



**Hualapai Tribal Nation  
Building Permit Application  
Submittal Requirements  
Residential Homesite Clearance Checklist**

Please Return Completed Application with all Requirements to:

**Hualapai Tribal Nation  
Dept. of Planning & Economic Development  
P.O. Box 179  
941 Hualapai Way  
Peach Springs, Arizona 86434 - 0179  
Phone: (928) 769-2216  
Fax: (928) 769-1063**

# Hualapai Tribal Nation

## Residential Building Permit Application

Office of the Tribal Environmental Review Commission

Phone: 928-769-2216, Fax: 928-769-1063 Inspection Request: 928-769-2216

PO Box 179/941 Hualapai Way, Peach Springs, Arizona 86434

IMPACT:     LOW                       GENERAL

APPLICANT	CONTRATOR
Name:	Company Name:
Address:	Contact Name:
City:	Address:
State/Zip:	City/State/Zip:
Phone: (    )    -              Fax: (    )    -	Phone: (    )    -              Fax: (    )    -
E-mail:	E-mail:
<b>HOMESITE INFORMATION and LOCATION</b>	CCB Lic.:
Address:	<b>TYPE OF WORK</b>
City:	<input type="checkbox"/> New Construction <input type="checkbox"/> Demolition
State/Zip:	<input type="checkbox"/> Addition/alteration/replacement <input type="checkbox"/> Other:
<b>CROSS STREET/DIRECTION TO HOMESITE</b>	<b>CATEGORY OF CONSTRUCTION</b>
	<input type="checkbox"/> 1 and 2 Family dwelling <input type="checkbox"/> Accessory building
	<input type="checkbox"/> Multi-family <input type="checkbox"/> Master builder
	<input type="checkbox"/> Other:
	<b>REQUIRED DATA: 1-&amp; 2- FAMILY DWELLING</b>
	Permit fees* are based on the value of the work performed.
	Indicate the value (rounded to the nearest dollar) of all
	equipment, materials, labor, overhead, and the profit for the
	work indicated on this application.
<b>DESCRIPTION OF WORK</b>	Valuation
	Number of bedrooms:
	Number of bathrooms:
	Total number of floors:
	New dwelling area:                      square feet
	Garage/carport area:                      square feet
	Covered porch area:                      square feet
<b>FOR OFFICAL USE ONLY</b>	Deck area:                                  square feet
Plan no.	Other structure area:                      square feet
Subdivision:	<b>NOTICE</b>
Lot no.:	All contractors are required to be licensed with the Arizona Registrar of Contractors and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:
Tax map/parcel no.:	
<b>BUILDING PERMIT FEES</b>	
Please refer to fee schedule	
Fees due upon application              \$	
Amount received:                      \$	
Date received:	

# Residential Building Permit Application

PERMIT # \_\_\_\_\_ - \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PROJECT ADDRESS/LOCATION: \_\_\_\_\_

**BUILDING TYPE:**

- Multi-Family  
# of Units \_\_\_\_\_
- Single family Residential
- Other \_\_\_\_\_

**PROJECT TYPE:**

- Original
- Addition
- Alteration/Remodel
- Repair
- Demolition

**FRAME TYPE:**

- Wood
- Steel
- Concrete
- Masonry
- Other \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

**CURRENT NUMBER OF OCCUPANTS** (includes owners, Tenants, employces, etc.) \_\_\_\_\_

**PROPOSED NUMBER OF OCCUPANTS** (includes owners, Tenants, employees, etc.) \_\_\_\_\_

**BATHROOMS:**

Existing \_\_\_\_\_  
Proposed \_\_\_\_\_  
Total \_\_\_\_\_

**BEDROOMS:**

Existing \_\_\_\_\_  
Proposed \_\_\_\_\_  
Total \_\_\_\_\_

**WATER SUPPLY:**

- Private Well
- Public-Name of water system: \_\_\_\_\_

**TYPE OF HEAT:**

- Electricity       Oil       Solar
- Woodstove     Propane
- Heat Pump     Other: \_\_\_\_\_

