



# Town of Camp Verde

## Community Development Department – Building Division

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0050 ◆ [www.campverde.az.gov](http://www.campverde.az.gov) ◆

## COMMERCIAL TENANT IMPROVEMENT

### PERMIT APPLICATION

To ensure the most expedient permit processing, commercial applicants must receive approval for Development Standards Requirements through the Planning & Zoning Department prior to submitting an application for construction. Plans that do not meet the exception requirements of ARS §32-144 shall be designed and sealed by an Architect/Engineer licensed to practice in the State of Arizona. This shall include plans, calculations, and drawings including plumbing, mechanical and electrical in which one (1) set will require an original wet seal. **All contractors must have a valid ROC License in the State of Arizona. A Town issued Business License is also required to perform services in the Town of Camp Verde.**

**To process a commercial permit application, the following information must be submitted:**

- Completed Application Packet** - including project information, property information, property owner information, applicant information, contractor information, plot plan sketch and *if applicable*:
  - Designation of Agent
  - Lumens Calculation Sheet
  - Special Structural Inspections Certificate
  - Driveway/Culvert Application
- Development Standards Approval Letter and Approved Site Plan** – If Applicable.
- One (1) Electronic PDF Set of Construction Documents (Plans)**
- Three (3) to Six (6) Sets Of Construction Documents (Plans)** – One (1) Set with Original Wet Seal
  - Plans must be submitted on a minimum of 18" x 24" and a maximum of 36" x 48" size paper at no less than ¼" = 1' and details at ½" = 1'. Plans, including calculations shall be legible and easy to read, and of sufficient clarity to indicate the location, nature and extent of the work proposed.
  - Cover Sheet** – Including The Following Information:
    - Contacts (Principal, Company Name, Address & Phone Number)
    - Parcel Number & Address
    - Owners Name, Address & Phone Number
    - Sheet Index
    - Project Data (Codes Referenced, Zoning, Use, Site Coverage, Occupancy, Building Height, Construction Type, Square Footages, Building Area, Setbacks, Sprinklers, etc.)
  - Site Plan** - Including An 8.5" x 11" Plot Plan Drawn to Scale or Dimensioned Indicating the Following:
    - Assessor's Parcel Number and Project Address
    - Scale Used (May Be Engineer Or Architect's Scale)
    - Direction of North
    - Parcel Diagram (Including Property Lines and Dimensions)
      - Label front of property.
      - Label adjacent streets or alleys within 150' of property. Indicate width, length, turning radius and grade.
      - Indicate location and dimensions of easements that apply with proof of legal access.
      - Indicate ingress/egress (driveway locations).
      - Indicate topography, both existing and proposed, with contour lines shown in two (2) foot increments.
      - Indicate the location of any terrain features that affect placements including washes, creeks or ditches within twenty (20) feet of the building site.
      - Indicate all existing and proposed buildings and structures (actual footprints).
      - Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
      - Indicate utility easements and lines.
      - Indicate location of existing or proposed septic tank and leach lines, sewer line(s), water line(s), fire hydrant(s), electric and any other utility lines (including dimensions, size and setback or distance from proposed building).
      - Indicate location of well (if applicable).
      - Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building, if applicable).
      - Delineate parking spaces and include ADA accessibility.
      - Show calculations for number of required parking spaces for type of use.
      - Indicate areas to be landscaped (15% of parking area) and list plant types and size.
  - Civil Plans** – Shall include and be designed and sealed by an Arizona Registered Design Professional.
    - Storm Water Pollution Prevention Plan and Notice of Intent (NOI) Authorization (if applicable).
    - Paving, Grading and Drainage Plan.
    - Two (2) Copies of Bound Drainage Reports.
    - Water and Sewer Plans.
    - Utility Locations and Connections.
    - Sealed Engineers cost estimate for off-site improvements to include a 10% contingency to be approved by the Town Engineer.
    - Notarized Bond for off-site improvements with additional 20% contingency of Engineer's total cost estimate, to be approved by Town Attorney.

