



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

MANUFACTURED BUILDING APPLICATION PACKET

Building Codes and Standards

General Instructions

Permit Application

Contractor Licensing Verification

Utility Services Application

Right-of-way Permit Application

Sample Drawings

Exterior Stairs w/ Landing Detail

Utility Testing Report

Manufactured Building Inspections

Sample Site Plan

Erosion Control Plan

Building Department Affidavit of Notice

Business License Application

Utility Rates & Fees

Fee Schedule

Review Time Frames



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

Building Codes and Standards

BUILDING CODE: International Code, Series 2018*

PLUMBING CODE: International Plumbing Code, Series 2018*

MECHANICAL CODE: International Mechanical Code, Series 2018*

FIRE CODE: Contact Timber Mesa Fire & Medical District at
(928) 537-5100

ELECTRICAL CODE: NEC 2017

WIND LOAD: 90 MPH

SNOW LOAD: 4/12 or greater – 30 lbs live snow load

SNOW LOAD: less than 4/12 – 35 lbs live snow load

FROST LINE: 18 inches

EXPOSURE: C

SEISMIC ZONE: B

GAS TEST SPECIFICATIONS: Minimum of 3 lbs PSI for 10 minutes
1/10th lb increment gauge

AMERICAN NATIONAL STANDARD: ADA Accessibility 2010

*Building plans may be submitted using the 2006 or 2018 codes until February 7, 2021.
After this date all plans must be submitted using the 2018 codes.



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

GENERAL INSTRUCTIONS FOR MANUFACTURED BUILDING APPLICATION

- A) APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:
- 1) PLANS: Two (2) sets of site plans not more than twenty-four (24) by thirty-six (36) **drawn to scale** showing ACTUAL (not minimum) setbacks dimensions from all sides (East, West, South and North). One (1) Set of plans will be returned when approved
 - 2) SPECIFIC LOCATION: Assessor's Plat Location/Book, Page and Parcel Number; i.e., 210-27-010A. Subdivision and lot number.
 - 3) SEPTIC SYSTEM (IF UTILIZED): A copy of the Approved Sanitary System Permit is required.
 - 4) DEPOSIT: A \$50.00, non-refundable deposit for manufactured homes. This deposit will be deducted from the total permit cost at the time of issuance.
 - 5) MANUFACTURED BUILDING INSTALLATION MANUAL: This will be returned when approved and will need to remain with the home and be available during inspections.
 - 6) MANUFACTURED BUILDING SETUP DRAWINGS: Two (2) sets of plans showing how the manufactured building is going to be set up. For example:
 - Concrete slab / runner: the square footage and thickness of concrete
 - Concrete pad: type of concrete block / how many
 - Wood pad: type of wood / how many w/ Steel Piers (see sample drawing)
 - How many rows w/ piers will be set up and how far apart from each pier set up. (see sample drawing)
 - Tie down information
- B) TIME FRAMES: **The applicant shall be responsible for determining which plan review process will be followed.** The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or to the time required for third-party plan review.
- 1) Standard Plan Review: The purpose of the Standard Plan Review is to allow the applicant and city staff to work together to help expedite the plan review and approval process. By selecting this option, the applicant is authorizing the city to provide written and oral comments related to requirements for plan approval. It is understood that multiple comments and/or revisions to plans may be required in order to obtain approvals. As part of this approval process, the city will have all approvals in place within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. This time period may be extended through mutual agreement by the city and the applicant.
 - 2) Non-Standard Plan Review: The purpose of the Non-Standard Plan Review is to comply with the plan review process as outlined in Title 9, Chapter 7, Article 4, of Arizona Revised Statutes as may be amended from time to time. By selecting this option, the applicant is requiring the city to comply with the review requirements as outlined in the Arizona Revised Statutes. These statutes require the successful completion of two separate review processes prior to approval of a building permit.



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

- a) **Administrative Review:** the purpose of the Administrative Review is to ensure that all required information is included as part of the permit application and that all submitted information is correct. The timeframe for Administrative Review is twenty (20) working days. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Administrative Review process is complete and the applicant has been given a Notice to Proceed the applicant will then submit the required information for Substantive Review.
- b) **Substantive Review:** The purpose of the Substantive Review is to ensure that all information required for a permit has been submitted and that all required approvals have been obtained. The timeframe for Substantive Review is twenty (20) working days. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Substantive Review process is complete and all approvals have been obtained, the permit shall be issued. If the permit is deemed not complete, the permit application shall be denied and the applicant shall be required to reapply for a building permit.

- c) **INSPECTIONS:** It shall be the duty of the person doing the work authorized by a permit (or the owner) to notify the building safety department that such work is ready for inspection. The building safety department request that all inspection be called 24 hours in advance (Monday through Friday, between the hours of 8am and 5pm) prior to the needed inspection. Inspections called in Saturday and/or Sunday will be done the following Tuesday. No footing or foundation will be approved without clearly delineated, accurate property lines and property yard setbacks.

When requesting inspections, please indicate the following:

- 1) Owner's name
- 2) Street address of project as listed on permit
- 3) Permit number
- 4) Contractor
- 5) Subdivision and lot number
- 6) Type of inspection requested
- 7) Instructions, remarks, if any

- D) A newly set up Manufactured Building may not be occupied until after the final inspection and a Certificate of Occupancy (C.O.), or at the least, a Temporary Certificate of Occupancy (T.C.O.), is issued by the Department of Building Inspection. If a T.C.O. is issued, another final inspection is required prior to the expiration date of the T.C.O., at which time all discrepancies noted on the T.C.O. must have been corrected. The builder is responsible for obtaining this inspection!

COMPLIANCE WITH THE CITY BUILDING CODES AND ZONING REGULATIONS IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT WITHIN THE CITY OF SHOW LOW.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS, INCLUDING PROPER IDENTIFICATION OF PROPERTY LINES. IT IS ALSO THE RESPONSIBILITY OF THE PROPERTY OWNER TO NOTIFY CITY STAFF OF ANY PROPOSED REVISIONS TO THE PERMITTED STRUCTURE PRIOR TO INSPECTIONS TAKING PLACE.

BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT.

