

**TOWN OF EAGAR  
COMMERCIAL BUILDING PERMIT APPLICATION**

Applications must be accompanied by the following:

**ALL NEW COMMERCIAL PROJECTS & ADDITIONS TO COMMERCIAL BUILDINGS, OR CHANGES IN USE WHICH EQUAL 3000 SQ. FT. OR MORE, MUST HAVE A STAMP ON THE PLANS FROM AN ARIZONA CERTIFIED PROFESSIONAL DESIGNER.**

- A. **Two Plot Plans** showing accurate lot delineation, location of all existing structures, location of proposed structures. Observe all required setbacks and easements.
- B. **Two sets of plans** and specifications) including footing detail, framing detail, roof detail and elevations) All pages and copies of plans must have the owner/builder's name and phone number printed on them when submitted. Check with the building official for any other required information. **No additions, alteration or modification to approved plans without written approval of the building official**
- C. **Elevations for commercial construction:** the developer shall provide elevation drawings of the front, the sides, and rear of the building/structure, illustrating the buildings appearance and treatment. Exterior, materials and colors shall be included on the drawing or on separate list. Developers are requested to review the portfolio of desired architecture available in the planning department. All commercial projects must be approved by the Design Review Board.
- D. **Specific location:** Physical address, parcel number (104-xx-xxxx) or legal description.
- E. A copy of the **septic permit** when applicable.
- F. **Proof** of property ownership may be required. If the property was acquired within sixty days prior to application for a building permit a copy of the recorded deed or sales transaction is required.

**Approval** shall normally be given within **10 working days** after application is received. If there is any delay beyond 15 working days, a letter of explanation shall be sent to the applicant. Upon approval one set of plans shall be returned to the applicant. **This set must be kept on the job site.** Conformance to all Eagar codes is mandatory and enforced.

**Inspections are required for all phases of construction.**

**Required\* inspections are:**

- a) Footings or foundation - before laying any concrete. **Footings or foundations will only be approved when clearly and accurately marked property lines and setbacks are provided.**
- b) Underground plumbing
- c) Concrete slab or under floor - before laying concrete of plywood.
- d) Shear bracing
- e) Rough framing, electrical, plumbing and mechanical.
- f) Gypsum Nailing
- g) Final.

**\*(Building official may require additional inspections)**

**All inspections require at least 24 hour notice.** Inspections may be requested by phone or in person from the Eagar Building Department. For inspections call the building department at 333-4128 Ext. 230 or Ext. 228 between the hours of:

8:00 AM -- 4:00 PM Monday –Thursday

Please include the following information in all inspection requests:

- a) Permit number
- b) Applicant name
- c) Type of inspection
- d) Job location

**Permits shall expire after 360 days.** Any permit holder may extend the permit beyond 365 days by paying 1/2 the original cost of the permit.

**COMPLIANCE WITH THE EAGAR BUILDING AND ZONING CODES IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT IN EAGAR. PLEASE BECOME AWARE OF THE CODES BEFORE PROCEEDING WITH ANY PROJECT.**

COMMERCIAL APPLICATION CONTINUED



APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
PO BOX/STREET CITY STATE ZIP

PHONE # H- \_\_\_\_\_ W- \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
PO BOX/STREET CITY STATE ZIP

PHONE # H- \_\_\_\_\_ W- \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
POBOX/STREET CITY STATE ZIP

PHONE #: \_\_\_\_\_ AZ CONTR. LIC. #: \_\_\_\_\_ CLASS \_\_\_\_\_

NO. OF BLDGS: \_\_\_\_\_

**TYPE OF WORK:**

- NEW CONSTRUCTION     ADDITION     REMODEL
- OUTBUILDING     ELECTRIC SERVICE PANEL
- OTHER \_\_\_\_\_

**Note: Some commercial development must go before the design review board.**

**\* Any commercial project over three thousand square feet requires a stamp on the plans from an Arizona Certified Professional Designer.**

**PROPOSED USE:**

Please specify what this building will be used for \_\_\_\_\_

**JOB SITE LOCATION: (\*GIVE AT LEAST ONE OF THREE)**

\*STREET ADDRESS: \_\_\_\_\_

\*LEGAL DESCRIPTION: \_\_\_\_\_

\*PARCEL ID # (I.E.- 104-XX-XXX) \_\_\_\_\_

**CHECK ONE**

SEWER \_\_\_\_\_ SEPTIC \_\_\_\_\_

DATE

SIGNATURE

RETURN THIS APPLICATION ALONG WITH REQUIRED DRAWINGS TO THE BUILDING DEPARTMENT  
**AN INCOMPLETE APPLICATION MAY DELAY PROCESSING**

I am currently a licensed contractor: Name \_\_\_\_\_

License No. **ROC** \_\_\_\_\_ License Class \_\_\_\_\_

Signature \_\_\_\_\_  
(Title) \_\_\_\_\_

**EXEMPTION FROM LICENSING**

**I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S §32-1121A., namely:**

**A.R.S §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.**

**A.R.S §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.**

**Other -** \_\_\_\_\_  
(Please specify)

I understand that the exemption provided by A.R.S §32-1121A.14 (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 \$750 or more

**I will be using the following licensed contractors on this project:**

\_\_\_\_\_ License No. **ROC** \_\_\_\_\_ Class \_\_\_\_\_  
(General Contractor)

\_\_\_\_\_ License No. **ROC** \_\_\_\_\_ Class \_\_\_\_\_  
(Mechanical Contractor)

\_\_\_\_\_ License No. **ROC** \_\_\_\_\_ Class \_\_\_\_\_  
(Electrical Contractor)

\_\_\_\_\_ License No. **ROC** \_\_\_\_\_ Class \_\_\_\_\_  
(Plumbing Contractor)

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S §13-2704.**