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 & signatories.

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 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.
<table>
<thead>
<tr>
<th>APPLICANT INFORMATION</th>
<th>CONTRACTOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name:</td>
<td>Business Name:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
<td>City:</td>
</tr>
<tr>
<td>State/Zip:</td>
<td>State/Zip:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Business license No.:</td>
<td>Business license No.:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB SITE INFORMATION and LOCATION</th>
<th>CATEGORY OF CONSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>[ ] Master Builder</td>
</tr>
<tr>
<td>Address:</td>
<td>[ ] Accessory Building</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>[ ] Other</td>
</tr>
</tbody>
</table>

**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 indicated on this application.

- Valuation (Repair Cost):
- Existing Building Area: 
- New Building Area: 

**CROSS STREET/DIRECTIONS**

- Number of Stories:
- Occupancy Groups:
  - Existing:
  - New:

**FOR OFFICIAL USE ONLY**

**NOTICE**
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:

- Plot No.
- Subdivision:
- Tax map/parcel No.:
- Lot No.:
- Permit No.: 2022-

**BUILDING PERMIT FEES**
Please refer to fee schedule

- All permits, after approval will be subject to a holding/posting for seven calendar days before the permit is activated, per the Tribal Environmental Review Commission Rules, Sec. 402.(f).
- 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: 

<table>
<thead>
<tr>
<th>BUILDING TYPE:</th>
<th>PROJECT TYPE:</th>
<th>FRAME TYPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Commercial</td>
<td>[ ] Original</td>
<td>[ ] Wood</td>
</tr>
<tr>
<td>[ ] Industrial</td>
<td>[ ] Addition</td>
<td>[ ] Steel</td>
</tr>
<tr>
<td>[ ] Other</td>
<td>[ ] Alteration/Remodel</td>
<td>[ ] Concrete</td>
</tr>
<tr>
<td></td>
<td>[ ] Repair</td>
<td>[ ] Masonry</td>
</tr>
<tr>
<td></td>
<td>[ ] Demolition</td>
<td>[ ] Other</td>
</tr>
</tbody>
</table>

PROPOSED USE:

NUMBER OF PARKING SPACES (Show on Plot Plan): 

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

WATER SUPPLY: TYPE OF HEAT:

[ ] Private Well [ ] Electricity [ ] O [ ] Solar
[ ] Public-Name of water system: Hualapai Water Sys.
[ ] Woodstove [ ] Propane
[ ] Heat Pump [ ] 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Current ft 2</th>
<th>Proposed ft 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mezzanine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Building (i.e. outbuilding/shed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (e.g. decks/porches)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL VALUATION __________________________ or ESTIMATED COST ________________

Authorized Signature: __________________________ Date: __________

Print Name: __________________________

Approved: __________________________  Issue Date: __________

TERC Chairperson
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 subject 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.

<table>
<thead>
<tr>
<th>Building Inspector/Plan Reviewer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work number 928-769-1310</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

Have all plans passed all Building Codes the Tribe follows?
[ ] Yes   [ ] No

<table>
<thead>
<tr>
<th>Public Works Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell phone number 928-715-8246/Work number 928-769-2216</td>
<td></td>
</tr>
<tr>
<td>Utility Manager’s Cell phone number 928-769-6428/Work number 928-769-2216</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

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