**SANTARY SEWER SYSTEM:**       Public       Septic  
If septic system, need permit number \_\_\_\_\_

**FOOD SERVICE**  Yes     No

**TRIBAL & N.E.P.A CLEARANCES:**

- Cultural - T.H.P.O.
- Biological
- Zoning
- Environmental Assessment (required)

**UBC OCCUPANCY**

Classification: \_\_\_\_\_

**UBC TYPE OF CONSTRUCTION**

Classification: \_\_\_\_\_

**SQUARE FOOTAGE:**

	Current	Proposed
First Floor	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Second Floor	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Other Building (i.e. outbuilding/shed)	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Other (e.g. decks/porches)	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>

TOTAL VALUATION \_\_\_\_\_ or ESTIMATED COST \_\_\_\_\_

**Authorized**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

TERC Chairman

# COMMERCIAL \ INDUSTRIAL \ PUBLIC PLANS SUBMITTAL REQUIREMENTS

## DESIGN CODES

2003 Uniform Building Code  
2003 Uniform Mechanical Code  
2003 Uniform Plumbing Code  
2003 Uniform Fire Code  
2003 National Electric Code\*  
Hualapai Nation Codes & Ordinances  
ADAAG (Americans with Disabilities Act Accessibility Guidelines)  
\*All line voltage conductors shall be a minimum of 12awg Cu in approved conduit(s).

## ENERGY EFFICIENT CONSIDERATIONS

South Facing - Orientation  YES  NO - Less Windows on North Side  
Minimum Insulation - Walls R-22 - Roof R-45 - 2' over hangs - Solar Energy Use  
Water  - Heating  - Electric  
 - Sustainable wall building materials, please contact Planning Office for current information.

## DESIGN PARAMETERS

Seismic Zone: 2B  
Wind Speed: 80 MPH  
Exposure: C  
Snow Load: 20 psf (non-reducible)  
Rainfall: 6-inches per hour  
TYPE OF CONSTRUCTION  
OCCUPANCY  
FLOOR AREA  
OCCUPANCY LOAD  
NUMBER OF EMPLOYEES  
REQUIRED SPECIAL INSPECTIONS

***All plans must have a cover sheet indicating all of the above information, and be accompanied by a signed application & completed submittal checklist for the submittal to be accepted.***

***THE PLAN REVIEW FEE MUST BE PAID BEFORE ANY PLAN REVIEW WILL BE ACCOMPLISHED. TO EXPEDITE THE REVIEW PROCESS, CONTACT THE TERC STAFF FOR THE ESTIMATED FEE AMOUNT PRIOR TO SUBMITTAL!***

***It is the Goal of TERC to perform the plan review and provide written comments or issue a building permit within 15 working days after receiving a complete submittal package, including the plan review fee!***

**Tribal Environmental Review Commission  
Submittal Requirements for New Home Construction**

**APPLICATION** (Applicant must provide complete clear legible information)

**CONTRACTORS or OWNER BUILDERS INFORMATION SHEET**

- General Contractor - Complete contractor name, select/complete #1 (if appropriate) sign and date
- Owner/Builder - Complete owner name, select/complete #2 and list complete information on electric, plumbing and mechanical contractors.
- Exceptions to these use exceptions.

**Department of revenue bond exemption certificate (contractors only)**

**SITE PLAN must be clear and legible:**

1. 8 ½ X 11 - Minimum size (**Must Include**)
2. 2 copies
3. Property Dimensions - (ex. 50ft X 100ft)
4. Dimensions of all existing and proposed structures
5. Distance between all existing and proposed structures (including pools and sheds, etc.)
6. Distance from all existing and proposed structures and front/rear.side yards of property.

**PLANS:** Two complete sets drawn to scale no smaller than 1/8 inch=1 foot; 1" = 30' and on a minimum of 18" X 24" sheets (***NO EXCEPTIONS TO SHEET SIZE FOR NEW HOME CONSTRUCTION***)

**TRUSS ENGINEERING CALCULATIONS:** Obtain from manufacturer (2 copies)

**SURVEY:** Required on all new construction (must be CURRENT) with finished floor elevation required in all flood plain areas.