MANUFACTURED BUILDING PERMIT APPLICATION
APPLICANT TO PROVIDE ALL THE FOLLOWING INFORMATION (PLEASE PRINT)

<u>For Office Use Only</u>
Permit #: _____
Date Received: ___/___/___
Plan Review: Standard / Non-Standard
Deposit: \$ _____



City of Show Low
Building Safety Department
180 N. 9th Street
Show Low, AZ 85901
(928) 532-4050/
Fax: (928) 532-4059

Project Address: _____

Assessor's Parcel Number: _____

Owner: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Owner's e-mail Address*: _____ Fax: _____

Contractor: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Contractor's e-mail Address*: _____ Fax: _____

Contractor's License #: _____ **City of Show Low Business Permit #: _____

Unit Manufacturer: _____ Livable square footage: _____ Date of Mfg Year: _____

Unit Serial #: _____

Snow Load: _____ lbs of live snow load (**The City of Show Low requires a minimum snow load of 30 lbs**).

Type of Manufactured Building Placement: New MH Replacement MH Commercial FBB Residential FBB

Dealer: _____ Mailing Address: _____
(if applicable)

City: _____ State: _____ Zip Code: _____ Phone: _____

Dealer's e-mail*: _____ Dealer's License #: _____ License Class: _____

Unit Installer: _____ Mailing Address: _____
(if applicable)

City: _____ State: _____ Zip Code: _____ Phone: _____

Unit Installer's e-mail*: _____ Unit Installer's License #: _____ License Class: _____

Accessory Installer: _____ Mailing Address: _____
(if applicable)

City: _____ State: _____ Zip Code: _____ Phone: _____

Accessory Installer's e-mail*: _____ Accessory Installer's License #: _____ License Class: _____

***As of 1/1/2018 you must provide a valid e-mail address in order to receive copies of inspection reports.**

Separate inspections are required for footings, stem wall, slab reinforcement, under floor framing, roof sheathing/nail, framing, insulation, drywall nail, water service/sewer service, underground plumbing, rough plumbing/framing/electrical/heating ducts/vents, gas yard line, final gas test, electric service, and final.

Per Section 7-5-6 of the City of Show Low Building codes, a re-inspection fee (**\$50.00**) may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may also be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, for failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.



WELCOME TO THE CITY OF SHOW LOW!

APPLICATION FOR UTILITY SERVICES Return

this sheet with the attached form to:

Office Location:

Show Low City Hall, Utility Department
180 N. 9th Street
Show Low, Arizona 85901

Contact Information:

Phone: (928) 532-4005
Fax: (928) 532-4044

Email: kross@showlowaz.gov

Office Hours:

Monday – Friday 8:00 a.m. to 5:00 p.m.
(excluding holidays)

The attached form is needed to start your utility service with the City of Show Low.

Please fill out this form completely and sign your signature at the bottom of the next page. When you return this form, please include either a letter of credit from any utility company that shows one year of a timely and consistent payment history for you or a \$150 security deposit. This deposit is credited to your account after one year of timely payments, or if you close your account, it will be applied to your final bill. The security deposit will be reduced to \$75 if you sign up for electronic auto-pay today.

There is also a \$25 service fee for water service. This service fee is charged when there is a change in the utility account name or if the water is turned on or off. The \$25 fee will be reflected on your first bill.

Today's Date: _____

Service Start Date: _____

MONDAY – FRIDAY EXCLUDING HOLIDAYS
(1) BUSINESS DAY NOTICE REQUIRED

**CITY OF SHOW LOW
APPLICATION FOR UTILITIES**

FOR OFFICE USE ONLY	
DEPOSIT AMOUNT \$ _____	DATE _____
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CC <input type="checkbox"/> LETTER OF CREDIT	BY _____
	ACCT # _____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

SERVICE ADDRESS	TODAY'S DATE	SERVICE START DATE
Own/Rent Property Own <input type="checkbox"/> Rent <input type="checkbox"/>	Type of Account Residential <input type="checkbox"/> LandLord <input type="checkbox"/> Commercial <input type="checkbox"/>	

APPLICANT INFORMATION		
CUSTOMER NAME	LAST 4 S.S. #	DATE OF BIRTH
MAILING ADDRESS CITY STATE ZIP	PHONE NUMBER	
EMPLOYER	EMAIL	

CO-APPLICANT/SPOUSE INFORMATION (IF APPLICABLE)		
CUSTOMER NAME	LAST 4 S.S. #	DATE OF BIRTH
MAILING ADDRESS CITY STATE ZIP	PHONE NUMBER	

**Terms and Conditions of Service
(Please read carefully)**

1. Please note: "PER CITY POLICY, ONCE A WATER METER HAS BEEN INSTALLED YOU WILL BEGIN RECEIVING A BILL FOR WATER, SEWER, TRASH, AND RECYCLING. THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION IN THE MATTER."
2. The applicant agrees to pay each utility bill in full for all charges by the due date shown on the bill.
3. The applicant agrees to pay a late fee for any bill not paid by the 25th of the month and the account holder agrees and understands that the City has the right to terminate the associated utility service if payment of any bill, including late fees, deposit amounts, and all other assessments, are not paid in full.
4. The applicant understands that a \$25 fee will be assessed against the account holder if the City of Show Low's water valve at the meter is turned off or on by the account holder, except for an emergency. Service calls made after hours will be subject to an after-hours charge. Interpretation of all emergencies shall be at the sole discretion of the City. If a valve breaks during account holder's use of the valve, account holder agrees to pay all costs for replacing the valve.
5. The applicant agrees and acknowledges that if utility service is terminated for non-payment of the utility bill, a fee will be required in addition to payment of all past charges before the water is turned back on.
6. The applicant agrees that if the City incurs any collection costs to recover past due amounts from the account holder for utility services, account holder will pay all such collection costs in addition to the outstanding balance of the account holder's account. "Collection costs" shall include all fees incurred by the City, including but not limited to, actual attorney's fees or any contingency fees charged by an attorney or a collection agency before and/or after a lawsuit is filed.
7. Since issues may occur when water is turned on, The City of Show Low highly recommends that someone with access to the dwelling be present when services are turned on.
 - WILL SOMEONE BE THERE FOR THE TURN-ON? YES: []_{INITIAL} NO: []_{INITIAL}
 - IF YOU ANSWERED YES, IN CASE NO ONE IS PRESENT WHEN THE TECHNICIAN ARRIVES AT YOUR SCHEDULED TIME, DO YOU STILL WANT THE WATER TURNED ON? YES: []_{INITIAL} NO: []_{INITIAL}
8. When services are turned on, be sure that all faucets and landscaping water is turned off. If you have a main valve on your dwelling, please turn it off. If it appears water is running inside or outside the dwelling, the water service will NOT be turned on. You are responsible for all water usage and any damage that may occur when the water is turned back on.
9. The applicant agrees to comply with all regulations of the City relating to utility services. The account holder agrees that failure to comply with such regulations may result in the termination of utility services.

