



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

**APPLICATION FOR RESIDENTIAL BUILDING PERMITS  
Instructions for Use and Submittal**

The RESIDENTIAL BUILDING PERMIT APPLICATION is used when submitting plans for a residential home, addition, alteration, patio, carport, garage or other accessory structure. The main criteria being that the use of the building will be for occupancy by a family on a permanent basis. The information requested on this application is associated with residential homes as well as the utilities. Required information on the application includes the use of the building, type of work, job location, contact information for the owner and/or contractor and building description. This application must accompany the construction drawings and be referenced by a Plan Check Number. The size and configuration of the plans will vary with the submittal of this application from a rolled set of plans to individual letter size sheets, depending on the size of the project. The applicant for this type of permit will usually be the home owner who is doing the work or a contractor for larger projects.

This application should be available at the help counter and is usually filled out at the time that the plans are being submitted for review. As with all permit applications, all of the information must be filled out on the application form. The application serves as a first glimpse at the size and scope of the project without having to unroll or open the plans to get a description of what is contained. Plans should be assembled with the application visible on the outside so that they can be filed according to type.

It is important to note that the homeowner will usually be filling out the application form so it may be necessary to render assistance.. The home owner may be confused by the information requested so it will be important to explain that more information will insure a speedier plan review. The application will contain information that will be necessary for the preparation of the building permit so it is important that the writing be legible as many applicants will try to rush through the process. If phone numbers cannot be read or are missing, the application and plans will be set aside and placed on hold until the owner contacts the Building Department as to the status of the permit.

If a contractor is doing the work the appropriate box must be checked on the application and the supplemental form for listing all contractors must be attached listing the Registrar of Contractor Numbers and Sales Tax identification of the contractor(s). In addition, a Business License will be required for the contractor of record.

The BUILDING INFORMATION section of the application is used for entering a description of the project for which a building permit application is made and not for the existing house or structure. As an example, if the existing house is single story concrete block construction and application is made for a 2-story addition of wood frame construction then the Building Framework would be Wood; and the #of Floors would be (2). The Total Area would be the area of the new construction and all requested information would be for the new construction only.

The Building Official may request additional information not specifically noted on the application for use in plan review.

Always check the application to make sure that it has been signed and dated.



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## **RESIDENTIAL PLAN REVIEW REQUIREMENTS**

**1. Construction plans: All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.**

- All work shall comply with the following adopted codes and ordinances, as amended:

2006 International Residential Code      2006 International Plumbing Code  
2006 International Mechanical Code      2006 International Fuel Gas Code

- **Two complete sets of plans.** (24"x36") drawn to scale prepared by an Arizona registered design professional unless the work is of a minor nature (i.e. painting, floor coverings and moveable partitions/casework). **Each building will require a separate submittal.**

### **a. Cover Sheet**

- Address of the project, including the suite number, building number, and floor number if applicable.
- Provide a copy of the approved Planning and Zoning stipulations.
- Provide a building information block containing:
  - Use/Occupancy
  - Occupant Load(s)
  - Type of construction
  - Square footage of each building or tenant space. Specify total under roof and total occupied space
  - Fire Sprinklers (Y/N)
  - Fire Alarms (Y/N)
  - Number of required exits
  - Exits provided
  - Number of floors/Area per floor
- Provide a code summary, referencing adopted code and addressing area calculations and construction types for each use (separated and non-separated), incidental use area and accessory use area.
- Provide an analysis for area and/or height increases.

- For shell buildings, identify the building as a “shell” and indicate the extent of the work.
- Submit Res-Checks with all Group-R Occupancies. This software can be downloaded from the US Department of Energy at [www.energycodes.gov](http://www.energycodes.gov)

**b. Site Plan (scale 1”-20’ is recommended)**

- Indicate accessible routes from each accessible entrance to a public way, including ramps as required.
- Identify the property lines with dimensions.
- Indicate all buildings and structures both existing and proposed and label.
- Show public rights of way with curbs, sidewalks and utility easements.
- Show all parking spaces both standard and accessible and provide parking calculations
- Indicate North direction
- Provide all building setbacks to property lines and distances between buildings/structures on the subject parcel and on adjacent parcels.
- Show all proposed site improvements – walls, monuments, lighting, trash enclosures, shade structures, landscape irrigation controllers and backflow assemblies, etc.

