



**Community Development Department**  
**Development Services Division**  
16000 N. Civic Center Plaza  
Surprise, AZ 85374  
Ph 623-222-3000  
Fax 623-222-3002  
TTY 623-222-1002

## **SINGLE FAMILY RESIDENTIAL CUSTOM HOME**

**\*STREAMLINED PROCESS\***

### **APPLICATION PACKET**

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### **Custom Home Submittal Specifications Summary**

In order to submit a building permit for a custom home, applicants will be required to provide a fully complete package to the Community Development Department's Permit Counter. A Development Services staff member will go over the plans and application materials to make sure that the required documentation and information are received. No effort will be made to evaluate the accuracy of the information provided. It will be the applicant's responsibility to ensure the submittal is in compliance with the provisions of the Surprise Municipal Code (SMC), Engineering Standards, and other applicable codes and statutes. This process does not allow for any detached accessory structures.

Applications for properties within a floodplain per City of Surprise Area Drainage Master Plan and/or FEMA studies do not qualify for a streamlined review. In addition, construction plans that are not signed and stamped by an Arizona State registered design professional, verifying that each component of the submittal is in compliance with all applicable building, fire and design codes are considered exceptions to this policy and do not qualify for a streamlined review.

#### **Conforming Lot/Legal Zoning Lot**

The lot must be original to the city or split through a process administered through the city. If unknown, the applicant can contact the Planning and Zoning division to determine the status of a particular parcel.

The zoning of the parcel and the surrounding parcels are required. It is necessary that the parcel be zoned residential. Depending on the zoning of a parcel, certain setbacks as well as lot width and depth requirements have to be observed and located on the site plan. (SMC sections 125-179 thru 125-183; Fences and walls, sections 125-247)

#### **Completed Application**

The custom home building permit application shall be submitted with fields one through nineteen completed in full. The Maricopa County Assessor's Office is the governmental body that assigns parcel numbers. Please contact the Assessor's Office for parcel number information. A project address will be assigned at submittal if one does not already exist for the property.



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**Contractor/Contact Supplemental Form**

Applicants shall provide a primary contact for the project as well as contractor license information if using a contractor. A City of Surprise business license is also required if using a contractor. Business license applications must be submitted and approved by the Finance Department prior to making application for a custom single family residence. Please contact Finance for more information.

*\*NOTE: A City of Surprise business license is required to issue all permits. If applying, please allow two weeks to obtain a license. Some uses may require additional time for outside agency review Contact the Finance Department for licensing requirements at 623-222-1856.*

**Bond Exemption Certificate**

Arizona Revised Statute 42-5007 requires all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value when a contractor is being used. In order to qualify for the streamlined review, this documentation must be presented at submittal in one of the following types:

- An Annual Bond Exemption Certificate;
- A One-time Bond Exemption Certificate (for the specific project);
- Or a receipt for a bond which identifies the project.

**ALTA Boundary Survey**

A boundary survey (24"x36") must be provided that has been completed within the previous twelve months. The survey must include lot dimensions, all access easements (including adjacent properties if necessary to show legal access for a public right of way), rights of way and the signature and seal of the registrant. The survey shall be provided in both hard copy and CD. The electronic copy shall be provided in the following format: CAD files (.dwg) shall be provided in the latest commercially available release of AutoCAD. Drawings are to be purged of all extraneous information, shall be "bound" to insert all reference files, shall be accompanied by any non-native fonts, and shall be free of complex file pathing which complicates file openings when transferred from the CDROM. Binding of reference files shall be done using AutoCAD's Xref "Insert" option so as to avoid layer and block name corruption. The subject parcel shall reference a minimum of two physical monuments and; the monuments shall be (a) section corner(s) and/or quarter corner(s) as surveyed under the Maricopa County Geodetic Densification and Cadastral Survey (GDACS) project and/or monuments recognized by the National Geodetic Survey (NGS) as B order or better.