- Architectural Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Floor plan for each story showing square footage.
  - Architectural details for fire resistive construction and penetrations.
  - Accessibility requirements and emergency exit plan.
  - Window, door and room finish schedules.
  - Proposed uses.
  - Fire wall location and type.
  - All four building elevations shall be provided for the exterior showing relation to existing and proposed grade and exterior coverings.
- Structural Plans and Calculations** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional.
  - All structural components of the proposed work.
  - Roof framing plan, wall section, details and calculations for all the above.
  - Truss design drawings (with consideration for roof mounted equipment).
  - I-joint include but not limited to the following: foundation plan, floor framing plan, systems with manufacturer’s layout and engineering sheets.
- Mechanical Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Complete mechanical system layout.
  - Calculations and methods of meeting ventilation requirements.
  - Details of equipment installation and condensation drains.
  - Fire damper and penetration details.
  - Kitchen hood system details.
- Plumbing Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Complete layout for water, gas and drainage systems.
  - Pipe sizing for all proposed systems.
  - Isometric of waste, vent, hot/cold water, and gas systems.
- Electrical Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Complete layout including location of the service and sub-panels.
  - Details of any special systems.
  - Load calculations, panel schedules and one-line diagram.
- Fire Applications, to be Deferred, as applicable:**
  - Fire Alarm Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Fire Sprinkler Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Commercial Kitchen Hood/Ansul System Plans** – If Not Submitted as Part of The Mechanical Drawings an Additional Three (3) Sets Of Mechanical Drawings Are Required.
  - Above Ground Storage Tank Permit Application**
  - Solar Photovoltaic Permit Application**
- Two (2) Copies of Engineered Soils Report** (Geotechnical Report) – One (1) Copy Provided Must Be Original Wet Seal.
- ADEQ Asbestos Demolition and Renovation Activities NESHAP Notification Form** – If Applicable.
  - Copies of any testing and abatement information to be conducted at the project site.
- Deposit** will be collected upon submittal of application in accordance with the current adopted fee schedule.

Additional Information May Be Required as Determined by The Building Official. A Separate Permit Will Be Required for All Deferred Submittal Items.

## **AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED**

### **Note: The Following Approvals May Be Required Before a Commercial Building Permit Is Issued:**

Camp Verde Building Department, Camp Verde Planning & Zoning Department, Camp Verde Public Works Department, Camp Verde Wastewater Division, Camp Verde Water, Camp Verde Fire District, Yavapai County Environmental Services, Yavapai County Flood Control, Yavapai County Health Services – (Submit Plans Directly to Yavapai County for Approval), Arizona Department of Transportation – ADOT (Submit Plans Directly to ADOT for Approval), Arizona Department of Environmental Quality – ADEQ (Submit Plans Directly to ADEQ for Approval), Arizona Public Service (APS) – (Submit Plans Directly to APS for Approval)

### **Note: 9-807. Mandated fire sprinklers in certain residences prohibited; exception; permit application format**

- A. A municipality shall not adopt a code or ordinance or part of a uniform code or ordinance that prohibits a person or entity from choosing to install or equip or not install or equip fire sprinklers in a single family detached residence or any residential building that contains not more than two dwelling units. A municipality shall not impose any fine, penalty or other requirement on any person or entity for choosing to install or equip or not install or equip fire sprinklers in such a residence. This section does not apply to any code or ordinance that requires fire sprinklers in a residence and that was adopted before December 31, 2009.

**Note: 9-495.** Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

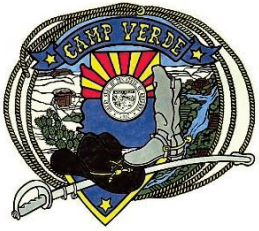
1. Demands payment of a tax, fee, penalty fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939





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♦ Telephone: 928.554.0050 ♦ [www.campverde.az.gov](http://www.campverde.az.gov) ♦

OFFICIAL USE ONLY:

PERMIT NUMBER: \_\_\_\_\_

TIME/DATE STAMP: \_\_\_\_\_

## APPLICATION FOR PERMIT

### PROJECT INFORMATION:

PROJECT TYPE:  RESIDENTIAL  COMMERCIAL  ADDITION  ALTERATION/REMODELING  DEMOLITION  NEW  OTHER

DESCRIPTION OF PROJECT: \_\_\_\_\_ VALUATION: \$ \_\_\_\_\_

HAS CONSTRUCTION STARTED ON THIS PROPERTY:  YES  NO SQUARE/LINEAR FOOTAGE: \_\_\_\_\_ BLDG HEIGHT: \_\_\_\_\_

### PROPERTY INFORMATION:

PARCEL NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PHYSICAL ADDRESS: \_\_\_\_\_