**c. Floor Plan(s) (scale ¼”=1’)**

- Show a complete floor layout including all fixed equipment.
- Provide a wall schedule to identify walls to be demolished, new/existing, bearing/non-bearing, fire walls/partitions, shafts, vertical exit closures and different height walls.
- Identify and dimension the following:
  - Rooms/areas
  - Windows and doors
  - Door hardware
  - Fixture and equipment locations
  - Permanent racks/counters/fixed furnishings
- Include an exiting plan to identify means of egress, exit criteria and accessible routes from all areas, including aggregate occupant loads and exit widths.
- If applicable; provide a complete and detailed interior ADA accessibility plan.

**d. Roof Plan (scale ¼” = 1’)**

- Indicate roof materials, slopes and drainage.

- Show roof drains and scupper locations with details, as well as parapets, roof mounted equipment access and working clearances.
- If pre-manufactured trusses are used, provide two (2) copies of the truss details to include calculations and the layout sheets.
- *Note: Trusses (steel and wood) may be deferred per Township amended R106.3.3.1*

**e. Elevations (scale ¼” – 1’)**

- Provide details indicating exterior finishes, roof pitches and building heights per approved plans

**f. Building Sections/Details (scale ¼” = 1’)**

- Indicate structural system(s), interior/exterior finishes, fire resistive construction and insulation as applicable.
- Indicate how fire resistive integrity will be maintained where penetrations are made for plumbing, mechanical and electrical items.
- Provide details of all site improvement items – walls, monuments, lighting, trash enclosures, shade structures, irrigation system equipment, etc.

**g. Structural Plans (scale ¼” = 1”)**

- Provide foundation, wall, floor, and roof framing plans.
- Provide connection details.
- Provide structural calculations analyzing all gravity, lateral, & special loads.
- Provide a soils report or engineering assessment.
- For remodels and alterations, provide structural evaluation addressing additional loading to building.

**h. Plumbing (scale ¼” – 1’)**

- Provide a complete floor plan of all plumbing fixtures and installations.
- Homes participating in the Green Building Program (ICC-700). Provide a plumbing isometric drawing for supply, drain, waste and vent systems to include:
  - Water meter size and fixture unit calculations
  - Length and size of supply and branch piping
  - Water service pressure loss calculations
 Provide a one-line gas isometric drawing to include:
  - Total developed length of pipe from the meter to the furthest appliance.
  - Total BTU/CFH demand

- Total BTU/CFH rating of each appliance
- State the size, type and length of each pipe section in the system

**i. Mechanical (scale ¼" – 1')**

- Provide a complete mechanical floor plan to include locations, types and sizes of duct work, a/c units, air handlers, diffusers, etc.
- Homes participating in the Green Building Program (ICC-700). Include manufacturer's model numbers and requirements of the IRC and IECC.

**j. Electrical Plans (scale ¼" = 1')**

- Indicate locations for services, panel boards, devices and other energized equipment
- Provide a one-line drawing of the complete electrical system, including bonds and grounds.
- Provide amp load required at service panel.
- Indicate the SES voltage, ampacity, phases and over-current devices.
- Provide a lighting floor plan with switching and fixtures.
- Provide a power floor plan showing receptacles and connected loads.
- Provide an exterior lighting plan including fixture types and wattage. Specify conductor and conduit types and sizes.
- Provide the name plate rating of all motors, elevators, a/c units and other equipment.
- Provide a schedule for each main and sub panel showing:
  - Designation of the panel (panel letter, number, name)
  - Size of main breaker, as applicable
- Indicate premises identification tagging for switches and panels
- Identify any hazardous or classified areas.

**k. Fire Sprinkler Plan(s) (scale ¼" = 1") ; If applicable**

- Submit results of a water flow test sealed by an Arizona registered design professional (Fire Protection Engineer, Professional Engineer, NICET III or NICET IV).  
*Note: Water flow test results must be approved prior to building submittal*
- Provide a complete fire sprinkler design, including:
  - Use, hazard and commodity classifications
  - Identify special hazards, including hazardous materials or operations and high-piled storage and quantities
  - Indicate all building fire separations and sprinkler zones
- Provide building section(s). Indicate ceiling construction and protection of concealed spaces.

- Indicate system density, area of application and in-rack/hose demands, if applicable.
- Indicate outside hose demand and provide recent flow test information per NFPA 25
- Label riser room access.
- Provide riser details, including vertical double check valves and assemblies.
- Provide complete hydraulic calculations for hydraulically designed systems.