*Refer to the following website for details [www.mcdot.maricopa.gov/survey/](http://www.mcdot.maricopa.gov/survey/).*

### **Construction Plans – Building Safety and Fire Prevention**

All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the appropriate code official.

All work shall comply with the 2012 International Residential Code and 2012 International Fire Code per Chapter 105 of the Surprise Municipal Code adopting all Codes and City Amendments. Applicants shall provide two complete sets of construction plans (24"x36") signed and stamped by an Arizona State registered design professional, verifying that each component of the submittal is in compliance with all applicable building, fire and design codes. Plans must be drawn to scale ( $\frac{1}{4}'' = 1'$ ) and include the following plan pages and information:

- **Cover Sheet**

- Include a sheet index.
- Vicinity map.
- Provide design information and state all applicable codes.
- Identify the name and address of the design firm/individual, contact information and date of plan preparation.
- Provide an information block which specifies the building occupancy, type of construction, square footage of all buildings (livable, garage, patio, misc) and sprinklers, if applicable.
- List the number of bedrooms and bathrooms.

- **Floor Plan(s) (scale  $\frac{1}{4}'' = 1'$ )**

- Identify all rooms and spaces. Indicate ceiling heights for each area.
- Provide a schedule to identify those walls which are bearing/non-bearing, fire walls/barriers/partitions and shafts. Call out all wall heights.
- Identify and dimension stairs, patios, walk decks, closets, cabinets, fixtures and appliances.
- Indicate all window and door sizes, operation and locations.
- Show location of gas meter, electrical meter, A/C unit, cable television junction box, etc. as applicable.
- Show how you will comply with IRC Chapters 4 through 8 regarding structural designs of foundations, walls, floors and roofs.
- Wall framing plans. Include braced wall design or provide a separate sheet for wall bracing. Provide structural details.

- **Foundation Plan**

- Show all interior, exterior and pad footing locations.
- Key all foundation types to their respective details.
- Provide structural details.

- **Roof Plan**

- Indicate roof materials, slope and drainage.
- Specify locations and details for roof drains, crickets, scuppers and parapets.
- Identify roof mounted equipment locations with proper access and working clearances.
- Indicate size and location of all trusses, rafters, joist, headers, beams, columns, blocking and hardware.
- If pre-manufactured trusses are used, provide copies of the truss details, including calculations and layout sheets, with the review stamp of the registrant, for field inspector reference.\*

*\*Note: Trusses (steel and wood) may be deferred for a fee of \$165, please complete form 203SC.*

- **Elevations/Building Sections/Details**

- Provide exterior views of all walls, roof lines, patios, and walk decks.
- Indicate all exterior finishes, windows, doors and other features.
- Identify grade level and provide dimensions to finished floors, headers, top plates and ridge lines.
- Attic ventilation calculations.
- Provide cross section(s) through a typical location(s) as necessary to indicate all building elements from the foundation through the roof. Key all structural connections and foundations to their respective details.
- Specify all interior and exterior finishes, fire resistive construction and insulation values.

- **Mechanical Plan**

- Provide complete mechanical floor plans (duct work, a/c units, air handlers and diffusers).
- Identify manufacturers' model numbers and equipment capacities.
- Specify condensation line locations, materials and terminations.
- Indicate access to rooftop or above-ceiling equipment.
- Demonstrate code compliance for bathroom ventilation.
- Provide combustion air details for all gas appliances.

- **Plumbing Plan**

- Provide a plumbing isometric drawing for drain, waste, vent and clean- out locations.
- Identify water meter and back-flow prevention device locations and sizes.
- Provide fixture unit calculations.
- Specify means of water supply.
- Specify low-water use fixtures/valves per ARS §45-313.
- Detail water heater temperature/pressure relief piping to drain to the building's exterior.
- Provide a one-line gas isometric drawing to include:
  - Total developed length of pipe from the meter to the furthest appliance.
  - Total BTU/CFH demand.
  - Total BTU/CFH rating of each appliance.
  - State the size, type and length of each pipe section in the system.
  - State the IFGC table number used to size the pipe.
- Show how and where the plumbing system will connect to an approved sewer or septic system.
- Specify all piping materials.

