



APACHE JUNCTION AZ

Development Services Department/**Division of Building Safety and Inspection**

SIGN/ CELLULAR/UTILITY/ COMMERCIAL DEMOLITION/ FENCE/WALL/RETAINING WALL BUILDING APPLICATION GUIDE

This Building Application Guide (“Guide”) is intended to facilitate the submittal of a building permit application to the Apache Junction Division of Building Safety and Inspection (“DBS”). Please note there are specific Guides for different types of permitted work (e.g., construction of an office building, commercial tenant improvement, and demolitions). If you are unsure of which Guide to use, please visit our [Building Application Guide Guide](#). If you need additional assistance, please contact the DBS at (480)-474-5156 or Buildingpermits@ajcity.net.

TYPICAL JOB TYPES

This Guide is to be used for commercial construction projects such as:

- **Signs- Wall and/or Monument**
- **Cellular/Utility**
- **Commercial Demolition**
- **Commercial Fences/(Masonry)Walls/Retaining Walls**

DIGITAL SUBMISSION REQUIRED

Apache Junction utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a building permit must be electronically submitted through the MGO system**, accessible at [MyGovernmentOnline](#). Before you submit an application for the first time, you must create a user account. For more information on setting up your user account please visit the [MGO Customer Help Guide](#). MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system.

Questions related to the application submittal requirements, specified in this Guide, should be directed to the DBS at (480)-474-5156 or Buildingpermits@ajcity.net.

If you require accommodation, there is a public kiosk in the Development Services Lobby at the city complex- 300 E Superstition Blvd. Building D, that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Guide, all application materials must be provided electronically; if you wish to use the public kiosk, you must bring your application material on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a DBS staff member in writing, the following Application Materials, as specified in the checklist, below, are required for a building permit application to be accepted. Upon completion of your submittal to the MGO system, a staff member will review your uploaded materials for general acceptability with the specifications stated in the table below, as well as with the additional requirements provided in the following sections. If the required "Application Materials" are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted, needs to be corrected or has been rejected.

REQUIRED APPLICATION MATERIALS CHECKLIST		Sign- Wall and/or monument	Cellular/Utility	Commercial- Fence/Wall/Retaining Wall	Commercial Demolition
<i>Construction Plan Sheets (plan sheets are to be provided as one document)</i>					
Coversheet- required information					
	Project site address, Parcel Number (APN), zoning district, project title, scope of work, sheet index, legend and vicinity map.	Yes	Yes	Yes	Yes
	Applicable code 2018 IBC, 2017 NEC, ADEQ.	Yes	Yes	Yes	Yes
	Indicate that "Construction hours are limited to 5:00 am- 6:30 pm M-F April 15 to Oct 15, and 6:00 am to 6:00 pm M-F Oct 16- April 14; Saturdays, Sundays and City Holidays are 7:00 am to 5:00 pm."	Yes	Yes	Yes	Yes
Site Plan- must be scaled drawing					
	Property lines and property line dimensions; all easements including FPE's-Federal patent easements; distance from centerline of adjacent streets to property lines. (*not required for wall signs)	Yes*	Yes	Yes	no
	All utilities- electrical, gas, septic, sewer, water, must be identified and locations shall be shown. (*not required for wall signs)	Yes	Yes	Yes	Yes
	For fences and block walls near streets or roads show visibility triangle dimensions.	no	Yes	Yes	no
	Location <u>and</u> dimensions of any existing structures, and proposed location and dimensions of proposed structure, distances between all structures	Yes*	Yes	Yes	Yes
	Show any existing natural washes on property.	no	Yes	Yes	no
	Direction of drainage flows shall be provided.	no	Yes	Yes	no
Sign Plans					
	Provide sign elevations with sign height and sign length or width as applicable.	Yes	-	-	-
	For wall signs identify mounting method and wall material.	Yes	-	-	-
	For monument sign provide footer details and structural details.	Yes	-	-	-
	Show electrical source, routing/conduit and controls.	Yes	-	-	-
	Identify total sign square footage.	Yes	-	-	-
Cellular/Utility					

	For towers provide design standard on engineered plans.	-	Yes	-	-
	Show public utility connections SRP, SWG, etc..	-	Yes	-	-
	If generator is proposed provide manufacturer's info and fuel tank info.	-	Yes	-	-
Retaining Wall plans					
	The length of the retaining wall and any changes in the height of the retaining wall need to be identified.	-	-	Yes	-
	A section detail showing the footer and wall construction shall be provide.	-	-	Yes	-
	Existing and finished grade at wall to be clearly identified.	-	-	Yes	-
Fence plans					
	Provide information on proposed fencing material, fence height, support spacing, etc.	-	Yes	Yes	-
	Depiction of proposed fence/wall ("typical" section) and gates.	-	Yes	Yes	-
Concrete Masonry Unit (CMU) walls (greater than 6 in height)					
	Provide engineered wall design.	-	Yes	Yes	-
Commercial Demolition					
	Provide asbestos abatement report.	-	-	-	Yes
	Provide disconnection confirmation from utilities. (SRP, SWG, SMCFD, AJ Water, AZ Water)	-	-	-	Yes
	Identify scope of demolition.	-	-	-	Yes
Additional Documentation- (may be provided as separate documents)					
	Manufacturer's Specification Sheets providing technical details and installation instructions for all equipment, as applicable.	Yes	Yes	Yes	Yes
	Soils Report- prepared by geo-technical firm.	*	*	*	no
	Structural Plan calculations- prepared by a registered design professional.	*	*	*	no
<u>Acknowledgement Form</u> (required for all applications)		Yes	Yes	Yes	Yes
	* Check with staff to see if applicable.				

