Pre-Submittal Application Process

The pre-submittal application process begins prior to the complete submittal of a commercial site plan or preliminary subdivision plat application. The process is used to provide the applicant with basic site related information for the project. This process will enable both the developer and staff to consider the various issues concerning site development. The process is not meant to be a comprehensive review but more of an overview of the project.

The process involves submitting a no-cost application form and basic site information prior to the pre-submittal meeting. Staff will review the application in advance of the meeting and provide the developer with comments at the time of the meeting. The meeting will typically be scheduled by staff within one week of the submittal at which time a project contact will be assigned.

The goal of the process is to reduce the review processing time of all development applications and to improve the quality of the overall project.

App:	
Recv'd: _	



BUILDING PERMIT APPLICATION

NEW COMMERCIAL, TENANT IMPROVEMENT, CELL TOWER

City of Sierra Vista 1011 N. Coronado Drive Sierra Vista, Arizona 85635 Information: (520) 417-4413 Inspections only: (520) 452-7019

Fax No: (520) 452-7023

In accordance with the building, plumbing, electrical, mechanical codes and other ordinances of the City of Sierra Vista, the proposed work is to be executed in conformity with said laws. This permit grants no conditions in excess of what the ordinances permit. NOTE: Permit shall expire and become null and void if work is not commenced within 180 days from the date of approval of this permit, or if such work when commenced is suspended or abandoned for a period of 180 days. 20% of the permit fee will be charged if the permit is cancelled or if initial inspection is not completed within 180 days of permit approval date. A refund of 80% of the paid permit fee may be requested by the permit applicant within the 180 days.

within the 180 days.	
Date: POC for Questions/Plan Review	v: ☐ General Contractor ☐ Architect ☐ Applicant
Project Address:	Tax Parcel ID No:
Business/Project Name:	
Architect/Applicant:	Telephone No:
Address:	
Email:	
General Contractor:	Contractor License No:
Contractor Address:	City/State/Zip:
Point of Contact:	
Email Address:	Customer I.D.:
Project Activity: New Commercial Building OR Addition [☐ Tenant Improvement ☐ Cell Phone Tower
Material and Labor Cost of Project: \$	
• • • • • • • • • • • • • • • • • • • •	
Description of Work:	
109.2.1 SHALL BE PAID AT TIME OF SUBMITTAL AND BEFORE ANY REVIEW OF S IN FULL AND PICKED UP NO LATER THAN 30 CALENDAR DAYS UPON NOTIFICAT TO A DAILY STORAGE FEE OR SUCH DOCUMENTS MAY BE DISCARDED AT THE DETERMINED BY THE BUILDING OFFICIAL BUT SHALL NOT BE LESS THAN \$10.0 I agree that the information provided above is correct and true. I u	ECTION 109.2.3 – 80% OF THE PLAN REVIEW FEE AS DETERMINED IN SUBSECTION UCH DOCUMENTS COMMENCES. APPROVED PLANS AND PERMIT MUST BE PAID FOR TON OF APPROVAL. PLANS PICKED UP AFTER THE 30 DAY PERIOD MAY BE SUBJECT DISCRETION OF THE BUILDING OFFICIAL. STORAGE FEES MAY BE ASSESSED AND 0 PER DAY. Inderstand the responsibility for code compliance rests with the permit ED REPRESENTATIVE PEROFMRING WORK
Signature:	
	BELOW THIS LINE 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
Collected at time of submittal (Plans will be reviewed once collected)	·
Fire Development Fee: \$ Sewer Developm	ent Fee: \$ Wall/Fence Fee \$:
Transportation Dev. Fee: \$ TOTAL PROJECT	FEES: \$
Comments:	
Application Approved:	Data
Application Approved:Application Disapproved:	Date: Date:

Fire Contractor	License No. ROC	Class
Mechanical Contractor	License No. ROC	Class
Electrical Contractor	License No. ROC	Class
Plumbing Contractor	License No. ROC	Class
Other Contractor	License No. ROC	
I will NOT be using Sub Co	ontractors for this project.	

This project will use the following Arizona ROC licensed contractors with City of Sierra Vista Business

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S § 13-2704.

9-834. Prohibited acts by municipalities and employees; enforcement; notice

Licenses:

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.