**SEPTIC PERMIT AND SITE APPROVAL:**

- Must get letter from Public Works Director stating seer is not available.
- Get septic permit and site approve from Indian Health Service Office of Environmental Health through Planning Department Office of the Tribal Environmental Review Commission (TERC) Clerk.

**FLOOD CONTROL:** If the property is determined to be in a flood zone, the Public Works Director would determine a minimum elevation.

**SPECIFIC PLAN REQUIREMENTS FOR ALL COMMERCIAL, PUBLIC AND INDUSTRIAL  
BUILDING PERMIT APPLICATIONS.**

(IF ALL ITEMS ARE NOT ADDRESSED, THE APPLICATION WILL NOT BE CONSIDERED A  
COMPLETE SUBMITTAL)

**THE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT** administers and implements the Hualapai Master Plan, works with request for amendments and updates to the Master Plan. The Master Plan is the guiding document for development decisions on the Hualapai Reservation. Planning & Zoning administers many ordinances and policies that support the objectives of the Master Plan. The general information phone number is 928-769-2216 ext. 123, 104 & 114.

## **SUBMITTAL REQUIREMENTS FOR ALL NEW HOUSE PLANS**

**(2) complete sets of plans needed**

**OWNERS NAME, PROPERTY ADDRESS AND LEGAL DESCRIPTIO OF PROPERTY**

### **Foundation Plan:**

1. Footing Details
2. Soil compaction test report may be required on fills of 12" or more
3. Foundation floor plan
4. Reinforcing steel size and spacing

### **Foor Plan:**

1. Complete floor plan layout
2. All roofed area, i.e. patios, entries, etc.
3. Windows doors – indicate size and safety glazing
4. Square footage of each area
5. Fireplace detail. Show whether masonry or manufactured. (If masonry, a separte fireplace detail shall be included on the plans and the foundation shall reflect such. Manufactured fireplaces require an ICBO Evaluation Report).

### **Electric Plan: Show the Following:**

1. Wall outlet locations
2. Exterior outlets
3. Fans
4. SFS location and size
5. Lighting
6. Switch locations
7. Ground Fault outlets
8. Smoke detector locations

### **Plumbing plan: Show the following:**

1. All plumbing fixture locations
2. Water heater size and type
3. All exterior faucet outlets
4. Total number of fixtures units and drainage fixture units

### **Mechanical information:**

1. Exhaust fans and equipment locations
2. Weight of attic and rood mounted units
3. BTU rating of all heating equipment

### **Framing detail:**

1. Structural cross-section and wall sections for proposed structure
2. All header dimensions
3. Braced wall panels: Types and location