PROPANE  NATURAL GAS  ALL ELECTRIC

SANITATION SERVICE PROVIDED BY:

CAMP VERDE WASTEWATER (SEWER) PERMIT # \_\_\_\_\_  SEPTIC SYSTEM PERMIT # \_\_\_\_\_

*Note: Sewer connection permits must be obtained directly from the Camp Verde Waster Water Division. Please contact the Waste Water Division at (928) 567-6794. Septic permits must be obtained directly from Yavapai County Development Services. Please contact Yavapai County at (928) 639-8151 or [www.yavapai.us](http://www.yavapai.us).*

WATER SERVICE PROVIDED BY:

CAMP VERDE WATER COMPANY  VERDE LAKES WATER COMPANY  WELL – PERMIT NUMBER: \_\_\_\_\_

*Note: Well licensing information can be obtained through Arizona Department of Water Resources (ADWR). Please contact ADWR at (602) 771-8500 or [www.azwater.gov](http://www.azwater.gov).*

### PROPERTY OWNER INFORMATION:

OWNER(S) NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*Note: If you recently purchased this property and Yavapai County does not yet reflect you as the current property owner, you will be required to show proof of ownership documentation at the time of application submittal.*

### APPLICANT INFORMATION:

OWNER  TENANT  AGENT  CONTRACTOR  OTHER

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*Attention Applicant: If you are not the property owner, you must have something in writing from the property owner granting you permission to act on their behalf as agent. Or the following Designation of Agent clause must be signed by the property owner:*

### DESIGNATION OF AGENT

WHEREAS, the above property owner is seeking to develop or improve real property within the municipal limits of the Town of Camp Verde, Yavapai County, Arizona, which will require the filing, processing, and payment of certain zoning, construction and inspection permits and reports, both from the Town and related agencies, and WHEREAS, the owner elects to designate an agent with authority to file and process all necessary permits and information related to property zoning and improvement, including the authority to pay fees and consent to inspections, NOW THEREFORE, the undersigned owner hereby designates:

\_\_\_\_\_, whose address is: \_\_\_\_\_,

whose email is: \_\_\_\_\_, whose phone number is: \_\_\_\_\_,

agent to file the permit applications and related documents with the Town of Camp Verde, with such authority to continue until the application process is complete or as may be earlier revoked in writing.

OWNER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

ARS §32-1169. Local proof of valid license; violation; penalty. A. Each county, city, or other political subdivision or authority of this state or any agency, department, board or commission of this state which requires the issuance of a building permit as a condition precedent to the construction, alteration, improvement, demolition or repair of a building, structure or other improvement to real property for which a license is required under this chapter, as part of the application procedures which it utilizes, shall require that each applicant for a building permit file a signed statement that the applicant is currently licensed under the provisions of the chapter with the applicant's license number and the applicant's privilege license number required pursuant to ARS Section §42-5005. If the applicant purports to be exempt from the licensing requirements of this chapter, the statement shall contain the basis of the asserted exemption and the name and license number of any general, mechanical, electrical or plumbing contractor who will be employed on the work. The local issuing authority may require from the applicant a statement signed by the registrar to verify any purported exemption. B. The filing of an application containing false or incorrect information concerning an applicant's contractor's license or transaction privilege license with the intent to avoid the licensing requirements of this chapter is unsworn falsification pursuant to ARS Section§13-2704.

**I AM CURRENTLY A LICENSED CONTRACTOR:**

NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

ROC LICENSE NUMBER: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_ TOWN BUSINESS LICENSE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Note: All contractors performing work within the Town of Camp Verde are required to obtain a Town Business License. Town Business Licenses can be obtained through the Clerk's Office at 473 S. Main St. Ste. 102, Camp Verde, AZ 86322.