BY SIGNING THIS APPLICATION, I AFFIRM THAT I AM RESPONSIBLE FOR THE PAYMENT OF ALL UTILITY SERVICES PROVIDED BY THE CITY. _____

Applicant Signature / Date



City of Show Low

"Named by the turn of a card"

180 North 9th Street
Telephone (928)532-4000
Facsimile (928) 532-4009
www.showlowaz.gov

**PERMIT FOR WORK WITHIN A PUBLIC RIGHT – OF – WAY
PUBLIC UTILITIES APPLICATION**

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CONTACT PERSON FOR DESIGN: _____ PHONE: _____

CONSTRUCTION TO BE DONE BY (UTILITY NAME): _____

CONTRACTOR NAME: _____ LICENSE #: _____

CONTACT PERSON FOR ROW WORK: _____ PHONE: _____

LOCATION OF WORK: _____ LOT #: _____

START DATE (ESTIMATED): _____ COMPLETION DATE (ESTIMATED): _____

NEW RESIDENTIAL: _____ OUTSIDE CITY LIMITS: _____

SERVICES NEEDED

- SERVICE LINE INVESTIGATION
- PAVEMENT⁽¹⁾⁽²⁾
- CULVERT⁽¹⁾
- DRIVEWAY⁽¹⁾
- MAILBOX⁽¹⁾
- LANDSCAPING⁽¹⁾⁽²⁾⁽⁴⁾
- WATER MAIN TAP⁽³⁾
- WATER METER
- SEWER MAIN TAP⁽³⁾
- SEWER SERVICE NO TAP
- LINE EXTENSION⁽³⁾
- WORKING IN EASEMENT (NOT ROW)
- COMMERCIAL CONSTRUCTION
- ESTIMATE

- (1) *A plan and written description of the work is required.*
- (2) *Private Retaining Structures and Fences are PROHIBITED in the City Right-Of-Way.*
- (3) *Sewer and Waterline Taps and/or Extensions will incur additional costs which will be determined on a case by case basis. The City will provide a cost estimate for this work. Only City Personnel may make water or sewer main connections.*
- (4) *Landscape plans to be reviewed by Planning and Zoning.*

AGREEMENT

It is understood and agreed that all work shall conform to applicable City, State and Federal regulations and to all conditions set forth on this permit.

OTHER CONDITIONS: _____

Applicant Signature

Date

FOR CITY STAFF USE ONLY

BUILDING PERMIT # (IF APPLICABLE): _____ A.P.N. _____

RECEIVED BY: _____ DATE: _____

SERVICE LINE AVAILABLE AT PROPERTY LINE: SEWER Y ___ N ___ WATER Y ___ N ___

INVESTIGATE FOR SERVICE DONE BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

FINAL INSPECTION (IF APPLICABLE): _____ DATE: _____

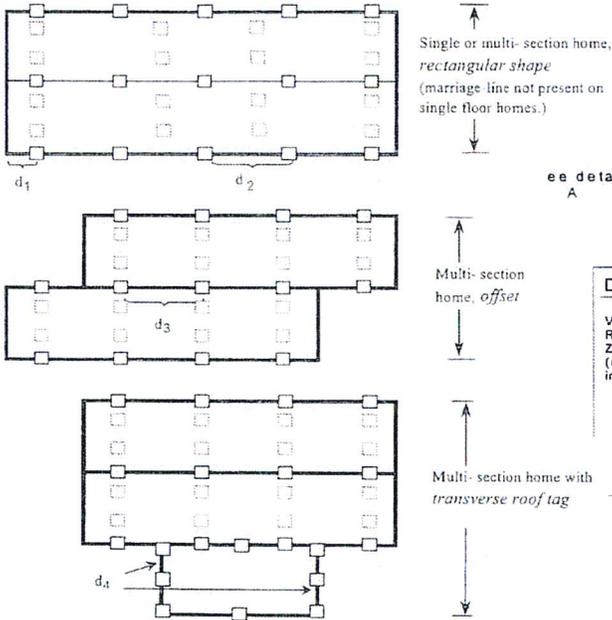
FINAL APPROVAL: _____ DATE: _____

SAMPLE DRAWINGS

The information below is intended only as an example for the type of drawings we will require when submitting an application for new and replacement manufactured homes. Each manufactured home model requires different types of set up information. We encourage you to check with your dealer regarding the set up requirement for your particular manufactured home model.

PIER PERIMETER

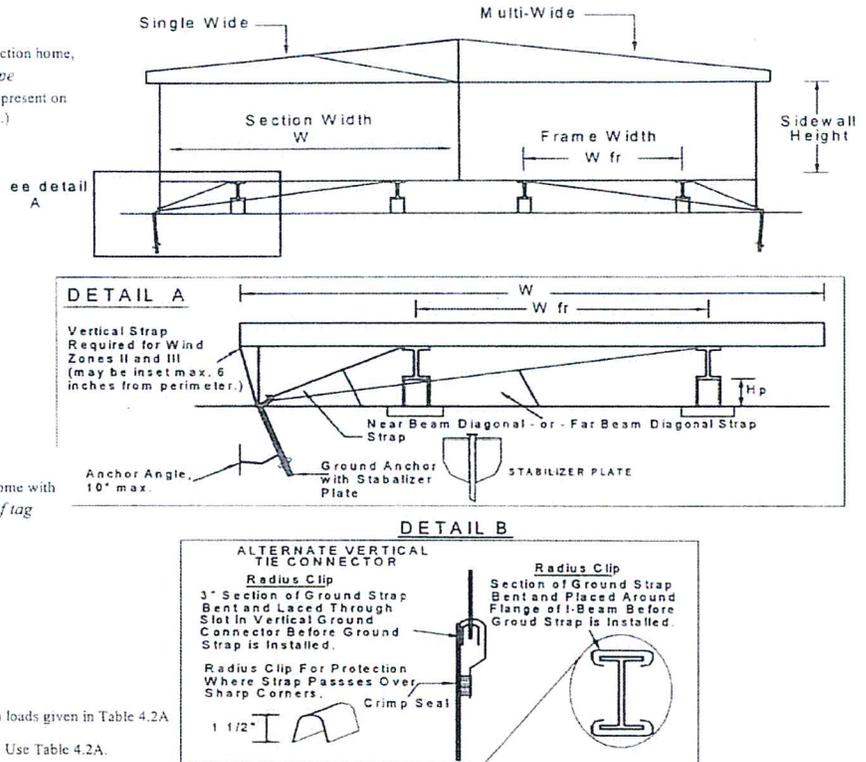
(Mandatory when specified on data plate)



