

TOWN OF CAREFREE, ARIZONA
INFORMATION REQUIRED FOR BUILDING PERMITS

Furnish two complete sets of plans with the following information:

1. Grading and Drainage Plan:

- a. Legal description of property including lot number and subdivision or metes and bounds description. Property address, parcel number, and zoning district. Square footage of the property. Provide key map showing location of the lot.
- b. Name, address and telephone numbers of owner, engineer, and architect or designer.
- c. Contractor's name, address, telephone number. Contractor's license number and sales tax number are to be on the building permit.
- d. Scale of survey map not less than 1"=20'. Dimensions of the property. Property pins that are found or set. All utility and access easements. Survey must bear seal of land surveyor or engineer registered in Arizona. Note that an "as-built" survey prepared by a surveyor registered in the State of Arizona will be submitted prior to pouring the floor and will verify setbacks and finished floor elevations.
- e. All proposed and existing improvements plotted on the grading and drainage plan. Proposed and existing floor elevations. Mechanical equipment with screen walls. Garage floor elevation and the existing elevation at the driveway entry. Length of the driveway, width where the driveway enters the property, and the percentage of slope on the single steepest portion of the driveway.
- f. Existing and proposed contour lines at intervals of one or two feet. Location and elevation of the benchmark used.
- g. Outline and label all areas disturbed by construction or grading. Square footage of the disturbed area, excluding principal driveway and area used for a septic system. Note that a 6-foot chain link construction fence will be placed on the disturbed area boundary.
- h. Existing and proposed drainage. Details of drainage structures such as culverts, rip rap, retaining walls, channels, and berms. Note, prepared by a registered civil engineer, that the lowest finished floor elevation is a minimum of 1.0 feet above the 100-year storm water surface elevation. If channels or washes are altered, show how drainage is redirected to the original channel. Note that all newly graded slopes and swales will be protected from erosion by rip rap and vegetation.
- i. Top of wall" (TOW) elevations for all fences, free-standing walls and retaining walls. Total length in feet of all fences, free-standing walls and retaining walls.
- j. All required yard (setback) lines. Distances to property lines of all structures, including buildings, fences, retaining walls, and swimming pools.
- k. Location of all existing and proposed utility lines and utility services, including water meter and sewer manholes, if sewer is used. Septic tank and leach fields or pits.

- l. Square footage of livable space, garage, covered patios, and storage areas. Total square footage under roof, and percentage of lot area under roof. If project is an addition, clearly state existing and proposed square footages.
- m. Location of property address placed to be clearly visible from the street.
- n. Name of homeowners' association responsible for the subdivision. Submit review letter from the homeowners' association.

2. Elevations

- a. All four elevations (scale $\frac{1}{4}$ inch = 1 foot), giving accurate existing and proposed grade lines and heights of the building to the grade lines.
- b. Sections through the building, both perpendicular and parallel to any slopes. Show natural or original grade, finished grade, finished floor elevations and the building height from natural grade and from finished grade.
- c. Elevations of fences, free-standing walls, and retaining walls. Heights to existing and proposed grade lines.

3. Color Guidelines

- a. Provide color copies no longer than "11 x 17". Light reflective values should not exceed 40% for all exterior colors. Finished materials such as railing, window frames, primary entry doors, and facia may have an accept color with a light reflective value no greater than 55%.

4. Landscaping and Restoration Guidelines

Provide a landscaping plan at a scale not less than 1"=20' and showing the following information:

- a. The area that will be disturbed during the construction period. This should be outlined and labeled (Limit of Disturbance) and should correspond to the disturbed area boundary on the grading and drainage plan.
- b. Submit a salvage plan for the entire lot and landscape/revegetation plan that covers the entire area of disturbance, including small cacti. The Town's minimum landscape standard (revegetation) includes native plants typically 4 plants and/or cacti per 150 square feet 1 tree per 450 square feet, and hydroseeding with a native mix.
- c. A construction document level plan that shows all plant locations (including salvaged material) along with a plant material legend that describes plant type, size, and symbols. The Town's standard notes include:
 - 1. A pre-grading inspection is required after the permit is issued and before any grading begins. All protected plants are to be moved into the designated areas, the construction fence is to be in place, and the Building Department is to be called for an inspection.
 - 2. All plants protected by the Town of Carefree, including small cacti, shall be salvaged and relocated to designated places.