**EXEMPTION FROM LICENSING:**

I am exempt from Arizona Contractors' License Laws on the basis of the license exemptions contained in ARS §32-1121A, namely:

- ARS §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ARS §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services.
  - o All contractors' names and license numbers will be included in all sales documents.
- Other – (Please Specify): \_\_\_\_\_

**I understand that the exemption provided by ARS §32-1121A.14 (The Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1,000 or more.**

I will be using the following licensed contractors on this project:

|                       |                              |                    |               |
|-----------------------|------------------------------|--------------------|---------------|
| GENERAL CONTRACTOR    | TOWN BUSINESS LICENSE NUMBER | ROC LICENSE NUMBER | LICENSE CLASS |
| ELECTRICAL CONTRACTOR | TOWN BUSINESS LICENSE NUMBER | ROC LICENSE NUMBER | LICENSE CLASS |
| MECHANICAL CONTRACTOR | TOWN BUSINESS LICENSE NUMBER | ROC LICENSE NUMBER | LICENSE CLASS |
| PLUMBING CONTRACTOR   | TOWN BUSINESS LICENSE NUMBER | ROC LICENSE NUMBER | LICENSE CLASS |

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BUILDING CODE REQUIREMENTS:**

2018 INTERNATIONAL BUILDING CODE (IBC) & APPENDIX J  
2018 INTERNATIONAL EXISTING BUILDING CODE (IEBC)  
2018 INTERNATIONAL FUEL GAS CODE (IFGC) & APPENDICES A, B, C, D  
2017 NATIONAL ELECTRICAL CODE (NEC)  
2018 INTERNATIONAL RESIDENTIAL CODE (IRC) & APPENDICES M, N, Q  
TOWN CODE CHAPTER 7 – BUILDING

2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)  
2018 INTERNATIONAL FIRE CODE (IFC) & APPENDICES B, C, D  
2018 INTERNATIONAL MECHANICAL CODE (IMC) & APPENDIX A  
2018 INTERNATIONAL PLUMBING CODE (IPC) & APPENDIX F  
2018 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISpsc)

Note: Applicant assumes all responsibility for complying with any deed restrictions (CC&R's) that may apply to the property.

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I DECLARE that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Ordinances of the Town of Camp Verde. I realize that the information that I have stated heron forms a basis for the issuance of the Building Permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the Town Code or any other ordinance or to excuse the owner or his successors from complying therewith. WHERE NO WORK HAS COMMENCED WITHIN 180 DAYS AFTER THE ISSUANCE OF A PERMIT OR WHEN MORE THAN 180 DAYS LAPSES BETWEEN APPROVAL OF REQUIRED INSPECTIONS, SUCH PERMIT SHALL BE VOID. I hereby certify that I am the OWNER at this address or that, for the purposes of obtaining this approval; I am acting on behalf of the owner. All contract work on this project will be done by a contractor holding a valid privilege tax license issued by the Town of Camp Verde and contractor's license issued by the State of Arizona.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICIAL USE ONLY:**

|                       |    |
|-----------------------|----|
| Building:             | \$ |
| Plan Review:          | \$ |
| Engineering:          | \$ |
| Fire:                 | \$ |
| Zoning:               | \$ |
| Inv. Fee:             | \$ |
| ICC Valuation:        | \$ |
| Subtotal:             | \$ |
| 3% Tech Fee:          | \$ |
| Total Due:            |    |
| Deposit Amount:       |    |
| Balance Due:          |    |
| Application Taken By: |    |

**PLOT PLAN SKETCH:**

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

PARCEL NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SCALE: \_\_\_\_\_  
NO SMALLER THAN 1" = 50'

INDICATE NORTH:



I/WE, \_\_\_\_\_, certify that I/WE are the Owner or Owner's Agent, that all information provided for this plot plan is correct and that this plot plan, as a part of the permit application, indicates all structures (including fences, walls, and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course (including washes, drainage ditches, etc.) on or adjacent to the property within twenty (20) feet of any proposed or existing structure(s). I/WE, the Owner or Owner's Agent indemnify and hold harmless the Town of Camp Verde, its officers, agents and employees for any omissions knowingly or unknowingly made by the Owner, Applicant or Agent on this plot plan, resulting in the issuance of permit. I/WE understand that any items constructed in an easement, legal access area or right-of-way may be required to be removed. Furthermore, I/WE, the Owner or Owner's Agent understand that the Town of Camp Verde, its officers, agents and employees, will not be responsible for removal and replacement of said structure(s), AND removal/replacement of said structures will be at the Owner's expense. I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval.

