



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

## **APPLICATION FOR COMMERCIAL BUILDING PERMIT**

### **Instructions for Use and Submittal**

The COMMERCIAL BUILDING PERMIT APPLICATION is used only for non-residential construction projects. Examples of commercial projects requiring this application form include businesses, restaurants, churches, institutions, schools and manufacturing facilities. Plan submittals for residential construction projects will require a different permit application. The reason for the application is so that information can be submitted for inclusion in the actual building permit. The types of information required on the application are a description of the project, job location or address, applicant/owner address and contact information, available or required utilities for the site, use of the building or space, architect/engineer and contractor's contact information.

It is important for the permit tech. or designated office staff to review the building permit application to insure that all of the required information has been submitted. Incomplete applications will only result in added delays in the plan review process if any of the parties need to be contacted. **It is the applicant's responsibility to properly fill out all of the information fields on the application, not the office staff.** Staff will only render assistance to the applicant in interpreting the information requested on the application form.

The permit application must also have a Plan Check Number assigned to it with the exact same number prominently displayed on the construction plans for properly referencing the plans with the application. This is important to track the progress of the plans and to prevent them from becoming lost or misfiled.

Equally important as the information contained in the application is the legibility of the writing. While this may seem trivial at first it is frustrating to the Plans Examiner trying to make out a phone number when an applicant needs to be called. This type of application is usually filled out by an architect or engineer and is often requested by email so that time can be taken to include all of the pertinent information on the application. It is also extremely important to verify that the application form has been signed and dated by the owner or authorized agent.

The supplement form for listing all of the contractors associated with the project must also be used. The contractor is required to submit contact information as well as their Registrar of Contractor's number and Sales Tax identification number. Contractors who are licensed by the State of Arizona will have this information readily available. This information is also requested for the issuance of a Transaction Privilege License, or Business License for the township.

The information on the building permit application will be needed for entering onto the actual building permit once the plans have been reviewed and the permit is ready for issue. The actual building permit will be referenced by a Building Permit Number which is issued when the permit has been paid. The Building Permit Number is required when inspections are requested by the contractor or person doing the work.

Because the application is so vital in the permitting process it must always accompany the construction plans. Under no circumstance should construction plans or specifications be accepted without the accompanying permit application.



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## **COMMERCIAL 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 Building Code                      2005 National Electric Code  
2006 International Mechanical Code                  2006 International Plumbing 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.
- Service Utilities (electric, water, sewer, ect...) are approved under Navajo Tribal Utility Authority's (NTUA) standards.
- 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 COM checks for all conditioned buildings. 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.
- 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 IBC 2303.4*

**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.
- Identify all elements of construction requiring special inspection per IBC Chapter 17.

**h. Plumbing (scale ¼” – 1’)**

- Provide a complete floor plan of all plumbing fixtures and installations.
- 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.
  - Include manufacturer’s model numbers
- Indicate condensate line locations, materials and terminations.
- Indicate the required access to rooftop or above ceiling equipment.
- Show how you comply with the 2006 IMC Section 403.3 for ventilation and Section 301.2 for system efficiency, controls and component insulation.

**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 load calculations
- 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 unites 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
  - AFC (available fault current), fault current calculations and panel AIC rating
  - Total load calculations
- Indicate premises identification tagging for switches and panels
- Identify any hazardous or classified areas.

**k. Fire Sprinkler Plan(s) (scale ¼” = 1”)**

- 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.**

- 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

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



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**APPLICATION FOR COMMERCIAL BUILDING PERMIT**

**DESCRIPTION OF WORK:** Square footage: \_\_\_\_\_ Valuation: \_\_\_\_\_  
 CONSTRUCT                       ALTERATION/REMODEL                       DEMOLITION  
 ADDITION                               CHANGE OF USE                               OTHER

**APPLICANT INFORMATION:**  
 Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of proposed business or use: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

**PROPERTY INFORMATION:**  
 Physical Location of Property: \_\_\_\_\_  
 Listing of other buildings on the property: \_\_\_\_\_

**UTILITIES:**  
 Sewer Improvement District                       Electric Utility Service                       Water Well  
 Water Utility Service                               Gas Utility Service                               LPG tank

**USE OF BUILDING OR SPACE:**  
 ASSEMBLY                               EDUCATIONAL                               INDUSTRIAL  
 BUSINESS CENTER                               DAY CARE FACILITY                               FACTORY  
 MERCANTILE                               INSTITUTION                               MANUFACTURING  
 HOTEL                                       HOSPITAL                                       AMUSEMENT  
 RESTAURANT                               MULTI-FAMILY                               HAZARDOUS

Describe other use if not listed above: \_\_\_\_\_

**FIRE PROTECTION FEATURES**                       Sprinklers                               Fire Alarm System

**Architect/Engineer:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

ROC#: \_\_\_\_\_ Sales Tax#: \_\_\_\_\_ State Insurance per ARS 42-5007 \_\_\_\_\_

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 the Township of Kayenta 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: \_\_\_\_\_