CONSTRUCTION PLAN PREPARATION REQUIREMENTS

Construction Plans submitted for a building permit must adhere to the following requirements:

- Each sheet shall be signed by the plan drafter, if plans are digital the signature should be digital. If the construction plans are prepared by a licensed architect and/or engineer, a valid electronic stamp is also required;
- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, and email address of the plan author(s);
- Specify the date of preparation and document version (deltas);
- Include noted and graphical scales and north arrow on all sheets;
- Be produced in a uniform size (all sheets) of 11" x 17" (Ledger), 18" x 24" (ARCH 'C'), 24" x 36" (ARCH 'D'), or 36" x 48" (ARCH 'E').
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted
- All sheets must be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);

- Provide bookmarks for each plan-sheet, identifying the sheet by number and title (e.g., Sheet A0 - Coversheet);
- Incorporate all the required plan sheets, inclusive of architectural, civil, structural, and landscaping sheets, into a single set of Construction Plans.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in Adobe PDF (unlocked) format only (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below.** Please do not add dates, special characters (!, @, #, \$, %, ^, &, ", ", and *), or any other additional information to the file names. Please also ensure that the Construction Plans, inclusive of the site plan, architectural, mechanical, electrical, plumbing and structural, **are combined into a single PDF file.** Separate PDF files will not be accepted and will result in rejection of your application.

For file organization purposes, each application material must be appended (labeled) with the submittal version. For example, 'Sub. 1' for the first submittal, 'Sub. 2' for the second submittal, etc. Following permit issuance, any revision to the application materials must be appended with the revision number and the scope of the revision. For example, a revision to add a new window would be labeled as "Construction Plans – (Add. 1 – New Window)".

REQUIRED FILE NAMING FORMAT <i>(label each file exactly like this)</i>		
Required Material <i>(one PDF file for each item)</i>	Submittal Version <i>(identify the submission number)</i>	Post-Issuance Addenda <i>(identify the revision number/purpose)</i>
Construction Plans	Construction Plans (Sub. 1)	Construction Plans (Add. 1- <i>Scope</i>)
Acknowledgement Statement	Acknowledgement Statement	N/A
Applicant Response	Response Letter (Sub. 2)	N/A
<i>(if applicable)</i>		
Soils Report	Soils Report (Sub. 1)	Soils Report (Add. 1- <i>revised</i>)
Structural Calculations	Structural Report (Sub. 1)	Structural Report (Add. 1- <i>owner change</i>)

OTHER AGENCY APPROVALS

The following additional agency approvals may be required for your project:

- **Superstition Mountains Communities Facility District No. 1-** For new buildings and additions, the sewer district determines if sewer is available and if connection is required. Please contact SMCFD at 480-941-6754 or visit their website at www.smcfcd.org.
- **Superstition Fire and Medical District-** Reviews and approves fire sprinkler and fire alarm plans directly. Contact them at 480-982-4440 or visit <http://sfmd.az.gov/fire-prevention/>.
- **Pinal County Aquifer Protection Division-** Issues permits related to new septic tanks and evaluates sizing and current functioning, when additions are

planned. They can be contacted at 520-866-6442 or visit their website at www.pinalcountyaz.gov/CommuncityDevelopment/AquiferProtection/.

APPLICATION FEES

Payment of deposit fee and other fees due at application must be completed prior to the permit application being accepted for plan review. Staff will check the permit application and submittal documents for completeness and calculate the applicable fees due. **Payment of fees must be made within two (2) business days** after the application has been accepted by the city. Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. Once a building permit is ready to be issued, payment of all permit fees will be required. Additional fees will be charged for each round of plan-reviews after the second Submittal (and revisions). As such, every effort should be taken to ensure that application materials comply with requirements of this checklist to avoid additional plan-check fees.

INSPECTIONS

Various inspections are required depending on the exact scope-of-work of your permit request. Once a permit has been issued, your MGO account will identify which inspections are necessary (note that additional inspections may be required once construction commences). Please review the [DBS Inspection Handout](#) for information on specific inspections. Inspections may be called for over the phone at (480) -474-5101 or by using your MGO account.

REVIEW TIMELINES

Construction plans submitted for a building permit are reviewed concurrently by the Building Safety and Inspection Division and the Planning Division. Comments from these departments will be provided at the same time upon completion of the plan reviews. Please allow a minimum of 3 to 4 weeks for the first plan-check and 1 to 2 weeks for all subsequent reviews.

PERMIT DEADLINES

A permit application will expire **120 days** from the date of last city initiated contact, plan review or request for information. Similarly, an issued building permit will expire if the applicant fails to pass an inspection every **180 days** from the date of issuance. The Building Official may grant extensions to these deadlines prior to the expiration dates on a case-by-case basis. If an extension request is denied, a new permit application and payment of fees shall be required.

RESUBMITTALS

Plan-review comments from the reviewing departments are released to the MGO Customer Portal as they are completed. However, please do not attempt to upload revised materials until you have received confirmation from the Building Safety and Inspection Division that all comments have been provided. When revised materials are ready to be submitted, it is encouraged that you include a detailed letter providing an itemized response to each plan-check comment. To upload revised materials, please review these instructions here- [MGO Upload Revised Material Guide](#).