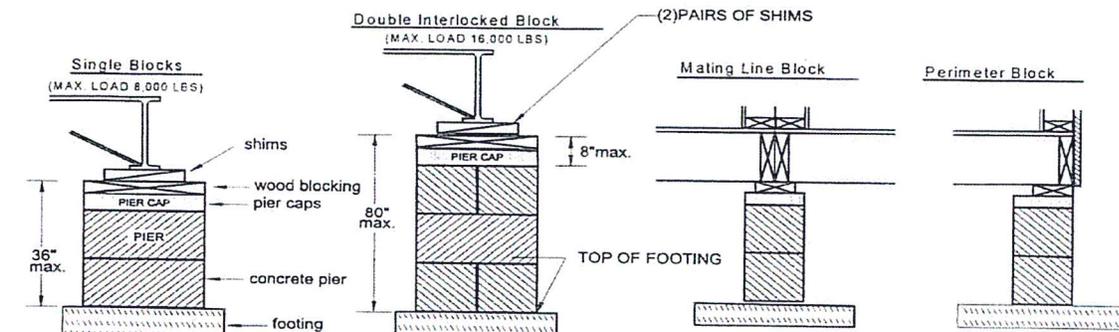
- d_1 - distance from eadwall; maximum 2 ft
- d_2 - distance between piers, based on loads given in Table 4.2A
- d_3 - distance between piers at mating line shall not exceed 4 ft. Based on loads given in Table 4.2A
- d_4 - Transverse tags require 3 perimeter piers under each side, as shown. Use Table 4.2A.

NOTE: Perimeter piers not required under openings as shown in Figure 4.2.

TIE-DOWN DETAILS-TYPICAL



TYPICAL TYPES OF PIERS



Install at right angles to the supported I-beam. Horizontal offsets shall not exceed 1/2 inch top to bottom. Mortar is not normally required.

Every layer shall be at right angles to the previous one. Piers over 36 inches high must be spaced not more than 8 feet on center. Mortar will not normally be required.

NO	DESCRIPTION OF REVISION	MADE BY	DATE
1	REV. PER 2016 HUD AUDIT	JT	08/16
2			
3			
4			

COMPLIANT EGRESS AT ONE SWINGING EXIT DOOR MANUFACTURED HOMES ONLY

NOTE:

GUARDS MUST COMPLY TO IRC R312

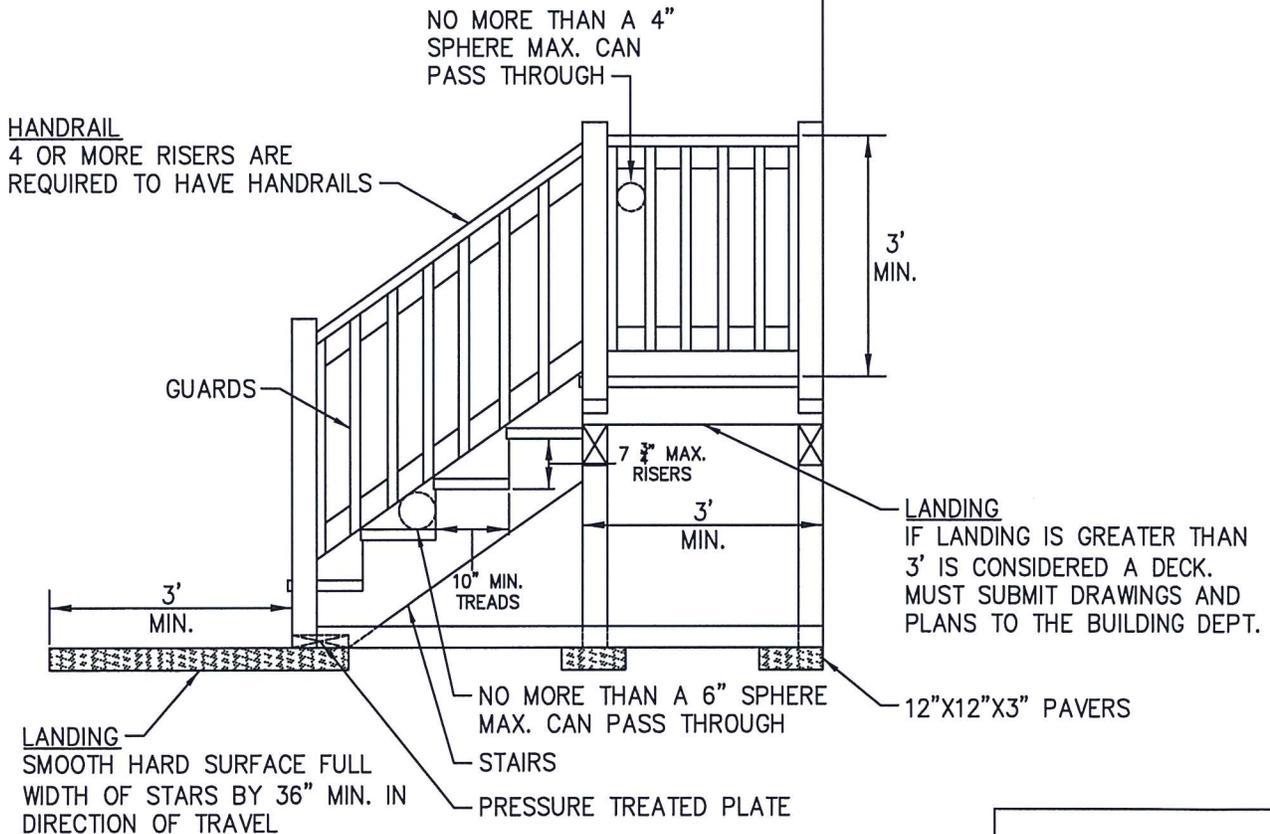
GUARD RAILS NEEDED IF WALKING SURFACE IS
EQUAL TO OR GREATER THAN 30" ABOVE GRADE