- **Electrical Plan**

- Indicate locations of meter service (SES), sub-panels, devices and other energized equipment.
- Provide a one-line diagram of the complete electrical system, including grounding and bonding.
- Provide load calculations per 2012 IRC Table 3502.2.
- Specify SES voltage, ampacity, phases, NEMA rating and over-current devices.
- Provide a floor plan showing lighting, receptacles, switches and appliance/equipment disconnects. Include locations of exterior lighting, receptacles, fixtures and disconnects.
- Provide a schedule for each main or feeder disconnect and sub-panel in excess of 200 amps. Identify the panel (name, number or letter). Indicate size of main breaker, available fault current (AFC) at the lugs (or main breaker) and the equipment maximum fault current (AIC) rating.
- Identify all ground-fault protected (GFCI) receptacles/circuits.
- Identify all arc-fault protected (AFCI) circuits and outlets.

- Show the locations of all smoke alarms and carbon monoxide detectors.
- **Energy Conservation**
  - If the percentage of glazing of the gross area of exterior walls which enclose conditioned space does not exceed 15% the designer may choose to design from IECC Chapters 4/5 OR Chapter 11 of the IRC with Chapter 6 of the IECC which includes the basic requirements of the 2012 IECC. **Note:** Provide a calculation to determine the percentage.
  - If the percentage exceeds 15% the structure must comply with one of the following:
    - Chapter 4 of the 2012 IECC (Res Check, HERS best test design or nationally recognized 3<sup>rd</sup> party energy program).
    - Chapter 5 of the 2012 IECC which includes basic requirements. **Note:** When using RES Check, provide the calculations and include energy notes on the plans for verification by the plan reviewer and inspector.
- **Fire Protection**
  - A sprinkler system is required if an adequate water supply is not available. (Fire hydrants not within 400 feet of the structure or inadequate waterflow for the square footage of the building). Fire Prevention requires two (2) complete sets of sprinkler system plans including water flow calculations and manufacturers cut sheets. Plans must be sealed by PE or NICET level III.

Fire flow requirements shall meet 2012 IFC Appendix B Table 105.1 Minimum Required Fire-Flow and Flow Duration for Buildings.

Minimum residential fire flows (without sprinkler systems) is:

- 1,000 gpm for 2 hours, for single-family residential homes, up to 3,600 sq. ft.
  - 1,750 gpm for 2 hours, for single-family Residential homes, over 3,601 sq. ft.
- If the required water supply and/or infrastructure do not exist, the following option may be approved by the fire code official after a Fire Department Waiver Application (Form 204SC) is submitted. Fire Flow requirements shall be determined by the fire code official.
    - Submit waiver along with required fee of \$250, provide detailed justification, and provide plans and specifications for the installation of a Mod. NFPA 13D Residential Sprinkler System.

- Emergency Access requirements shall be in compliance with the 2012 IFC and local amendments:
  - Turning radius – AASHTO WB-50.
  - Surface – capable of supporting over 75,000 pounds.
  - Width - 20 ft in width.
- Street signage must comply with current municipal and other Code requirements, including the current IFC and amendments:
  - Temporary
  - Permanent
- Address numbers (size, color, and location) must comply with current municipal and other Code requirements, including the current IFC and amendments.

In addition to the above plans, the following supporting documentation may be required. Contact the building safety division prior to submittal if you have questions regarding:

- Soils Report.
- Structural calculations analyzing all gravity, lateral, and spec loads.
- Special Inspections certificates and agreements.