OWNER/AGENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICIAL USE ONLY:

PERMIT NUMBER: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



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Attention Building Permit Applicants:

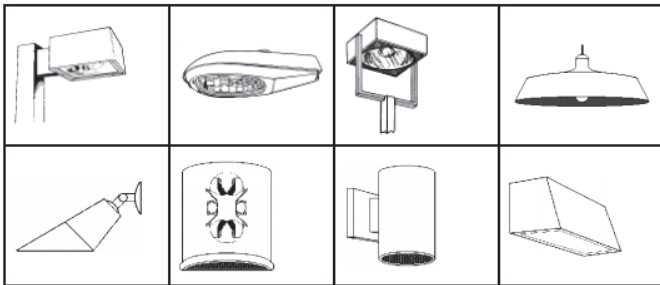
The Town of Camp Verde Community Development Department requires a lumen calculation sheet be submitted with all permit applications for new construction; for both residential and commercial development. To help you understand the information needed to fill out the form, we have included with your building permit application a graphic illustration of the differences between shielded and unshielded light fixtures as well as a lumens chart of different types of light bulbs. **Note:** You must use the maximum size bulb allowed by the manufacturer of the fixture to calculate your lumens. This information can be found on the fixture itself or its packaging material.

**When filling out the lumens calculation sheet please remember to include your existing outdoor lighting fixtures in addition to your proposed lighting fixtures.** Unshielded lights (all types) are limited to a maximum of 5,500 lumens per net acre. Residential parcels and development projects containing one net acre or less are allowed 5,500 lumens of unshielded light (all classes).

For more information on our lighting ordinance please visit our website at <http://www.campverde.az.gov> to view the most current version of the Planning and Zoning Ordinance (Section 405) or call the office of Community Development at (928) 554-0050. Thank you for helping us protect our dark skies and rural lifestyle!

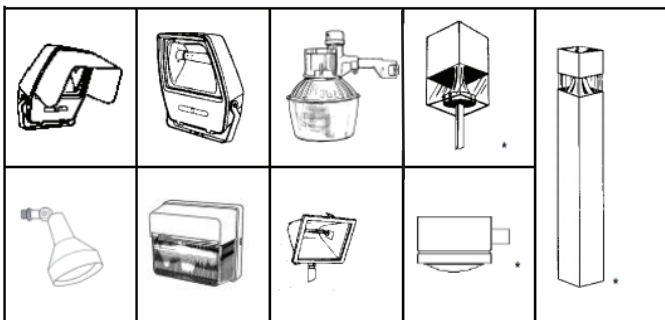
### Fully Shielded Examples:

\* Note: To be fully shielded these fixtures must be closed on top and mounted such that the bottom opening is horizontal.



### Unshielded Examples:

\* Note: Even though the lamp in these fixtures is shielded from direct view when viewed from the side or above, reflective surfaces and/or lens covers are directly visible from the side.



### Lumen Chart:

| Incandescent (Standard) (INC)                  |                        |
|--|------------------------|
| Wattage:                                       | Lumen Output (Initial) |
| 15   | 120                    |
| 25   | 210                    |
| 40   | 490                    |
| 60   | 855                    |
| 75   | 1180                   |
| 100  | 1750                   |
| 150  | 2800                   |
| 200  | 3850                   |
| Tungsten Halogen (Quartz) (TH)                 |                        |
| Wattage:                                       | Lumen Output (Initial) |
| 75   | 1400                   |
| 100  | 1800                   |
| 150  | 2800                   |
| 200  | 3600                   |
| 250  | 5000                   |
| 300  | 6000                   |
| 500  | 10100                  |
| Induction Fluorescent (Sylvania Icteron) (IFL) |                        |
| Wattage:                                       | Lumen Output (Initial) |
| 70   | 6200                   |
| 100  | 8000                   |
| 150  | 12000                  |
| T12 Cool-White Fluorescent (FL)                |                        |
| Wattage:                                       | Lumen Output (Initial) |
| 21   | 1190                   |
| 30   | 2050                   |
| 36   | 2450                   |
| 39   | 3000                   |
| 50   | 3700                   |
| 52   | 3900                   |
| 55   | 4600                   |
| 70   | 5400                   |
| 75   | 6300                   |
| Low - Pressure Sodium (LPS)                    |                        |
| Wattage:                                       | Lumen Output (Initial) |
| 18   | 1800                   |
| 35   | 4800                   |
| 55   | 8000                   |
| 90   | 13500                  |
| 135  | 22500                  |
| 180  | 33000                  |

