



Building Permit Application

HUALAPAI TRIBAL NATION

Office of the Tribal Environmental Review Commission

887 W. Highway 66/P.O. Box 179, Peach Springs, AZ 86434

Phone: 928-769-1310, Fax: 928-769-1377, Inspection Request: 928-769-1310

Permitting process below

All Tribal Departments that you as the Applicant will need to contact and get signatures from are listed below. Tribal Employment Rights Office (T.E.R.O.) Tax which is 1% of project amount and any environmental documents that may be needed for your permit, as well as plan review that you will need to get signatures (the signature page is located on the last page) from are listed. The Hualapai Planning Department will let you know the requirements for your permit, depending on permit purpose and what actions that will be taken during the project.

- 1 Contact or come into the Hualapai Planning Dept. to obtain the Permit. Once completed return the permit to Planning Dept. staff to find out what will be required of you to process and approve the permit for your project. This may include a Pre-Application Meeting involving the applicant & signatorie
- 2 if any new structures will be built, digging, grading or any disturbance of the land, Environmental documentation will be needed as well as Blue Staking. Public Works will Blue Stake water/sewer lines and the applicant will need to contact "Arizona 811" to get all underground lines/cables marked. The Planning Dept. will let you know how to obtain them or, If possible, will assist in obtaining the Environmental Documents for you. Please contact Leland Cardy, Utilities Management at (928) 769-2216 for sewer/water Blue Staking.
- 3 If your project entails any building, digging, water, sewer or placing of a building on a site you will need to go through plan review with the Planning Dept. and the Building Inspector and Public Works plan review team, who will sign the signature page after all is approved. Checklist:
 - [] Drawings need to be to scale, construction notes detailing scope of work and materials.
 - [] All applicants contact information labeled on all plans.
 - [] Vicinity map, north arrow label land use, show site and adjacent parcels.
 - [] Existing/proposed driveway locations including existing driveways/both sides of street for a distance of 150' from the site boundary.
 - [] Set backs, distance from property line.
 - [] Show location/size of existing/proposed water and sewer services, adjacent mains and location of other existing/proposed utilities (i.e. electric, phone, cable, gas, grease interceptor, etc.)
- 4 Tribal Employment Rights Office will collect any Business lease fee and TERO Tax. This office is located at the Hualapai Tribal Office at 941 Hualapai Way in Peach Springs AZ. phone 928-769-2216.
- 5 Depending on the your project, this process can take up to a month, so please start this process quickly. If you have any questions please feel free to call the Hualapai Planning Dept.

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TERC Regulation Code the permit is approved under will go here.

IMPACT: ☒ LOW ☐ GENERAL ☐ EXEMPT

APPLICANT INFORMATION		CONTRACTOR INFORMATION	
Business Name:		Business Name:	
Contact Name:		Contact Name:	
Address:		Address:	
City:		City:	
State/Zip:		State/Zip:	
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	
Business license No.:		Business license No.:	
JOB SITE INFORMATION and LOCATION		CATEGORY OF CONSTRUCTION	
Project Name:		<input type="checkbox"/> Master Builder	<input type="checkbox"/> Commercial/Industrial
Address:		<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Other
City/State/Zip:		REQUIRED DATA: COMMERCIAL USE CHECKLIST	
DESCRIPTION OF PROJECT		Indicate the value (round to the nearest dollar) of all equipment, materials, labor, etc. and the profit for the work indicate on this application Valuation (Repair Cost): Existing Building Area: _____ square feet New Building Area: _____ . Number of Stories: Occupancy Groups: Existing: New:	
CROSS STREET/DIRECTIONS		FOR OFFICAL USE ONLY	
NOTICE		Plot 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: All permits, after approval will be subject to a holding/posting for seven calendar days before the permit is activated, per the Tribal Environment Review Commission Rules, Sec. 402.(f).		Subdivision:	
		Tax map/parcel No.:	
		Lot No.:	
		Permit No. 2022-	
		BUILDING PERMIT FEES	
		Please refer to fee schedule	
		Fees due upon application TERO Tax is 5%	
Amount received:		Date Received:	
		TERO Tax:	

* See Appendix C of Rules to implement H.E.R.C.