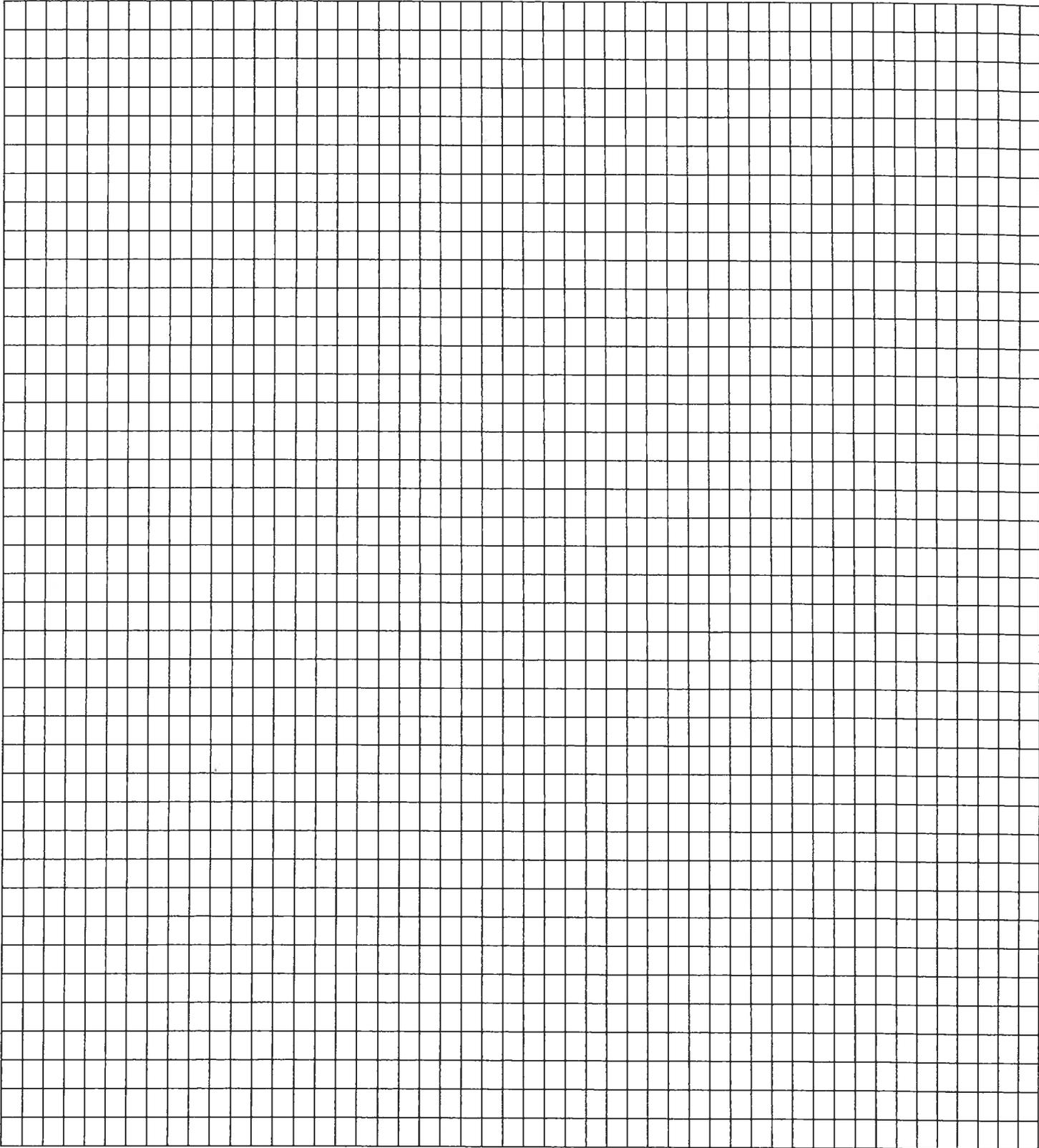
### **Roofing Framing Plan (2 sets):**

Truss calculations, layout and all beam sizes and locations. Note the slope of the rood, type of roof covering, tile or composition, and its name and weight per square foot is required.

### **Exterior View Elevations (all four sides):**

Roof pitch and any other pertinent physical characteristics that is not immediately evident.

**USE BLACK INK ONLY**



Homesite Ordinance  
Appendix A  
RESIDENTIAL HOMESITE CLEARANCE CHECKLIST

The applicant for a residential lease must provide information concerning the proposed homesite location.

1. Street/Road Access:

Is street or roadway access immediately available to the homesite?

Is street or roadway a dedicated right-of-way?

Will any road construction be required to access the homesite?

2. Domestic Water:

Is potable water available to the homesite?

If a water pipeline is require, what is the distance to the water supply

How do you plan to supply water to the homesite?

3. Sewer:

What are your plans for sewage treatment?

- Septic tank

- Sewer lagoon hook-up

- Other; provide description

4. Electricity:

Is electric available to the homesite?

If electric service line is required, what is the distance to the electric distribution line?

How do you plan to provide electric service to the homesite?

5. Telephone:

Is telephone service available to the homesite?

If telephone service is required, what is the distance to the nearest telephone line?

How do you plan to provide telephone service to the homesite?

6. Schools:

What is the distance to school from the homesite?

Will school age children be residing at this homesite? If so, what are their ages?

7. Emergency medical services:

What is the distance to the nearest Clinic or medical facility?

8. Fire Protection:

What is the distance to the nearest fire station from the homesite?

9. Law Enforcement:

What is the distance to the Police Station?