



APACHE JUNCTION AZ

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

RESIDENTIAL SWIMMING POOL/SPA, FENCE/WALL/RETAINING AND DEMOLITION BUILDING APPLICATION GUIDE

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

TYPICAL JOB TYPES

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

- Residential Swimming Pool or Spa
- Residential Fence/Wall (over 6 feet in height)
- Retaining Walls
- Residential Demolition

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 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.

OWNER/OCCUPANT BUILDER EXEMPTION FROM ARIZONA REGISTRAR OF CONTRACTORS LICENSING

The State of Arizona Contractor licensing laws have an exemption that allows an owner who will occupy a structure for at least a year, prior to renting or selling, to submit a declaration to the city showing they understand and will comply with the law. The form, which can be downloaded here [Exemption from ROC Affidavit](#) must be signed and attached with your electronic application materials. **Please note** that a Limited Liability Company (LLC) cannot be an "owner-builder," a licensed contractor is required.

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. A designation of 'Yes' or 'No' in each row states whether the specific Application Material is required or not for the particular project type (i.e., a "Residential Remodel," "Unenclosed Accessory", or "New House"). 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		Residential- Swimming pool and/or Spa	Residential- Fence/Wall/ Retaining Wall	Residential 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.	Y	Y	Y
	Applicable code 2018 ISPSC for pools; 2018 IRC for fences and retaining walls.			-
	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."			Y
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.	Y	Y	-
	North Arrow- based on North/South orientation of property/parcel.		Y	Y
	For pool/spa all required zoning setbacks must be shown- front, rear, side yards and shall be measured from property lines or FPE's to the water's edge		-	-
	For pool/spa show location of equipment, and grading limits.		-	-

	All utilities- electrical, gas, septic, sewer, water, must be identified and locations shall be shown.	Y	Y	Y
	For fences and block walls near streets or roads show visibility triangle dimensions.	-		-
	Location <u>and</u> dimensions of any existing structures, and proposed location and dimensions of proposed structure, distances between all structures	Y		Y
	Show any existing natural washes on property.	Y		-
	Direction of drainage flows shall be provided.	Y		-
Pool Plans				
	Pool/spa plan showing deck and proposed features, required barriers (if a building wall serves as part of barrier all openings must be identified)	Y	-	-
	Pool/spa widest and longest dimensions are to be provide		-	-
	Equipment pad plan, plumbing layout, electrical and bonding requirements locations, gas line plan.		-	-
	Pool cross sections representing two distinct directions through proposed structure showing depth, slope, and wall details.		-	-
	Pool structural plans and pool engineering.		-	-
Retaining Wall plans				
	The length of the retaining wall and any changes in the height of the retaining wall need to be identified.	-	Y	-
	A section detail showing the footer and wall construction shall be provided.	-		-
	Existing and finished grade at wall to be clearly identified.	-		-
Fence plans				
	Provide information on proposed fencing material, fence height, support spacing, etc.	Y	Y	-
	Depiction of proposed fence/wall ("typical" section) and gates.			-
Concrete Masonry Unit (CMU) walls (greater than 6 in height)				
	Provide engineered wall design.	-	Y	-
Additional Documentation- (may be provided as separate documents)				
	Manufacturer's Specification Sheets providing technical details and installation instructions for all equipment (e.g. pumps, heaters, filters) as applicable	Y	-	-
	Soils Report- prepared by geo-technical firm.	*	*	-
	Structural Plan calculations- prepared by a registered design professional.	*	*	-
	ROC Exemption Declaration- for owner/builder	Y	Y	-
<u>Acknowledgement Form</u> (required for all applications)		Y	Y	Y
	* 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 digitally signed by the plan drafter. 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', or 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will 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);
- If scanned hand-drawn plans are provided, they must be scanned at a 300 DPI resolution (however, natively generated CAD vector drawings are highly encouraged);
- 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 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>)
ROC License Exemption Declaration	Exemption Declaration (Sub. 1)	Exemption Declaration (Add. 1- <i>change sub-contractor</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>)

APPLICATION FEES

Payment of deposit fee and other fees due at application must be completed prior to the permit application being accepted for review. Staff will review 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 review. 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 without refund of fees if the applicant fails to obtain a building permit within 90 days from the date of application submittal. Similarly, an issued building permit will expire without refund of fees if the applicant fails to pass an inspection every 60 days from the date of issuance. The Building and Safety Manager 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](#).