



# City of Williams

## PROCEDURE TO OBTAIN BUILDING PERMIT

1. **Building codes:** The City of Williams enforces the 2015 International Codes, 2015 International Building Code, 2015 International Residential Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code, 2014 National Electric Code, as amended by the City of Williams and the City of Williams Zoning Ordinance, Development Procedures Ordinance and Subdivision Ordinance. Contact Building Department for additional information.
2. **Planning & Zoning:**  
All building permits are subject to review by the Planning & Zoning Department for compliance of Zoning and Development Procedure Ordinance. Planning & Zoning Dept. will also determine need of Public Hearing. Public Hearing issues include variance, zoning changes, conditional use permits, etc.
3. **Commercial Plans:**  
New construction and alterations for buildings of 3000 square feet or more, major electrical, mechanical or plumbing improvements or replacements, housing of more than 4 units, or public improvements, must have plans that contain a seal by an qualified registrant (architect and or engineers) possessing an Arizona State License, ARS 32-144. We must also receive a copy of approval to construct by the Coconino County Health department prior to issuing a permit, on all motels, restaurants, etc. within the City of Williams. Contact Coconino County Health Dept. at 928-679-7120
4. **Commercial Submittals:**
  - A. A complete Permit application with required deposit; an incomplete application will not be accepted
  - B. Five (5) sets of Civil Plans.
  - C. Three (3) sets of Construction plans with civil drawing attached
  - D. Soils report
  - E. Structural calculations
  - F. Life Safety plan
  - G. SWPPP- submit notice of intent (NOI) if required
  - H. Floodplain determination and documentation, sealed by a registered design professional, if required
  - I. **Deferred Submittals;** shall be listed on the Cover sheet of the construction plans for approval by the Building Official. Deferred submittals shall be reviewed by the architect or engineer for conformance with the design of the building and approved by the building official prior to construction or installation
5. **Residential Submittals:**
  - A. A complete permit application with required deposit; an incomplete application will not be accepted
  - B. Two (2) complete sets of plans, including Plot Plan with all required documentation.
  - C. Manufactured Truss Calcs and wood floor if applicable.
  - D. Development or HOA approvals, if applicable.
  - E. Waste water system approval from Coconino County Environmental, if applicable. 928-679-
  - F. Floodplain determination and documentation, sealed by a registered design professional, if required
  - G. Speculative Builders; Complete City of Williams Contracting, Speculative Building, Owner Builder Packet.

**6. Cover Sheet Requirements: (Plans shall have a cover sheet listing the following:)**

*Design codes	*Floodplain	Type of construction
*Design criteria	*Floor area	Occupancy
*Legal description(APN)	Design professionals	Occupancy load
*Site address	Deferred submittals	Number of employees
(*Residential requirement)		Special inspections

**7. Residential Plans Must Contain the Following:**

Two sets of plans shall be submitted on uniform sized paper (min. 8 1/2" X 11"; max. 24" X 36"), be legible, complete, and stapled together in order. Incomplete or unacceptable plans will be returned to applicant.

- A. Plot Plan: A survey of the lot, show drainage of lot, show the location of structure(s) to be built in relation to property lines and any other structure(s) on property and the distance in feet to such property lines and structure(s), show location of all utility sizes and locations from the source to the house and location of all easements.

*Plans below shall be scaled a minimum of 1/4" per foot.*

- B. Foundation Plan: Top view, two line drawing
- Stem wall and/or pier-locations and dimensions.
  - Foundation, slab, turndowns and anchoring
  - Floor framing-joists-directions, size and spacing, blocking head-outs and required anchoring
  - Girders, beams, bearing points and anchoring
  - Foundations vents.
  - Crawl access and clearance.
- C. Floor Plan: Top view two line drawings,
- Complete dimensions.
  - Door and window sizes, locations & schedules. Safety glass locations.
  - Smoke & carbon monoxide detector locations.
  - Attic access location.
  - Wood or gas fireplace location; submit manufactured installation requirements
  - Cabinets and appliances.
  - Plumbing fixture locations, including water heater.
  - Electrical Plan.
  - Furnace and supply and return size and location.
  - Residential Additions;** plans shall show adjacent rooms to the new construction.
  - Second floor framing-beams, joists-size and spacing, head-outs.
- D. Roof Framing Plan: Top view.
- Truss or rafter, direction, size and spacing, blocking.
  - Beams/Bearing points and bearing walls.
  - Attic ventilation, size and type
  - Engineered Truss calculations & specifications.
- E. Elevations: Two dimensional exterior views-front, sides, rear.
- Four (4) elevations required.
  - Show all exterior architectural design/facade, stone or rock, corbels, siding, chimneys, etc.
  - Show accurate grade line for building height, stepped foundations and filled areas.
  - Provide height dimensions for wall lines, roof lines, 2<sup>nd</sup> stories, etc.

- F. Cross-Sections: Cut away view.
  - a) Rough construction; foundations, joists, studs, trusses, bracing of structures, anchors, etc.
  - b) Finish: drywall, siding sheathing, roofing, etc.
  - c) Overhangs: Soffits, fascia and ice and water protection on eaves.
  - e) Dimensions: Floor to grade, ceiling height, etc.
  - f) Stair information; Rise, run, width, head room.
  - g) Insulation.
  - h) Show drainage away from stemwall and footers.

- G. Details: Requires larger scale-1/2", 3/4", 1", etc.
  - a) Footing and stem.
  - b) Piers.
  - c) Special framing and/or connectors used.
  - d) Masonry fireplace plans and details required.

**8. Permit Processing:**

Application and Plans will be checked for completeness and conformance with the City of Williams administrative and technical codes, zoning codes and development procedures. If the Building Official is satisfied, a building permit will then be completed and issued. The building permit will be at the front desk of City Hall within 7 working days where all associated fees can be paid. Permit can then be signed and pulled by owner, contractor or legal authorized representation.

**9. Application Submittal Deposit:**

Residential Remodel	\$100.00
New Residential	\$500.00
Commercial	\$500.00

# **Building Department**

## **BUILDING AND DESIGN CRITERIA REQUIREMENTS**

1. Ground Snow Loads: 50 psf
2. Roof Snow Load min. 40 psf
2. Seismic Zone: C
3. Wind Speed: 90 mph
4. Exposure: B, C, contact Building Dept. to confirm
5. Frost Line: 30" below finish grade
6. Winter Design Temp 4 deg. Feh.
  
7. Concrete and Grout minimum requirements:
  - a. Footings, Stem walls, and interior slabs: 2500 psi
  - b. Garages, Exterior slabs: 3000 psi
  - c. Grout: 2000 psi
  - d. Pumped concrete: 3000 psi all aggregates larger 3/8"
  - e. Public improvement concrete 4000 psi
  - f. Soil pressure design residential 1500 psi  
commercial per engineered design

Building shall not be built on fill material unless fill is engineered and tested by an approved agency. Site fills and slab foundation fills in excess of 2' shall be engineered and tested.

8. Floodplain information; FIRM community panel #040027-0001B-4B 12/15/1983, rev,09/03/2010

**9. Time Limitations:**

- a) New construction: Permit is valid for one (1) year with an Inspection no less than every 180 days
- b) All Other Permits: Permit is valid for six (6) months.
- c) Building Official has option to extend permit deadlines with written request.

**REVISIONS TO APPROVED PLANS** shall be submitted by drawings or addendum letters **BEFORE** that revised work is commenced.