

TOWN

of

PARADISE VALLEY



Building Safety Department

6401 E Lincoln Dr  
Paradise Valley, AZ 85253

(480) 348-3692

**BUILDING PERMIT APPLICATION INFORMATION**

1. A **separate** permit application is required for each type of structure (i.e. SFR, guest house, ramada, fountain, fence, pool, etc). Since permits are only valid for 180 days, not all applications should be applied for at the same time.
2. A **demolition** permit is required when there is more than 12 linear feet of building wall or fence or 12 square feet of roof or structure to be removed. It must be obtained before issuance of the building permit.
3. Verification of the existing water meter size and installation date from the water company will be required for properties that are on **existing** Paradise Valley sewer. Water meter verification may be obtained from the appropriate water company:

EPCOR (formerly Arizona American):	800 383-0834
City of Phoenix Water Services Dept:	602 261-8000
Berneil Water Co:	480 966-0115

4. A **dust control plan** is required for building permits (per Town Code 5-10-5 C).
  - If the area disturbed is greater than 1/10<sup>th</sup> of an acre (4,356 SF) and not an owner builder permit, a Dust Control Permit must be obtained from Maricopa County Environmental Services Dept (501 N 44<sup>th</sup> St, Suite 200, Phoenix 602 372-1071 or 602 372-1072). A copy of this permit (not the receipt of payment) must be submitted before issuance of the building permit.
  - If the area disturbed is greater than 1/10<sup>th</sup> of an acre (4,356 SF) and an owner builder permit, a Town of Paradise Valley Dust Control Plan is required to be filled out.
  - If the area disturbed is equal to or less than 1/10<sup>th</sup> of an acre (4,356sf), a Town of Paradise Valley Dust Control Plan is required to be filled out.
5. A **septic** (On-Site WasteWater Treatment) **permit** or approval from Maricopa County Environmental Services is required for installation of a new septic system or for the addition of bedrooms/guest houses and/or increased fixture count. Applicants should apply with the Maricopa County Environmental Dept at 602 506-6616 well in advance.
6. New structures are required to have **fire sprinklers**. Existing structures that undergo a 50% structural addition, alteration or repair or affect 50% or more of an existing building will also need to be equipped with a fire sprinkler system. For

further information contact the Town Fire Marshal at 480 348-3631. Fire sprinkler plans may be a deferred submittal.

7. For fence/wall and accessory structure permit application submittals, the applicant must provide a topographic plan **or** a letter of acknowledgement indicating that these structures will not be placed in any wash, retention basin, or drainage easement.
8. The total floor area, the area under roof added to the floor area of any second story, must be listed on the site plan. The **total floor area** includes, in addition to the main building or premises, all areas under roof in accessory buildings (such as gazebos, ramadas, and other accessory buildings), and certain courtyard areas (see Section 2411 of the Town Zoning Ordinance). Fully subterranean portions of a building are excluded from the floor area calculation. This total square foot area shall not exceed 25% of the square foot area of the lot (except for R10 Zoning). This is called the "**Floor Area Ratio**". The floor area ratio percent must also be included on the building site plan. Eaves shall be included in the floor area calculations.
9. If adding accessory building(s), the total square footage of the main residence and the total square footage of **all** accessory buildings (existing and proposed) must be shown as separate items on the building site plan. The total square footage of **all** accessory buildings cannot be more than 50% of the total ground area of the main residence. The ground area does not include overhangs.
10. Indicate if your application is for a **Hillside lot** with a building site slope of 10% or greater. For Hillside lots, please contact the Hillside Planner at 480-348-3519, to discuss the proposed new construction before submitting the building permit application. It will be necessary to go through Hillside Committee Review prior to applying for a permit.
11. Please note there are additional requirements for a **new house**, regardless of value, or remodel projects with a value of \$500,000 or greater.
12. A complete set of construction plans will include:
  - A **site plan** of the property showing all existing structures, proposed new construction, their dimensions, and their setback distances from the property lines (not from the street). All existing right-of-ways, washes and easements (drainage, sewer and/or public utilities) must be shown on the site plan. The site plan for fence applications **must** show all watercourses, washes, arroyos, drainage easements, etc. Wall/fences are not allowed in washes or drainage easements.
  - One complete set of **stapled** plans (Grading & Drainage plans should be submitted separately at 24" x 36" maximum sheet size) at initial submittal for projects valued at more than \$50,000. Two sets are required on projects valued at \$50,000 or less. Two sets are always required at second and subsequent submittals. (Minimum size 24" x 36" and maximum size 36" x 42"). Plans must be drawn to scale. All dimensions must be shown on the plans.
  - A complete **foundation plan** with detail sections showing all rebar to be used.

