



**KAYENTA TOWNSHIP
BUILDING & SAFETY DEPARTMENT
P.O. Box 1490
Kayenta, Arizona 86033
Phone: (928) 697-8451
Fax: (928) 697-8461**

ANNUAL PERMIT

SCOPE:

Section 105.1.1 of the International Building Code authorizes the use of Annual Permits for alterations to approved electrical, gas, mechanical and plumbing installations in lieu of individual permits. Under this permit process, the building official is able issue an annual permit upon application to any person, firm, or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant of the permit.

As a condition of approval for this program the applicant is required to keep and maintain detailed records of alterations made under the annual permit. The building official shall be provided access to such records at all times.

GENERAL:

The Annual Permit is voluntary and provides the general benefit of being able to do various modifications within your building's existing exterior walls without having to submit plans for review, obtain a building permit, and be subject to field building inspections as is required by the building code. In lieu of being subject to building department review all work is done under the direction of a professional licensed engineer or architect charged with the responsibility of submitting monthly reports of work in-progress.

The fee for one full year of registration shall be determined by Kayenta Township and prorated to a minimum amount as calculated

PROCESS FOR REGISTRATION:

Submit the following:

- () Application
- () Floor plan identifying uses or occupancies of each major area.
 - Decisions on applications will be made within 10 days of proper submittal.
 - Upon approval of the application the registration fee must be paid in order for the program to take effect.

ISSUANCE OF REGISTRATION:

Registrations are to be renewed each calendar year coinciding with the renewal date for the business license or a date set by the building official.

Registrants for the Annual Permit may also receive plan review and inspections as included in the registration fee.

APPLICATION FOR ANNUAL PERMIT REGISTRATION

Please Type:

Name of firm, organization or facility to include DBA (doing business as) description.

Name: _____ Phone: _____

Complete Mailing Address: _____

Physical location of site (s) or building (s) for which the Annual Permit is requested:
(Attach additional sheets if necessary) _____

Legal Description of site (s) for which the Annual Permit is requested:
(Attach additional sheets if necessary) _____

Name and addressee of company name and title of individual authorized to act on the behalf of the firm, facility or organization relative to this Annual Permit Registration.

Company Name (if applicable)

Name of Individual

Title

Complete Mailing Address

Contact Number _____ Email address _____

CERTIFICATION:

As the agent for the above named firm, organization, facility, I hereby certify that I have read the requirements of §105 of the 2006 International Building Code detailing the requirements of the Annual Permit.

Signed: _____ Date: _____

As the engineer/architect for the above named firm, organization, facility, I hereby certify that I have read the requirements of §105 of the International Building Code detailing the requirements of the Annual Permit.

Signed: _____ Date: _____

Arizona Registrant Seal # _____

Date Application Received _____ Fee Paid _____

Date Issued _____ Registration No. _____