| High - Pressure Sodium (Clear) (HPS) |                        |
|--------------------------------------|------------------------|
| Wattage:                             | Lumen Output (Initial) |
| 35                                   | 2250                   |
| 50                                   | 4000                   |
| 70                                   | 6300                   |
| 100                                  | 9500                   |
| 150                                  | 16000                  |
| 200                                  | 22000                  |
| 250                                  | 29000                  |
| 310                                  | 37000                  |
| 350                                  | 46500                  |
| 400                                  | 50000                  |
| 430                                  | 51500                  |
| 1000                                 | 140000                 |
| Standard Metal Halide (MH)           |                        |
| Wattage:                             | Lumen Output (Initial) |
| 100                                  | 8000                   |
| 150                                  | 13500                  |
| 175                                  | 15000                  |
| 250                                  | 23000                  |
| 360                                  | 36000                  |
| 400                                  | 40000                  |
| 1000                                 | 110000                 |
| Pulse Start Metal Halide (MH)        |                        |
| Wattage:                             | Lumen Output (Initial) |
| 50                                   | 3400                   |
| 70                                   | 5600                   |
| 100                                  | 9000                   |
| 150                                  | 14000                  |
| 175                                  | 17500                  |
| 200                                  | 21000                  |
| 250                                  | 25000                  |
| 320                                  | 33000                  |
| 350                                  | 37000                  |
| 400                                  | 44000                  |
| 450                                  | 50000                  |
| 1000                                 | 110000                 |
| Light Emitting Diode (LED)           |                        |
| Wattage:                             | Lumen Output (Initial) |
| 63                                   | 3400                   |
| 90                                   | 5400                   |
| 140                                  | 9996                   |
| 210                                  | 12300                  |



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939





## LUMEN CALCULATION SHEET

**PLEASE ATTACH THE FOLLOWING:**

- Site plan indicating placement of each existing and proposed fixture.
- Cut sheets are required for all Commercial projects, for every light actually used.
- Lumens for existing lights must be stated on the sheet.

**IF NO NEW LIGHTING IS BEING ADDED:**

- Please fill out the required information at the top of the page and write NO NEW LIGHTING across chart below.

SITE ADDRESS: \_\_\_\_\_

PARCEL NO.: \_\_\_\_\_ SITE ACRES: \_\_\_\_\_

OWNER/AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER/AGENT SIGNATURE: \_\_\_\_\_

I herby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may void permit.

**LIGHTING INVENTORY**

List information below for each *fixture* to be used for outdoor illumination (existing and proposed). Use the following Abbreviations:

**LAMP TYPES:**

**LED** Light Emitting Diode  
**LPS** Low Press, Sodium  
**HPS** High Pressure Sodium  
**HL** Halogen  
**IN** Incandescent  
**FL** Fluorescent

**FOR ADDITIONAL INFORMATION:**

Refer to Section 405 of P&Z Ordinance 'Outdoor Lighting' and attached information.

Revised 6/14/18

| PURPOSE OR USE | CANOPY SIZE | LAMP TYPE (See above) | MAXIMUM DESIGN WATTS EACH | BULB KELVIN RATING (not to exceed 3000K) | LUMENS EACH | QTY. | SUB-TOTAL FULLY SHIELDED LUMENS | SUB-TOTAL UNSHIELDED LUMENS | LUMEN TOTAL |
|----------------|-------------|-----------------------|---------------------------|--|-------------|------|---------------------------------|-----------------------------|-------------|
| Existing:      |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |
| Proposed:      |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |
|                |             |                       |                           |  |             |      |                                 |                             |             |

Lumen allowance:

Residential: 20,000 per net acre  
 Commerical: 100,000 per net acre  
 Maximum 5,000 unshielded per net acre on any property; parcels less than one acre are allowed a maximum of 5,000 unshielded light.