BUILDING PERMIT APPLICATION

PERMIT # **2022-** APPLICATION DATE: PERMIT VALID UNTIL:
PROJECT DESCRIPTION:
PROJECT ADDRESS/LOCATION:

BUILDING TYPE:	PROJECT TYPE:	FRAME TYPE:
<input type="checkbox"/> Commercial	<input type="checkbox"/> Original	<input type="checkbox"/> Wood
<input type="checkbox"/> Industrial	<input type="checkbox"/> Addition	<input type="checkbox"/> Steel
<input type="checkbox"/> Other _____ # of units _____	<input type="checkbox"/> Alteration/Remodel	<input type="checkbox"/> Concrete
	<input type="checkbox"/> Repair	<input type="checkbox"/> Masonry
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other _____

PROPOSED USE:

NUMBER OF PARKING SPACES (Show on Plot Plan):
NUMBER OF ADA PARKING SPACES (Show on Plot Plan):

WATER SUPPLY:	TYPE OF HEAT:
<input type="checkbox"/> Private Well	<input type="checkbox"/> Electricity <input type="checkbox"/> O <input type="checkbox"/> Solar
<input type="checkbox"/> Public-Name of water system: Hualapai Water Sys.	<input type="checkbox"/> Woodstove <input type="checkbox"/> Propane
	<input type="checkbox"/> Heat Pump <input type="checkbox"/> Other: _____

SANITARY SEWER SYSTEM: ☐ Public ☐ Septic
If septic system needed permit number _____

FOOD SERVICE ☐ Yes ☐ No

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

☐ Cultural - T.H.P.O. (required)

Department Archaeologist _____ **Date** _____

☐ Cultural not required -
☐ Biological
☐ Zoning
☐ Environmental Assessment (required if general)

UBC OCCUPANCY

Classification: _____

UBC TYPE OF CONSTRUCTION

Classification: _____

SQUARE FOOTAGE:

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

TOTAL VALUATION _____ **or** **ESTIMATED COST** _____

Authorized Signature: _____

Print Name: _____

Approved: _____

TERC Chairperson

Date: _____

Issue Date: _____

Signature page
all signatures are required before permit is approved.

Pre-Application Meeting

Projects involving the installation of new water or sewer lines serving more than a single-family home, a building project with an anticipated water use of over 500 gallons per day or require grading more than 100 cu. yds. are sbbject to a pre-application meeting which will be arranged for by the Planning Department and include the signatories and the builder's rep (architect, engineer or contractor). The applicant shall bring any plans & reports so far developed for the project and a general description of the proposal.

By signing this form you are stating your Dept. has completed the tasks listed. Please add any notes that you feel pertains to this project.

Building Inspector/Plan Reviewer

Date

Work number 928-769-1310

Notes:

Have all plans passed all Building Codes the Tribe follows?

☐ Yes ☐ No

Public Works Director

Date

Cell phone number 928-715-8246/Work number 928-769-2216

Utility Manager's Cell phone number 928-769-6428/Work number 928-769-2216

Notes:

Is the Home site accessible to sewer and water? (If applicable for this project.)

☐ Yes ☐ No

Has Tribal Public Works Blue Staked water and sewer lines?

☐ Yes ☐ No

Have all Water and Sewer Plans been approved by your department? (If applicable for this project.)

☐ Yes ☐ No

Signature page
all signatures are required before permit is approved.

Tribal Employment Rights Officer

Date

Cell phone number 928-607-8542/Work number 928-769-2216

Notes: _____

Have all License fees and TERO Tax been paid? If so how much was paid for each?

License fee paid? ☐ Yes ☐ No

TERO Tax paid? ☐ Yes ☐ No

How much was paid ? \$ _____

How much was paid ? \$ _____

This area needs to be signed for all Grand Canyon West Projects.***

Grand Canyon West Project Coordinator

Date

Phone: (928) 769 -6474 Fax: (928) 769 -2450

Notes: _____

Contractor

Date

Cell phone number 928-_____/Work number 928-_____

Notes: _____

Have you called Arizona 811 to mark underground lines?

If so when will this be marked?

☐ Yes ☐ No