPOSED.**

**ENERGY EFFICIENCY DATA (SEE ENCLOSED WORKSHEET).**

**FIRE DEPARTMENT REQUIREMENTS:**

- The developer shall have the required (or existing) fire hydrants installed and operable prior to the footing inspection. Provide a current approved copy of the civil water plans to the fire sprinkler subcontractor(s) for locating new and/or existing hydrants, water main supply, building site orientation , etc.
- Provide an all weather access road (minimum 20 feet wide) to all buildings and hydrants during construction.
- A fire sprinkler system shall be designed and installed to NFPA and Fountain Hills Town Ordinance 96-38 standards.
- The fire sprinkler subcontractor shall submit three (3) sets of drawings; two (2) sets of hydraulic calculations and one (1) copy of the approved civil site plan.
- The fire sprinkler system shall be pressure tested and approved prior to calling for rough framing inspection by the town and a final fire sprinkler inspection shall be approved prior to calling the town for a certificate of occupancy inspection.
- Premises identification to be legible from the street or drive in contrasting colors and must be on all plans.
- Developer to provide legible temporary street signs if permanent street signs are not in place by rough-in inspection.
- Gated communities will have a pre-emption sensing device and know access system in place and operable prior to securing gates.
- All houses will be tied into the domestic supply at the time of the rough-in inspection.
- Permit required for hot tar and/or torch application roofing. **(Notes must be on plans).**

**FOUNDATION PLAN:**

- Dimensions
- Detail/reference anchor bolts and hold down locations, size and spacing
- Footing schedule if applicable
- Finished floor elevation
- Location of utilities
- Location of columns
- Interior bearing wall footings
- Retaining wall locations with start/stop points and calculations

**FLOOR PLAN:**

- Area uses
- Location of fixtures
- Appliances (location, mechanical)
- Show ceiling height
- Window types and how operable, sizes
- Shear wall schedule

- Call out square footage of all areas (livable, garage, patio, entryways, etc.)
- Label and identify use of each room

**DIMENSIONED FLOOR PLAN:**

- Dimensions

**ELEVATIONS:**

- Height dimensions
- Wall construction type (2X4 or 2X6) and finish (product ICBO evaluation report numbers)
- Front, rear, left and right elevations
- Roof pitch (ratio or percent of slope)
- Natural grade and finished floor lines
- Window and door flashing detail
- Scale

**FRAMING PLANS:**

- Floor framing (if applicable)
- Girder truss
- Beam sizes
- Column, post location and sizes
- Type of floor framing
- Type of hangers and ties
- Show window/door locations

**ROOF FRAMING:**

- Type of roof (material)
- Pitch or flat
- Type of roof trusses
- Slope ratio
- Girder truss and beam sizes
- Column, post location and sizes
- Show all openings (windows/doors)
- Header schedule/beam schedule (if applicable)

**ELECTRICAL PLAN:**

- Location of receptacle outlets
- Type of protection for outlets (Arc fault, GFCI, WP-GFCI)
- Location and type of lights
- Mechanical ventilation
- Smoke detectors
- Exterior receptacle outlets
- Exterior lights
- Mechanical appliances and disconnects
- Electrical Load calculations and schedule (for over 3000 square feet)
- One line diagram of service
- Switches
- S.E.S. service entrance location

- Sub panel location (if applicable)
- Electrical index or legend

**PLUMBING AND MECHANICAL:**

- Waste waterline isometric
- Location of all plumbing fixtures
- Gas isometric diagram location of gas tank (if applicable) (specify natural or LPG and delivery pressure pipe material)
- ACCA manual “D” duct plan with CFM’s at each register
- ACCA manual “J” sized air handler location
- Water heater
- Water softener
- Dryer vent(s)
- Appliances inside garage protection

**CROSS SECTION:**

- Call out uses
- Ceiling heights
- Type of trusses
- Type of floor
- References on all connections (roof, floor, footing/foundation)
- Floor Finish line
- Natural grade
- Engineering cross sections through size and buildings perpendicular to slope, showing slope, floor elevations and maximum heights of structures
- Line 30’ above natural grade
- Building insulation envelop

**PROJECT DETAILS:**

- Shear transfer details
- Footing/foundation detail with complete dimensions
- Framing detail with complete hanger and ties
- Delete or cross out details not used

**LANDSCAPE PLAN:** See Ordinance number 06-19 for complete submittal requirements and fees

**STRUCTURAL CALCULATIONS:** Two (2) sets, wet sealed by engineer required

**ENERGY EFFICIENCY DATA:** Use residential compliance software REScheck™ or the International Energy Conservation Code (IECC).

**TRUSS CALCULATIONS UPON REQUEST:** Two (2) sets

**ACCA MANUAL J, S, AND D:** There are only four “ACCA” accredited software programs;

Elite RHAVC  
 WRIGHTSOFT –J8  
 NITEK HVAC WIZARD  
 ADTEK ACCULOADS