



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

**APPLICATION FOR TRADE PERMIT
Instructions for Use and Submittal**

The APPLICATION FOR TRADE PERMIT is the form that can be used for “Over the Counter” permits, or when plans are not required for plan review. Typical uses for this application include electrical service upgrade, repair or change out of an existing electrical service panel; mechanical equipment replacement of existing units or equipment; and plumbing fixture replacement or piping repair where existing.

Because the condition all equipment and systems exist, it is not deemed necessary to require complete plans for minor work of this scope. Where systems or equipment is being relocated or reconfigured it will be at the discretion of the Building Official to require plans with the application.

The Type of Work section of the application must be properly checked for Commercial or Residential occupancies.

The Description of Work is a brief summary of the proposed work.

The Electrical Information requires the size of the existing electrical service and the upgraded size of the pane. Other electrical information pertains to the location of the service panel.

The Mechanical Information section requires the proper designation of the fuel used for the mechanical equipment and number and location of new units.

The Plumbing Information section of the permit is for the repair or replacement of water and sewer piping.

Specialty-Fire is for the replacement or addition of Commercial Kitchen Hood systems, Fuel Tanks, Fire Alarms and Fire Sprinklers.

This separate category of permit application is necessary to keep the permits separate from larger projects with complete plan submittals. The intent of this application is to conduct the review in an expedited manner and issue the building permit while the customer is waiting if possible. The same permit form can be used for Electrical, Mechanical and Plumbing work as long as all of the applicable information is included. Additional information that can be attached to the permit rather than kept separately with plans are appliance and equipment specifications.

The permit application contains much information and must be filled out properly and accurately for the benefit of an expedited or “Over the Counter” permit. The Building Official or Permit Tech., if authorized, will be required to confer with the applicant regarding the contents of the application and scope of work to make the determination for an expedited review for issuance of the building permit.

The Contractor Information of the permit requires a designation of the discipline for the contractor doing the work as well as information on the Registrar of Contractor’s license. The certification section of the permit application is acknowledgment by the applicant that all of the information is correct and that the work will be done in compliance with the adopted building codes and township ordinances. The application must be signed and dated before it can be accepted.



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

APPLICATION FOR TRADE PERMIT

Check Type: General Electrical Mechanical Plumbing

Type of Work: Commercial Residential

Add New Relocate Repair Replace-Change out Electrical Upgrade Utility Reconnect

Description of Work: _____

Property Address: _____ Business Name: _____

Applicant/Agent: _____ Phone: _____ Email: _____

Project Valuation: _____

*** If no (rural) address, please illustrate directions on second page, in area provided.**

Electrical Information:

Existing Service Size: _____ amps. New or Upgraded Service Size: _____ amps.

Service Located on Utility Easement: Yes No Service Located on other' Property: Yes No

Renewable Energy Information:

Photovoltaic Thermal Location Ground Set Rooftop (roof load calculations)

Mechanical Information: Type of Unit-Check One

Electric Gas-Fuel Piping Oil Other _____ Ductwork: Add Replace Using Existing

No. of Units: _____ Location of Units: _____ No. # of Fuel Gas Appliances: _____

Plumbing Information: Cistern System Septic System Water Well Other _____

Plumbing Fixtures No. # of fixtures Added Replaced Repaired Other _____

Specialty – Fire

Commercial Kitchen Hood System: Yes No Commercial Kitchen Fuel Type: Electric Gas

Fuel Tank Yes No No. # of Tanks: _____ Tank Size _____ gal. Refrigeration #btu/ton: _____

Fire Alarm Yes No Fire Pump Yes No Fire Sprinkler Yes No

* Directions Here

Contractor Information

Check Type: Electrical Mechanical Plumbing Other _____

Name _____ Company Name/DBA _____

Address _____ City _____ State _____ Zip _____

License # _____ Classification _____ Expiration Date _____

Phone _____ Email _____

I certify that:

- 1) All information on this application is correct and all work will comply with the adopted building codes and all applicable laws, ordinances and regulations. The Building & Safety Department will be notified of any changes in the approved plans and specifications for the project permitted herein.
- 2) Permission to enter on land: I furthermore certify that I am authorized to grant permission for the building inspector to enter the property noted on the building permit for the purpose of doing the inspection.
- 3) I am the Land Owner/Agent/Contractor/Lessee and my signature authorizes submittal of this application.

PRINTED

NAME: _____ SIGNATURE: _____ DATE: _____