



# City of Douglas

## Commercial Building Permit Site Application

\*Complete the following information including a complete site plan and floor plan.

\*Incomplete information may result in delay and/or rejection of application.

1. JOB ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Lot # \_\_\_\_\_ Block \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_  
Subdivision/Complex Name \_\_\_\_\_

2. PROPERTY OWNER OF RECORD \_\_\_\_\_ Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
E-mail Address \_\_\_\_\_

3. ARCHITECT/ENGINEER \_\_\_\_\_ Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ License No. \_\_\_\_\_  
E-mail Address \_\_\_\_\_

4. CONTRACTOR \_\_\_\_\_ Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ License No. \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**CAUTION:** If you act as your own general contractor, you alone are responsible for the quality of the work and compliance with Federal, State and City Codes.

5. DESCRIBE EXISTING USE OF BUILDING/PROPERTY. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. IDENTIFY AND DESCRIBE WORK TO BE COVERED BY THE PERMIT AND ANY NEW USE OF THE PROPERTY.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value of new construction \$ \_\_\_\_\_ Area of Construction \_\_\_\_\_ Square Feet

7. PROPERTY SITE INFORMATION:

- City Water services available at this site?  Yes  No
- City Sewer services available at this site?  Yes  No
- Existing paved road to the property?  Yes  No
- Existing curbing on this site?  Yes  No
- Is this a Phase Construction project?  Yes  No
- Will area be occupied during construction?  Yes  No
- Property located in the flood zone?  Yes  No
- Will watercourse be altered/relocated as a result of proposed use?  Yes  No

Is any of the following existing on your property?

Electricity \_\_\_\_\_ TV Cable \_\_\_\_\_ Telephone \_\_\_\_\_ Gas \_\_\_\_\_

8. ZONING INFORMATION

Zoning District \_\_\_\_\_ Overlay District \_\_\_\_\_

Special Zoning Requirements \_\_\_\_\_

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Property Development Standards: \*Lot Area \_\_\_\_\_ Sq Ft \*Lot Width \_\_\_\_\_ Ft

\*Lot Length \_\_\_\_\_ Ft \*Front Setback \_\_\_\_\_ Ft \*Rear Setback \_\_\_\_\_ Ft

\*Left Side Setback \_\_\_\_\_ Ft \*Right Side Setback \_\_\_\_\_ Ft

Gross floor area of proposed structure \_\_\_\_\_ Structure Height \_\_\_\_\_

How many parking stalls exist? \_\_\_\_\_ How many parking stalls are proposed? \_\_\_\_\_

9. BUILDING PERMIT UNDERSTANDING

- A. I understand that all work onsite and offsite construction needs to be completed prior to receiving my Certificate of Occupancy.
- B. I understand that permits may be required for electric, plumbing, refrigeration, heating, fire protection, and Right of Way work.
- C. I will only contract with someone who is licensed to work in the City of Douglas.

- D. I understand that a new permit, including new fees will be required if I do not start construction within 180 days from the date issued.
- E. I understand that if the building or work authorized by this permit is suspended or abandoned at any time after the work is commenced for a period of 180 days, the permit will become null and void.
- F. I understand that this permit is good for 6 months only; if this project is not completed by then a new permit including new fees will be required.
- G. I understand that the building official may extend the time for action for an unexpired permit by the permittee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.
- H. I understand that if I am applying for a carport permit, that I cannot enclose said carport without a new permit. I further understand that I may not be given a new permit if said carport does not meet zoning and building code requirements.
- I. I understand that all approved plans and specifications shall not be changed, modified, or altered without authorization from the building official, and all work regulated by this code shall be done in accordance with the approved plans.

I hereby certify that all information on this application and the attached site plan is accurate. I understand that if any of this information is false, it may be grounds for revocation of this permit and removal of completed construction. I further certify that I will comply with all City, State, and Federal regulations applicable to said property, and acknowledge that I am not authorized to begin work until I have received a permit number. I further authorize City employees and appropriate regulatory agencies to enter said property to make reasonable compliance inspections.

Applicant \_\_\_\_\_ (Please Print)  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Primary Contact (if different from applicant) \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

# Commercial Building Permit Application

## Instructions & Check List

All plans must be completed and clearly legible. Note whether an item is existing or proposed.

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### REQUIRED FOR ALL COMMERCIAL PERMIT APPLICATIONS:

#### SITE PLAN MUST INCLUDE:

- 1. Tax Parcel ID Number, date of preparation, north arrow and scale.
  - 2. All property lines dimensions.
  - 3. If parcel is a new split, include parent parcel location and dimensions.
  - 4. Show all easements on or near property.
  - 5. The location of all utility lines (water, sewer, electric, gas, phone, cable, etc.)
  - 6. All roads adjoining the property (name of roads, surface material, distance from property line to edge of actual road or curbing face).
  - 7. Existing and proposed vehicular circulation systems, including parking areas, storage areas, service areas, loading areas, and major points of access, including street pavement width and right-of-way.
  - 8. Locate all driveways and show surface material, distance to closest property line.
  - 9. All site improvements with all setbacks.
  - 10. Dimensions of all buildings and distance between buildings.
  - 11. Location, dimensions and height of all buildings, and their uses.
  - 12. Location, height and material of walls and fences.
  - 13. Location and type of all land use including zoning.
  - 14. Location and size of off-street parking;
  - 15. Where applicable, pedestrian and bicycle circulation system, and its relation to surrounding circulation.
  - 16. Show all outdoor lighting.
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## GRADING PLAN

- 1. A drainage facilities plan showing direction of draining on the property and location, depth, and width of all drainage ways or washes.
  - 2. Show all floodplain and drainage requirements.
  - 3. Show location of retention/detention basin.
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## LANDSCAPING PLAN

- 1. A landscaping plan, to include the location, size, common name, and biological name of all landscaping materials.
  - 2. Location and type of irrigation system.
  - 3. Where applicable, location and type of buffer zone.
  - 4. Site screening location and materials.
  - 5. Where applicable, location and arrangement of all open space, common recreational space, and private open space.
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### Required if applicable to your project

- 1. If outdoor lighting is proposed, location, fixture type (such as 250 watt low pressure sodium).
- 2. If a mobile or manufactured home, show location and type of all accessories such as awnings, skirting, etc. Construction plans and state approval may be required if accessories are not part of the original sales contract.
- 3. If a pool is proposed, pool size, location, setbacks to property lines, pool enclosure location, type, height. If exempt from ARS 36-1681, provide a notarized affidavit.
- 4. If clearing (removing vegetation by scraping the land) more than 1 acre, show dimensions of area to be cleared, and proposed dust and erosion control measures.