### **Site Plan**

Applicants must provide six (6) copies of a site plan for the subject property. The site plan shall be drawn to scale (1"=30' minimum) and contain the following information as applicable:

- Property line and building dimensions.
- Show all structures, existing and proposed (buildings and fencing).
- Setbacks from property lines and distance between buildings.
- Show and label all easements, (i.e., drainage, ingress/egress, public utility, etc.).
- Indicate legal or dedicated street access and names.
- All water and LP gas tanks. Specify if above or below ground, capacity, materials and dimensions.
- Indicate the date of plan preparation.
- Indicate source of water supply. Well, septic and leach field locations as applicable. Show approved water and sewer connections as applicable.
- Provide a north indicator.



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**Title Report**

A current title report or updated schedule B that has been completed within the previous 180 days shall be provided for verification of all recorded instruments on or against a property.

**Floodplain Verification**

A floodplain use permit shall be required for properties within a floodplain. Applications for properties within a floodplain per City of Surprise Area Drainage Master Plan and/or FEMA studies do not qualify for the three (3) day custom home review timeline. Please contact Maricopa County Flood Control District for more information.

**Grading and Drainage**

A grading and drainage plan with a final drainage report (applicable fees will be due upon permit issue) shall be submitted with the building permit application in order to verify a property meets all City of Surprise engineering standards for onsite drainage.

**Utility Verification**

The City is serviced by eleven different water service providers and two different sewer service providers. A map of the providers within the city can be found on the COS website. If you need clarification about who the provider is for the property, contact the City of Surprise (COS) Water Services Department.

If the COS is the water and wastewater provider and the infrastructure exists with water and sewer stub-outs being provided to the property line, then an applicant can move forward with the streamlined custom home review process.

If the COS is the water and wastewater provider and the infrastructure exists, but no water and/or sewer stubs are provided, then plans and all applicable documentation must be submitted to and approved by the COS Engineering Department. Once the plans have been approved by Engineering then an applicant can move forward with the streamlined custom home review process.



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If the COS is not the water and/or wastewater provider then the applicant must provide a “will serve letter” and/or an approval from the service provider to the city prior to moving forward with the streamlined custom home review process.

If the COS is the water and wastewater provider and the infrastructure does not exist, initial on-site septic system and a well will be allowed provided the applicant will sign a well impact waiver. The City’s infrastructure must not be within 500 feet of the applicant’s property. The following stipulations must be written on the final site plan and submitted to the City:

1. “At a time when the COS water and sewer infrastructure becomes available at the properties created in the subdivision, future owners shall be required to connect in accordance with Section 58.314 (sewer) and 58.181 (water) of the SMC, and pay all applicable fees. Any owners of the properties created by this subdivision shall notify prospective buyers of this stipulation in the sales contract and public report.”
2. Upon connection to the wastewater provider’s sewer system proper abandonment of the septic system will be required per Maricopa County standards.

However, future connection to COS sewer system must be in accordance with the SMC, the Engineering Standards and the most current Integrated Water Master Plan (IWMP).

Once the city and the applicant have verified that the infrastructure doesn’t exist, the city will issue a “will not serve” letter and the applicant must apply for approval of a septic system with Maricopa County and/or approval to install a well with the Arizona Department of Water Resources (ADWR). The applicant must provide a copy of the application and approval of the septic system and well by Maricopa County and ADWR to the COS prior to moving forward with the streamlined custom home review process.

**Fees**

Administrative processing fee, truss deferral, and grading and drainage plan with final drainage report fees are due and payable at submittal of the custom home.



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Permit and plan review fees are calculated using the valuation, square footage, and construction type of the project per the most current Building Valuation Data published in the Building Safety Journal. Development Fees are based on the most current fee study approved by City Council and located on the COS website.

Additional fees may apply such as, rural road and addressing fees. Permit, Development impact fees, Grading and Drainage Plan with Final Drainage Report, and any additional fees are due and payable upon permit issue. Prior to making application, a request for a fee quote must be submitted to Development Services. Please complete form 300 included in this packet and fax to 623.222.3002. **Note:** Completed fee quote shall be part of the submittal package.

The only acceptable forms of payment are cash or check.