3. Any protected plants remaining in place within the disturbed area shall be cordoned off and protected during construction.
 4. Drip irrigation shall be applied to newly installed plants and salvaged trees.
 5. At a minimum, disturbed areas shall be revegetated with native plants that conform to the density of plants in the surrounding natural environment and/or according to the Landscape Plan. Typically, locate 4 plants and/or cacti per 150 square feet and 1 tree per 450 square feet. Revegetation shall include hydroseeding.
 6. All Saguaros to be salvaged shall be transplanted according to the Saguaro Salvage and Transplanting Recommended by the Town of Carefree methodology.
 7. All exterior lighting will be shielded to comply with Section 9.12 of the Carefree Zoning Ordinance.
 8. All landscaping shall be completed prior to final inspection and issuance of a Certificate of Occupancy.
- d. Location of temporary nursery area, and/or the locations where plants will be permanently transplanted. How plants will be moved, i.e., boxing or spading. How plants will be watered to ensure survival.
 - e. A list of materials to be used for landscaping, including quantities of plants, and size and height of plants at the time of planting. How landscaping will be watered to ensure survival.
 - f. Trees and desert hardy plants that will be planted adjacent to any portion of retaining walls visible from adjacent properties. The maturing height of each type of tree and desert hardy plant.
 - g. The proposed treatment of ground surfaces in the landscaped area.
 - h. Note that all areas disturbed for utility lines and septic systems shall be revegetated to match the adjacent undisturbed desert.
 - i. Note that a pre-grading inspection is required after the permit is issued and **before** any grading work commences. A 6-foot chain link construction fence shall be placed around the limit of disturbance, surveyed, provide an As-Built from the surveyor certifying the fence is in the approved location. , all protected plants shall be moved to the designated areas. Portable restroom onsite, inside the construction fence. Call the Zoning Department for an inspection. Once the pre grading inspection has been approved grading may commence, not before.
 - j. Note that all landscaping and revegetation shall be completed prior to final inspection and issuance of a Certificate of Occupancy.

5. **Floor Plan**

- a. Room sizes and uses.
- b. Door and window locations with sizes

6. Details

- a. Footing details (depth, width, including reinforcement)
- b. Wall details (frame, masonry, stucco, etc.)
- c. Roof details (rafter and ceiling joist sizes, spans, spacing, etc.) plus structural calcs. For trusses submit manufacturer's drawings and engineering calculations
- d. Retaining walls and fences (height and length, reinforcing, type of construction, structural calcs for retaining walls). Retaining walls over 2 feet in height to be certified by a structural engineer.

7. Plumbing

- a. Isometric of all waste, water, and gas piping
- b. Size of waste and vents and water piping

8. Mechanical

- a. Size and equipment load.
- b. Location of units
- c. Ductwork location and sizes
- d. Venting on gas operated equipment.
- e. Floor plan with ductwork routing and register outlets.

9. Electrical

- a. Panel schedules, load calculations and one line diagram if 200-amp service or greater
- b. Panel and service locations and locations of UFER grounding
- c. Fault current and voltage drop calculations if required by Building Dept. in special cases.
- d. Exterior lighting plan showing location, types, and wattage with details of required shielding. Incandescent fixtures of more than 75 watts or located higher than 7 feet above finished grade shall be fully shielded.
- e. Floor plan showing outlets, fixtures, equipment, GFCI's, smoke detectors, etc.

10. Sewerage

Items below must be submitted to the Town before a building permit will be approved:

- a. Septic Permit: Take two site plans and one set of floor plans to Maricopa County Environmental Services, 1001 N. Central Avenue, Phoenix. Call (602) 506-6666 for information.
- b. Sewer Service Agreement: Call the Liberty Utilities Corporation at (480) 488-4152.

11. Water

Obtain a signed service agreement from either the Carefree Water Company or the Cave Creek Water Company, as appropriate, and provide the Town with a copy.

12. Dust Control

Obtain a Maricopa County Dust Control Permit for clearing areas of 0.10 acre or more and provide the Town with a copy. Call (602) 506-6700.

References:

Town of Carefree Zoning Ordinance

2018 International Building Code and Amendments

2018 International Residential Code and Amendments

1994 Uniform Plumbing Code, State Amendments, and Additional Amendments

2017 National Electrical Code and Amendments

2018 International Mechanical Code and Amendments

2018 International Fire Code and Amendments

Uniform Abatement of Dangerous Buildings, 1994 Edition

Uniform Swimming Pool, Spa and Hot Tub Code, 2018 Edition

Town of Carefree Adobe Code and Amendments, 1985

Conducting Blasting Operations Code and Amendments, 1998