**\*\*Note:** *If deferring, please complete Forms 203 and 204 and conceptual sprinkler plans are required at initial submittal.*

**I. Fire Alarm Plan (scale ¼”-1’) sealed by a Fire Protection Engineer, Professional Engineer, NICET III, or NICET IV; If applicable**

- Indicate fire alarm equipment and device locations, including:
  - Fire alarm systems with full system information (Class “A” addressable)
  - Manufacturers’ cut sheet information
  - Battery calculations, voltage drop
  - Single line drawings for a complete system
  - Fully automatic fire alarm system
  - No manual pull stations; except at FACP testing

**m. Fire Access and Signage (scale ¼” = 1’)**

- Cross streets and intersections.
- Emergency vehicle sign locations.
- Project name and location.
- Property lines and construction area.
- Access roads that are a minimum of 20 feet wide with a vertical clearance of 14 feet.
- Two points of access are required. Three points are required if the building height exceeds 30 feet.
- Turning radii with 45 feet – 0 inch minimum outside radius and 19 feet – 6 inch maximum inside radius.

**Fire Access and Signage (scale ¼” = 1’) (continued)**

- A minimum of one (1) approved fire hydrant capable of supplying the required fire flow that is within 400 feet travel distance of all combustibles.
- The following statements must be noted on plans
  - \*\*Access roads will be designed and maintained by the contractor/builder*
  - \*\*Access surface will be ABC compacted to support 75,000 lbs.*

## **2. Recorded Deed/Proof of Ownership**

- All permit applications for commercial, tenant improvement, demolition, custom home and residential factory built buildings, shall include a Business Site Lease or suitable evidence of ownership if ownership has changed within the last six (6) months. For tenant improvements, either a deed or copy of the lease agreement is required.

## **3. Construction Trailers**

- Provide 2 copies of a site plan (see site plan submittal requirements above)
- Identify the location of the electrical meter pedestal on the site plan
- Provide 2 copies of a one-line diagram
- Temporary Use Permit required from Planning & Zoning

**\*Note: Separate submittals required for construction trailers and civil.**



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## RESIDENTIAL BUILDING PERMIT APPLICATION

**RESIDENTIAL:** SINGLE FAMILY  TOWNHOUSE  TWO FAMILY  RENTAL Yes  No

**TYPE OF WORK:** New  Addition  Alteration/Repair  Accessory  Move

**DESCRIPTION OF WORK:** \_\_\_\_\_

**JOB LOCATION:** \_\_\_\_\_

**DIRECTIONS TO ADDRESS:** \_\_\_\_\_

**APPLICANT IS:** OWNER  CONTRACTOR  \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**LAND OWNER IF DIFFERENT:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Contact:** \_\_\_\_\_

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### BUILDING INFORMATION:

# Floors \_\_\_\_\_ Bldg. Height \_\_\_\_\_ # Bedrooms \_\_\_\_\_ Construction Valuation \$ \_\_\_\_\_

Total Area \_\_\_\_\_ # Baths \_\_\_\_\_ Heat Area Sq. Ft. \_\_\_\_\_ # Gas Appliances \_\_\_\_\_

**Type of Heat:** Electric  Gas Piping  Oil  Other  \_\_\_\_\_

**Floor System:** Crawl Space  Monolithic Slab  Pier Foundation  Other  \_\_\_\_\_

**Building Framework:** Wood  Block CMU  Concrete/ICF  Steel  Other  \_\_\_\_\_

**Electrical Meter:** Yes  No  **Gas Meter:** Yes  No  **LPG Tank:** Yes  No

### UTILITIES:

**Water Source:** Private Well (New  Existing ) Water Utility Yes  No  Water System \_\_\_\_\_

**Wastewater:** Septic Tank (Permit# from Health Dept.) \_\_\_\_\_ Sewer System \_\_\_\_\_

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1. I grant the building inspector permission to enter the premises during reasonable times to conduct inspections authorized by the construction permit.
  2. It shall be the responsibility of the owner, contractor or design professional to verify the condition of soils on the property.

### **Owners/Agent Certification:**

I certify that I am the owner or authorized agent, that I have read this application and that all information is true and correct. I also certify that I am responsible for adhering to the laws, codes, ordinances and regulations adopted by Kayenta Township and that the issuance of a construction permit does not imply a waiver of other local, state or federal codes, laws, ordinances or regulations applicable to this project.

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_