**Note:** If solar technology is being used, that portion of permit and plan review fees shall be waived. Please provide a cost estimate or breakdown of the valuation of the project to ensure the calculation is done properly.



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### SUBMITTAL CHECKLIST

**This checklist shall be completed and signed by the applicant. The following information must be submitted with the single family custom home application. Incomplete applications will not be accepted.**

- 1. Conforming Lot per Surprise Municipal Code
- 2. Completed Application
- 3. Contractor/Contact Supplemental Form
- 4. Arizona Department of Revenue Bonding Requirements (if applicable)
- 5. ALTA Boundary Survey (Hard copy and CD)
- 6. Two (2) complete sets of construction plans (24"x36") signed and stamped by an Arizona State registered design professional, verifying that each component of the submittal is in compliance with all applicable building, fire and design codes.
- 7. Six (6) copies of a site plan.
- 8. Fire flow verification (if applicable)
- 9. A current title report or updated Schedule B, completed within the last 180 days.
- 10. Verification property is not within a floodplain
- 11. Grading and Drainage Plan with a final drainage report
- 12. Utility verification
- 13. Completed Fee Quote (Form300SC) and submittal fees

**Note:** Please see the Custom Home Submittal Specification Summary for more details.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



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**AGENCY CONTACT INFORMATION**

**City of Surprise Departments:**

Building Inspections  
(623) 222-3012

Business License  
(623) 222-1856

Building Safety/Development Services  
(623) 222-3000

Public Works – Utilities  
(623) 222-7000

Public Works – Transportation-Engineering Division  
(623) 222-6150

Fire Inspections  
(623) 222-3012

Surprise Municipal Code, Engineering Standards, and a Map of Water Service Providers can be found at [www.surpriseaz.gov](http://www.surpriseaz.gov)

**Miscellaneous Departments:**

Registrar of Contractors  
(602) 542-1502

Flood Control District of  
Maricopa County  
(602) 506-2419

Blue Stake  
(602) 263-1100  
Or 800-782-5348

Maricopa County Assessor  
(602) 506-3406

EPCOR  
(800) 383-0834

Maricopa County  
Environmental Services  
(602) 506-6616

City of El Mirage  
Water Services  
(623) 933-1228

Maricopa Water District  
(623) 546-8266

Arizona Department  
of Revenue (ADOR)  
(602) 716-6056  
Or 800-634-6494

Beardsley Water Co.  
(623) 975-2424

Chaparral Water Co.  
(The Carioca Co.)  
(602) 395-2600

Circle City /  
Brook Water Co.  
(661) 633-7526

Morristown Water Co.  
(623) 388-9292

Puesta Del Sol Water  
(602) 995-9136

Saguaro Acres (HOA)  
(623) 584-3467

Saguaro View (HOA)  
(623) 640-6626

West End Water Co.  
and Sunrise Water Co.  
(623) 972-6133

Town of Buckeye  
Public Works Dept.  
(623) 386-2487



## SINGLE FAMILY RESIDENTIAL CUSTOM HOME

**Applicant to Complete Numbered Fields Only**

OWNER INFORMATION		PROJECT INFORMATION	
1.Name:		6.Development Name:	11.Lot/Space:
2.Address:		7.Subdivision Name:	12.MCR:
3.City/State/Zip:		8.Assessor's Parcel Number (APN):	13.Acreage:
4.Phone: Alternate:		9.Valuation of Project:	14.Related Case(s):
5.Email:		10.Project Address and Zip:	
<b>DESCRIPTION OF PROJECT</b>			
15.			
<b>UTILITY PROVIDERS</b>			
16.Electric Co:	17.Gas Co:	18.Water Co:	19.Sewer Co:
<b>RESIDENTIAL PERMIT</b>			
Custom Single Family Residence <input type="checkbox"/>			
Fence <input type="checkbox"/> Type: _____ Height: _____ Linear Feet: _____			
The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations.			
The owner or authorized agent for the owner of the subject lot or parcel acknowledges that all information and plans provided meet all requirements specified in the Streamlined Process Application Packet, and that a refund or credit shall not be authorized when the actions or inactions of the permit applicant result in delays, causing the City's failure to meet the City's stated plan review turnaround times.			
20.		21.	
OWNER/AGENT PRINTED NAME	DATE	OWNER/AGENT SIGNATURE	DATE