STAIRS MUST COMPLY TO IRC R311.5.3.1-3

HANDRAIL MUST COMPLY TO IRC R311.5.6

LANDING MUST COMPLY TO IRC R311

STAIRS AND LANDINGS SHALL BE FREESTANDING
AND NOT ATTACHED TO HOME



DETAIL NO.		STANDARD DETAIL	
B-MH01		EXTERIOR STAIRS WITH LANDING	
SHEET 1 OF 1		T:\BUILDING DEPARTMENT\DETAIL DRAWINGS\EXTERIOR STAIRS.DWG	APPROVED BY

UTILITY TESTING REPORT FORM

Permit # _____

1. MANUFACTURERS NAME: _____ HOME SERIAL _____ / _____ / _____
2. HUD #: _____ / _____ / _____
3. HOME INSTALLERS NAME: _____ LICENSE #: _____
4. INSIGNA #: _____
5. HOME ADDRESS: _____
6. DEALER NAME: _____ LICENSE #: _____
7. DEALER ADDRESS: _____ CITY _____ ZIP _____

ALL TESTS SHALL BE DONE TO THE 3285'S AND 3280'S OF THE FEDERAL REGISTER

NOTE:

- WATER- 3285.603
- SEWER- 3285.604
- ELECTRICAL- 3285.701
- GAS- 3285.605

WATER TEST: 3280.612 _____

SEWER TEST: 3280.612 _____

ELECTRICAL TEST: 3280.810 (b) _____

GAS TEST: 3280.705 _____

DATE: _____

SIGNATURE: _____

Notes:



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N 9TH STREET
SHOW LOW, AZ 85901

MANUFACTURED BUILDING INSPECTIONS:

SETBACKS/FOOTINGS

CONCRETE RUNNER

******WATER SERVICE

SEWER SERVICE

******ELECTRICAL SERVICE

******GAS SERVICE

MANUFACTURED BUILDING SET-UP

****The City will hold your gas, electric or water meter (if City water) until you pass your manufactured home final w/skirting**

_____ Please Initial

MANUFACTURED BUILDING FINAL **MUST** INCLUDE:

-ONE SET OF STAIRS: PER IRC CODE R311.5.3.1-3

-LANDING: SMOOTH HARD SURFACE FULL WIDTH OF STAIRS 36"
MINIMUM IN DIRECTION OF TRAVEL.

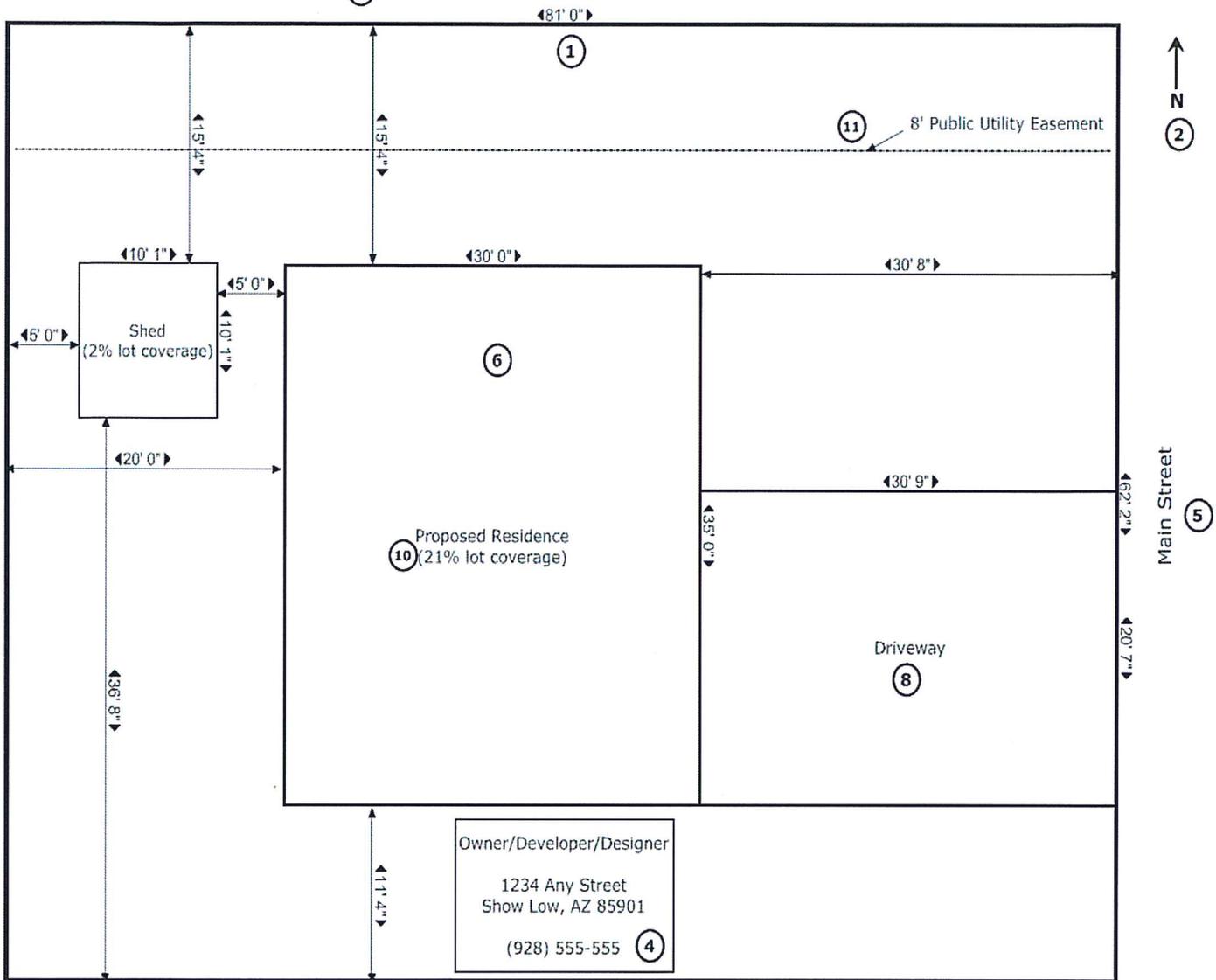
-SKIRTING

Authorized Signature

Date

SAMPLE SITE PLAN

③ 1234 Any Street- A.P.N. 210-00-000



Minimum requirements for site plan (drawn to scale):

1. Lot dimensions.
2. North arrow.
3. The address and A.P.N. of the property.
4. The name, address and telephone number of the owner, developer and designer.
5. The location and name of any and all streets along the property boundary.
6. Location and size of both existing and proposed buildings and structures, including distances (showing actual, not minimum setbacks) from all structures to property boundaries.
7. If in a mobile home/RV park the distance between all nearest structures, including those not located on the property.
8. Location and dimensions of existing and proposed driveways.
9. Location and height of walls and fences.
10. Percentage of the site covered by any and all structures, both existing and proposed.
11. Locations, dimensions, and description of all existing or proposed easements.