- **Sections and details** of the method of anchoring the walls to the foundation and for anchoring the roof to the walls.
  - A roof **framing plan** and a wall section.
  - One (1) set of truss calculations **or** a signed Truss Deferral Form from the Engineer of Record (i.e. the engineer that did the structural on that building).
  - Complete **details** for all masonry work including rebar locations and sizes.
  - A plumbing plan with **isometrics** for gas and waste/vent and a completed Plumbing Fixture Calculation Worksheet.
  - An electric plan with electrical load calculations **and** a one-line diagram. The electrical may be shown on the floor plan.
  - Elevations of the building or structure including height dimensions (**from LNG**). Height regulations vary based on type of structure and zoning district. Please refer to the Town Zoning Ordinance for the appropriate height restrictions.
  - Air Conditioning Contractors of America (ACCA) Manual J and Manual S calcs. See the last page of this handout from additional information.
13. Prior to first footing inspection of any type, all **property pins** and **property lines** shall be identified.

**Please be advised that the Town of Paradise Valley does not accept application submittals nor release permits after 3:30 pm. In addition, no service is available during lunch hour from 12:00 pm to 1:00 pm.**

### **PLAN REVIEW PROCESS**

All building permit applications require a plan review. All residential projects, most commercial projects and all fire sprinkler plans will be reviewed in house.

A plan review fee is required at the time of submittal (application). Checks for in house reviews shall be made payable to the Town of Paradise Valley (Credit and Debit Cards **cannot** be accepted). The in house review fee is 65% of the building permit fee. The review fee covers up to two plan reviews. Additional reviews will be charged at a rate of \$145.00 per hour. Fire sprinkler plan submittals are deferred.

**Resubmittals** - All **redlined** plans and all paperwork must be resubmitted along with the corrected set of plans. The initial review and each subsequent review, if required, may take up to fifteen (15) business days. Once plans are approved, an additional three (3) to five (5) business days will be required to process the permit.

Review of deferred truss calculations, revisions and re-stamps are charged at a rate of \$145.00 per hour. Review could take up to fifteen (15) business days.

**Demolition permits** In house, the review fee is \$73 for a partial demolition and \$145 for a complete demolition of a single-family residence. The review fee covers up to two plan reviews. Additional reviews will be charged at a rate of \$145.00 per hour. The expedited out sourced review fee is 115% of building permit fee and additional review, after two, will be charged at a rate of \$145 per hour.

**Building Permit Valuations** are based upon the total value of the work including materials and labor but shall not be less than the following:

Minimum Valuation Table			
Livable	\$ 225/sf		Valuation
Garage	\$ 50/sf	BBQ	\$4,200
Storage	\$ 50/sf	Kiva Fireplace	\$5,250
Covered Patio/Carport	\$ 35/sf	Water Fountain	\$1,000
Fences	\$ 30/lf	Water Feature	\$2,500

Interior **remodel** calculations are based upon one-half of the actual per square foot value. Conversions (changing the use of an existing area) are valued using the per square foot value of the proposed use less the per square foot value of the existing use.

The Town reserves the right to verify construction valuation.

### DURATION OF PERMITS

Permits will be released only to the applicant **or** authorized representative. All owner/builder projects valued at \$25,000 or more require a letter of authorization from the owner.

Permits are valid for **180 days** from the date of issuance. An inspection must be requested and passed within every 180 days to keep the permit valid. A one-time courtesy inspection may be used in lieu of passing an inspection to keep a permit active. When a permit expires the applicant may renew the permit provided:

- Applicant pays 50% of the original permit fee if applicant is not revising the approved plans or if the applicable Town codes have not changed.
- Applicant pays 100% of the original permit fee if applicant is submitting revisions to the approved plans or if the applicable Town codes have changed requiring a revision to the approved plans.

A **final inspection** must be performed on every permit, including demolition permits.