COMMUNITY DEVELOPMENT DEPARTMENT  
16000 N. Civic Center Plaza, Surprise, Arizona 85374 623.222.3000 Fax 623.222.3002 TTY 623.222.1002





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**CUSTOM SINGLE FAMILY RESIDENCE**  
**DEFERRAL REQUEST**

The drawings referenced below may be deferred at submittal:

- Trusses (steel and wood)

An applicant may request a deferral of plans, also known as shop drawings, providing the following items are presented at submittal:

- A completed Deferral Form 203SC
- Payment of \$165.00

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date



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### DEVELOPMENT SERVICES FEE QUOTE REQUEST

The following information (when applicable) must be provided in order to process a fee calculation request:

- Project name
- Assessor Parcel Number
- Project address or major cross streets
- Site acreage (gross)
- Occupancy and construction types with square footage
- Number of stories and square footage of each
- Square footage of canopies / patio covers
- Water meter size, type, and quantity
- Number of buildings and / or units
- Landscape Cost Estimate

Are there any structural deferrals proposed?    Yes     No

If yes, please indicate the type \_\_\_\_\_  
\_\_\_\_\_

Will this be a Self-Certified Permit?                      Yes     No

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Department Use Only**

Date Requested: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Owner  
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**  
**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_  
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
Signature Owner

\_\_\_\_\_  
Co-Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_

**CONTRACTOR/ARCHITECT/CIVIL ENGINEER  
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**  
**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_  
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
Signature Contractor/Architect/Engineer

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_

**DETERMINATION OF  
SUBSTANTIAL IMPROVEMENT  
OR SUBSTANTIAL DAMAGE**

(This form must be permanently retained for local, state, and federal review)

**DATE OF DETERMINATION:**

**PERMIT NUMBER(S):**

**ADDRESS OF STRUCTURE:**

**PARCEL NUMBER:**

**PROJECT NAME:**

**NAME OF OWNER:**

**OTHER CONTACT(S):**

**PHONE NUMBER(S):**

**PHONE NUMBER(S):**

**MAILING ADDRESS:**

**MAILING ADDRESS:**

**SUBSTANTIAL IMPROVEMENT OR DAMAGE:**

(Based upon attached computations)

(Circle one)

**YES**

**NO**

\_\_\_\_\_ %

**TYPE OF STRUCTURE(S) INVOLVED:** (Circle all that apply)

Residential Structure      Nonresidential Structure      Attached Garage      Detached Garage  
Accessory Building      Shade Structure      Other \_\_\_\_\_

**TYPE OF WORK BEING DONE:** (Circle all that apply)

Rehabilitation      Addition      Reconstruction      Repair Damage  
Modification      Demolition      Other \_\_\_\_\_

**DATE OF CONSTRUCTION OF EXISTING STRUCTURE:** \_\_\_\_\_

Is the structure **Pre-FIRM** or **Post-FIRM** ?

**CURRENT PERMIT VALUE:** \_\_\_\_\_

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

**PRIOR PERMIT VALUE(S):**  
\_\_\_\_\_  
\_\_\_\_\_

Note: Not applicable if community does not track improvement/damages on a cumulative basis

**MARKET VALUE OF STRUCTURE AND METHOD USED:**  
\_\_\_\_\_  
\_\_\_\_\_

Note: To establish the "market value" take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, "Answers to Questions About Substantially Damaged Buildings"**, for additional information. Attach copies of information documenting how the value was determined.

**SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:**  
(Current permit value + prior permit values / (value of structure less depreciation))

\_\_\_\_\_  
Note: If equal to or greater than 50%, than it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**