City of Show Low

ENGINEERING DEPARTMENT

180 N. 9TH STREET

SHOW LOW, AZ 85901

Erosion Control Plan Submittal Guidelines

Pursuant to City Code, Chapter 20, an erosion control permit is required prior to conducting the following activities on a property or site:

1. Activities including, but not limited to: construction, landscaping, removal of vegetation, stockpiling of soil or construction debris, grading, filling, excavating, trenching, drilling, transport of fill, utility work, etc. that disturbs 500 square feet or more of land surface area.

- OR -

2. Activities as described in subsection 1 or in this subsection that disturb less than 500 square feet of land surface and are located within 50 feet of any pond, lake, river, stream, corridor, canal, or wetland.
3. Exemptions: Landscaping activities in conjunction with a single-family residence shall be exempt from compliance with this Chapter. "Landscaping Activities" means: the installation or removal of vegetation and minor landscaping features. It does not include installation or removal of more than 50 cubic yards of fill, or installation of large site features like parking pads, swimming pools or structures as defined in Chapter 20 of the City Code, which are not exempt if the activity involved would otherwise require an erosion control permit under this section. (Developmental landscaping done for several single family residences at the same time).

The new Erosion Control Permit fee structure is included in the Building Permit Fee.

Once your plan is reviewed and a final version is approved, you are responsible for implementing the measures laid out in the approved plan prior to starting construction. Additionally, you are required to schedule and Initial Erosion Control inspection (after measure are in place), as well as a Pre-Footings Inspection (after excavation is complete). Please use the City's 24-hour inspection hotline for this purpose.

If you have any further questions, please contact the Building Department.



City of Show Low

ENGINEERING DEPARTMENT

180 N. 9TH STREET

SHOW LOW, AZ 85901

Erosion Control Permitting Guidelines

1. Pick up the Erosion Control Permit Application at the Building Department Service Counter. The application may also be downloaded from the City of Show Low's website at www.showlowaz.gov. (See previous page of this packet.)
2. Complete the application and submit it at the Building Department Service Counter with a site plan that meets the criteria outlined on the front page of this permit application packet.
3. The permit application will be reviewed. Any necessary changes will be made to the site plan to bring it into compliance with the City of Show Low Code (Chapter 20) and our adopted erosion control manual. Once reviewed, an Erosion Control Permit Number will be issued and the approved permit will be placed in the Building Department project file.
4. The permit can then be picked up and fees paid at the time of Building/Demo Permit issuance.
5. Once issued, it is the Builder's responsibility to implement the measures on the approved site plan and call in for an Erosion Control inspection from the Building Department scheduled for the same day that clearing or grading work will begin on the site. The inspection card must be posted on site to receive this inspection. Note: In order for the inspection to be scheduled for the day that you pick up the permit, it will have to be phoned in the day before you intend to pick up or before 7:00 a.m. that morning.
6. Initial and Pre-footing Erosion Control Inspections are required for each site. Both of these inspections must be signed off on the yellow inspection card issued by the Building Department in order to get a Footings Inspection from the Building Department.
7. All soils site must be sufficiently stabilized to receive occupancy from the Building Department. This means that soils must either have established vegetative cover, or permanent ground cover (mulch, straw, wood chips, compost, rock). All temporary erosion control measures must be left in place until this condition has been satisfied. At the point, they should be removed from the site.



City of Show Low

ENGINEERING DEPARTMENT

180 N. 9TH STREET

SHOW LOW, AZ 85901

Erosion Control Site Plan Requirements

Your Erosion Control Permit Application **will not** be processed until a site plan is submitted addressing the following items:

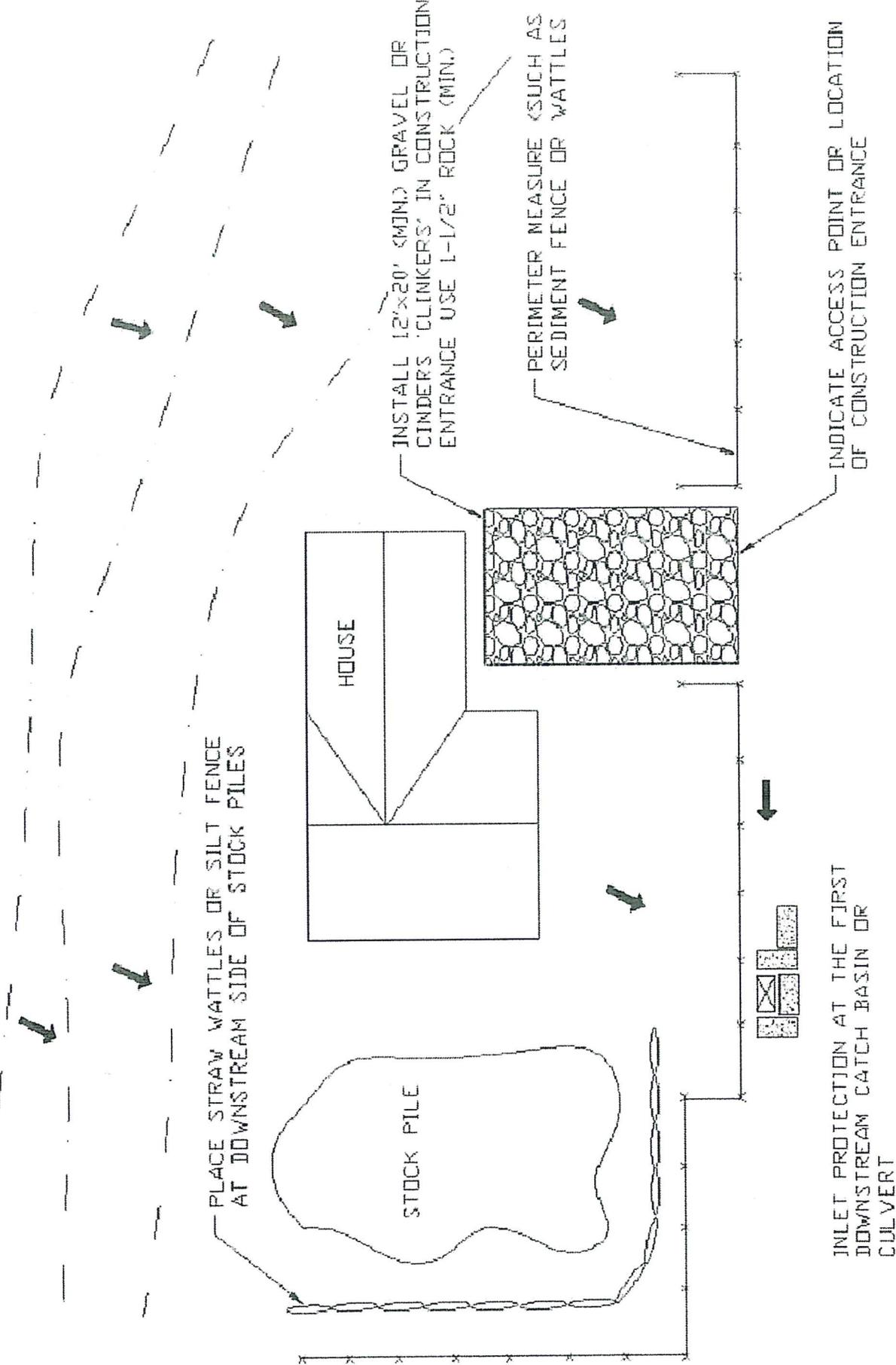
1. Location of all site disturbances associated with your project.
2. Corner elevations, contours, or arrows clearly marking the direction of stormwater flow on the site.
3. *Access points (construction entrance, existing paved driveway, or access protected with alternative materials such as wood chips, plywood, etc.)
4. Perimeter containment measures (sediment fence, compost filter berm, existing structures, etc.)
5. **Inlet protection (choose the most appropriate measure of the situation. Biobags or non-woven catch basin inserts can be used).
6. Stockpiling/staging areas.
7. Erosion control measures shall be maintained throughout the length of the project.

*Item #3 is required base measures. These measures must be shown on your plan, or a narrative description of why these measures are not necessary must be presented with the plan. In the case that a narrative explanation is provided, the site will be assessed at the initial inspection and a determination will be made at the time as the measures that will be necessary.

**Inlet protection is always required.

See attached sample site plan

CORNER ELEVATIONS, CONTOURS, OR THE DIRECTION OF FLOW SHOULD BE INDICATED ON THE SITE PLAN



PLACE STRAW WATTLES OR SILT FENCE AT DOWNSTREAM SIDE OF STOCK PILES

HOUSE

STOCK PILE

INSTALL 12'x20' (MIN.) GRAVEL OR CINDERS 'CLINKERS' IN CONSTRUCTION ENTRANCE USE 1-1/2" ROCK (MIN.)

PERIMETER MEASURE (SUCH AS SEDIMENT FENCE OR WATTLES)

INDICATE ACCESS POINT OR LOCATION OF CONSTRUCTION ENTRANCE

INLET PROTECTION AT THE FIRST DOWNSTREAM CATCH BASIN OR CULVERT



City of Show Low
 ENGINEERING DEPARTMENT
 180 N. 9TH STREET
 SHOW LOW, AZ 85901

BP# _____
 Issued by _____
 For City Use Only

Erosion Control Permit Application

General Contractor Information	Building Permit Application No.:
Name:	
Address:	Parcel ID No. (APN):
City, State, Zip:	Subdivision Name:
Phone: Cell:	Site Address:
Owner Information	Location from Nearest Intersection:
Name:	Feet
Address:	Job Site (circle one): Private Public
City, State, Zip:	Amount of Work Area to be Excavated: Square Feet
Phone: Cell:	Existing & Proposed Site Runoff Drains (circle one): Ditch Pipe Creek Catch basin
24-Hour Emergency Contact	Other:
Name:	Soil Disposal:
Address:	Disposal Location Address:
City, State, Zip:	Estimated Amount: Cubic Feet
Phone: Cell:	

Erosion control measures **MUST be in place prior to any stripping, grading, or excavation work and shall remain until excavation component is complete and disturbed areas are re-vegetated or protected.

 Owner/Applicant Signature

 Date

Business License Application

♣ City of Show Low ♣

(Application fee: \$25.00)

Name of Business: _____
Name of Applicant: _____ Relationship to business: _____
Phone: _____ Cell: _____
Email: _____ Fax: _____
Physical address*: _____ Mailing address (if different): _____

*If this business is located in a residence within the City of Show Low, you will also need a Home Occupation Permit.

Brief description of nature of business: _____

Type of business: Corporation L.L.C. Partnership Sole Proprietor

If a corporation or L.L.C., state where incorporated: _____
Statutory Agent: _____ Statutory Agent Phone: _____
Arizona Transaction Privilege Tax Number: _____
Contractor's license number (if applicable): _____
Emergency contact name: _____ Phone: _____

Owners/officers of business *(required)*

Name	Date of Birth

Required attachments (if applicable):

- A list of officers/owners/managers of the business and their addresses.
- Affidavit demonstrating lawful presence in the United States with required identification.
- A copy of the Arizona Transaction Privilege Tax documentation.
- If business involves food, a copy of Navajo County Health Department approval.
- A list of hazardous materials or hazardous wastes which will be used or stored by the business.
- Copies of any additional licensing, registration, or permit requirements, i.e. professional, medical, technical, contractors, real estate, etc.

For Office Use Only

Police: _____ Date: _____
Fire: _____ Date: _____
P & Z: _____ Date: _____
Affidavit with identification provided: Yes _____ No _____ N/A _____ Date: _____

License:
Date Paid: _____ Amt:\$ _____ Date Issued: _____ #: _____



AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a business license, grant, contract or loan) must demonstrate that he/she is lawfully present in the United States through the presentation of one (1) of the following documents.