If there are any questions regarding the plan review process, please contact the Community Development Department at (480) 348-3692.

## FEE STRUCTURE

### 1.1.1 Building Permit Fees

1.1.1.1 Building permit fees shall be based on the valuation of the construction which shall be calculated as follows:

VALUATION	FEE
\$1 to \$800	\$33.98
\$801.00 to \$3,000	\$33.98 for the first \$800 plus \$2.94 for each additional \$100 or fraction thereof, to and including \$3,000
\$3,000.01 to \$38,000	\$100.13 for the first \$3,000 plus \$13.49 for each additional \$1,000 or fraction thereof, to and including \$38,000
\$38,000.01 to \$75,000	\$565.73 for the first \$38,000 plus \$9.73 for each additional \$1,000 or fraction thereof, to and including \$75,000
\$75,000.01 to \$150,000	\$930.84 for the first \$75,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$150,000
\$150,000.01 to \$750,000	\$930.84 for the first \$150,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$750,000
\$750,000.01 to \$1,500,000	\$8,110.07 for the first \$750,000 plus \$3.04 for each additional \$1,000 or fraction thereof, to and including \$1,500,000
\$1,500,000.01 and up	\$8,110.07 for the first \$1,500,000 plus \$3.04 for each additional \$1,000 or fraction thereof.

1.1.1.2 In addition to the fees established in paragraph 1.1.1.1, the permit holder shall reimburse the Town for any fees charged by outside consultants relevant to the project.

1.1.1.3 Pools 1% of construction cost.

1.1.1.4 In addition to the fees established in paragraph 1.1.1.1, the permit holder shall be assessed a Haul Fee equal to 9.0% of the Building Permit Fee on all new construction or remodeling projects valued at \$500,000 or more. Construction in which more than 100 cubic yards of fill dirt will be brought onto or removed from the property shall be assessed an additional fee pursuant to Section 1.2.3.

**1.2.1 Grading Permit Fees** This section shall apply to earthwork on the property at \$168 for the first 100 cubic yards + \$96 for each additional 100 cubic yards.

**1.2.3 Haul Permit Fees** This section shall apply when more than 100 cubic yards of dirt will be brought onto or removed from the property.

Excavation Haul Fee: \$150 first 100 cubic yards + \$96 each additional 100 cubic yards or part thereof

## **ACCA Manual J Do's**

Compliance with the Air-conditioning Contractors' Association of America (ACCA) is required with all new Single Family Home applications.

- Use the outdoor design conditions recommended for Paradise Valley, Winter Heating 99% DB (Dry Bulb) - 35° F ( $\pm 2^\circ$  F) and Summer Cooling 1% DB - 107° F ( $\pm 2^\circ$  F).
- Use indoor design conditions recommended for Paradise Valley, for Heating 70° F at 30% RH (Relative Humidity) and for Cooling 75° F at 45% RH.
- Use actual orientation of the building (front door faces N, NE, E, SE, S, SW, W or NW).
- Use the listed values for all construction details, i.e. frame or block walls, insulation values, window U-Values and SHGC-Values, etc as they appear on the plans.
- Use accurate areas for ceilings, walls, windows and doors.
- Take credit for overhangs whether the window is under the eave or patio cover.
- Take credit for internal shade (default/minimum is medium color blind).
- Take credit for insect screens.
- Use a building tightness of "Average" as a minimum as anything less won't pass a "Blower Door" test.
- Exclude kitchen and bathroom fans (intermittent use) from infiltration calculations.
- Use R-8 minimum duct insulation in unconditioned attics (no insulation is required if the duct is within the conditioned space).
- Use a duct tightness category of "Average" or higher as anything less won't pass a "Duct Blaster" test.
- Use the actual roof color and material.
- Use 2,400 Btuh for appliance load (refrigerator, range, dish washer, clothes washer, dryer, electronic appliances and lighting). Btuh for additional appliances may be added.
- Use an occupant load of the number of bedrooms plus one.

## **and Don'ts**

- Do not design for record breaking temperatures.
- Do not add a "safety factor" into the calculations.
- Do not design for abnormally low indoor summer or high indoor winter temperatures.
- Do not forget to include the internal shades and/or the overhangs.
- Do not add extra occupants for "entertaining" groups of people.