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- Arizona Driver License issued after 1996.**
Print first 4 numbers/letters on license:

--	--	--	--
- Arizona Non-Operating Identification License.**
Print first 4 numbers/letters on license:

--	--	--	--
- Birth Certificate or Delayed Birth Certificate issued in any state, territory or possession of the United States**
Year of birth: _____ Place of birth: _____
- U. S. Certificate of Birth Abroad.**
Year of birth: _____ Place of birth: _____
- U. S. Passport.**
Print first 4 numbers/letters on passport:

--	--	--	--
- Foreign Passport with a United States Visa.**
Print first 4 numbers/letters on passport:

--	--	--	--

Print first 4 numbers/letters on visa:

--	--	--	--
- I-94 Form with a photograph.**
Print first 4 numbers on I-94:

--	--	--	--
- USCIS Employment Authorization Document (EAD).**
Print first 4 numbers/letters on EAD:

--	--	--	--

or Permanent Resident Card (acceptable alternative):

--	--	--	--
- Refugee Travel Document.**
Date of issuance: _____; Refugee Country: _____
- U. S. Certificate of Naturalization.**
Print first 4 numbers/letters of CIS Reg. No.:

--	--	--	--
- U.S. Certificate of Citizenship.**
Date of issuance: _____; Place of issuance: _____
- Tribal Certificate of Indian Blood.**
Date of issuance: _____; Name of tribe _____
- Tribal or Bureau of Indian Affairs Affidavit of Birth.**
Year of birth: _____ Place of birth: _____

I swear or affirm, under penalty of perjury, that I presented the document marked above to the City of Show Low, that I am lawfully present in the United States, that the document I presented to establish this presence is true, and that I am the person stated on the document.

Signature

Business/Company

Print Name

Address

Date: _____

City, State, Zip Code

For Office Use Only:

Employee Name: _____ Date: _____

Promptly report all observed violations of federal immigration law to (866) 347-2423 or by emailing azicereport@dhs.gov.

Reported violation (check if applicable); Date/Time Reported: _____

**CITY OF SHOW LOW
UTILITY RATE TABLE**

Resolution 2014-39
Effective 1/1/2019

Water Rates				
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
101	5/8 - 3/4"	5,000	30.37	2.99
102	1"	5,000	46.95	2.99
103	1 1/2"	11,000	98.67	2.99
104	2"	22,000	212.22	2.99
105	3"	44,000	436.90	2.99
106	4" +	67,000	704.15	2.99
Water Rates - Outside City Limits				125%
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
111	5/8 - 3/4"	5,000	37.96	3.73
112	1"	5,000	58.69	3.73
113	1 1/2"	11,000	123.33	3.73
114	2"	22,000	265.28	3.73
115	3"	44,000	546.10	3.73
116	4" +	67,000	880.19	3.73
Wastewater Rates				
Rate Code	Description	Base Fee	Rate per 1,000/gal	
301	Residential	32.62	n/a	
351	Residential - Low Pressure	45.17	n/a	
303	Commercial	26.86	3.07	
361	Commercial - Low Pressure	41.16	3.07	
310	Multi Family/Mobile Home Park	26.86	3.07	
311	Offices/Business/Retail	26.86	3.07	
314	Churches	26.86	3.07	
316	Motels and Hotels	26.86	3.07	
318	Schools	26.86	3.07	
320	Bars	26.86	3.07	
Sanitation Rates - Resolution 2011-07 (effective July 1, 2017)				
Rate Code	Description	Base Fee		
501	First Polycart (One trash, one recycling)	14.80		
502	Additional Polycart	6.38		
Miscellaneous Rates				
Rate Code	Description	Base Fee		
2101	Water Rights Preservation Fee (per month/per active water account)	1.50		
	Seasonal/Inactive Status (resolution R2013-04) - Effective 5/02/13 - Includes connect/disconnect fee for water customers - Fee is due and payable immediately. If not paid in full at time of disconnection the standard late fee shall be applied for all outstanding balances - Account must be current prior to reconnection - Includes all services	150.00		
	Water Connection	25.00		
	Water Disconnect	25.00		
	After Hours Call Out	40.00		
	Re-Read/Read Only	25.00		
	Bulk Meter Activation	150.00		
	Bulk Meter Deposit	800.00		
	Non-Sufficient Funds fee	25.00		
	Late Fee (applied 10 days after billing date)	10.00		
	Security Deposit	150.00		
	- with autopay sign up and continued active autopay	75.00		
	- refunded after 12 consecutive months of prompt payment - may be waived with letter of credit showing 1-year of prompt payment history from previous utility			
	Non-pay Wastewater physical disconnect	600.00		



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

MANUFACTURED BUILDING FEE SCHEDULE

(Fees effective 1/1/2020)

Manufactured Home (MH) Fees:	
State Manufactured Home Placement Permit	\$350.00
Additional Required Inspections (not included in State permit)	\$200.00
Electric Service Inspection	\$50.00

Factory Built Building (FBB) Fees:	
Residential FBB	\$450.00 per story
Commercial FBB	\$4.50/L.F. per story

Water & Wastewater Fees:	
Wastewater System Capacity Fee	\$3,699.00
¾" Water System Capacity Fee	\$1,589.00
¾" Water Meter Fee	\$
Turn on Fee	\$25.00
Security Deposit (Security deposit may be waived with a letter of credit from a utility company showing one year good payment history.)	\$150.00

Development Fees:	
Streets Facilities (Transportation) Development Fee	\$1,112.00

Total Fees:	
MH replacement on developed lot	\$600.00
MH placement on undeveloped lot	\$7,436.60
One (1) story Residential FBB on developed lot	\$450.00
One (1) story Residential FBB on undeveloped lot	\$7,286.60



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

REVIEW TIME FRAMES

Plan Review Time Frame: The applicant shall be responsible for determining which plan review process will be followed. The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or to the time required for third-party plan review. Standard Plan Review allows the applicant and the city staff to work together to help expedite the plan review and approval process. As part of this approval process, the city will have all approvals in place within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This time period shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. The Non-Standard Plan Review process requires the successful completion of two separate review processes prior to the determination of a building permit. This includes the Administrative Review, to ensure that all required information is included as part of the permit application and that all submitted information is correct. The Substantive Review is to ensure that all information required for a permit has been submitted and that all required approvals have been obtained. The time frame for each process is twenty (20) working days, therefore allowing forty (40) working days for determination is required.