Kelvin allowance:

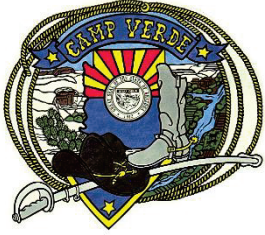
3000K per light

**STAFF REVIEW**

TOTAL LUMENS ALLOWED FOR THIS PROPERTY: \_\_\_\_\_ UNSHIELDED: \_\_\_\_\_

NOTES: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_



# Town of Camp Verde

Phone: (928) 554-0050

## Community Development

473 S. Main Street, Suite 108  
Camp Verde, AZ 86322

# Special Structural Inspections Certificate

### TO BE COMPLETED BY ENGINEER/ARCHITECT RESPONSIBLE FOR SPECIAL INSPECTIONS

|                            |                 |                 |         |
|----------------------------|-----------------|-----------------|---------|
| PERMIT #                   | PROJECT NAME    | PROJECT ADDRESS |         |
| PARCEL #                   |                 |                 |         |
| PROJECT OWNER/OWNERS AGENT | MAILING ADDRESS |                 | PHONE # |
| ENGINEER/ARCHITECT NAME    | MAILING ADDRESS |                 | PHONE # |
| FIRM NAME                  | EMAIL ADDRESS   |                 | FAX #   |

I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/Owner's Agent as the Engineer/Architect responsible for implementing the Special Structural Inspections Program required by the 2018 International Building Code, Chapter 17. I have determined that the types of work checked below require Special Structural Inspection and the individuals(s) or firm(s) named below are qualified to perform the Special Inspections. I understand and agree to inform the project owner, the contractor(s), and the Special Inspector(s) about all Special Inspection Program requirements and limitations, including that the Special Inspector(s) must be independent third-party individual(s) or firm(s) and shall not be the installing contractor(s).

(Seal, sign and date)

| Y<br>E<br>S | N<br>O | TYPES OF WORK REQUIRING SPECIAL STRUCTURAL INSPECTION<br>(ATTACH SUPPLEMENT IF NECESSARY) | QUALIFIED SPECIAL INSPECTOR, INDIVIDUAL(S) OR FIRM(S)<br>(ATTACH SUPPLEMENTAL IF NECESSARY) |
|-------------|--------|---|---|
|             |        | CONCRETE  |   |
|             |        | BOLTS INSTALLED IN CONCRETE   |   |
|             |        | SPECIAL MOMENT-RESISTING CONCRETE FRAME   |   |
|             |        | REINFORCING STEEL AND PRE-STRESSING STEEL TENDONS   |   |
|             |        | STRUCTURAL WELDING  |   |
|             |        | HIGH-STRENGTH BOLTING   |   |
|             |        | STRUCTURAL MASONRY  |   |
|             |        | EXPANSION/EPOXY ANCHORS   |   |
|             |        | SOILS   |   |
|             |        | COMPACTION  |   |
|             |        | OTHER (PLEASE SPECIFY)  |   |

#### BUILDING OFFICIAL'S APPROVAL OF PROPOSAL OF SPECIAL INSPECTION:

**BUILDING OFFICIAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### OWNER CERTIFICATION:

I hereby certify that I will employ the aforementioned Special Inspector to perform the inspections shown above.

**OWNER/owner applicant:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTES:** Special Inspection weekly reports must be submitted to the owner and to the Building Official within 5 working days of the last day of the week being reported to avoid suspension of the building permit and possible Stop Work Order. A monthly summary letter is required for overall status including any outstanding items that require follow-up. The final special inspection approval letter(s) must be submitted before use or occupancy. Any variation to the special inspection proposal requires prior approval of the Building Official.



**DRIVEWAYS / CULVERT  
APPLICATION FOR PERMIT TO USE  
TOWN OF CAMP VERDE ROADS OR DEDICATED STREETS**

The undersigned herewith make application for a permit to enter in upon and use a portion of the right-of-way of the Town of Camp Verde roads or dedicated streets for the purpose of installing a driveway and/or driveway culvert.

**LOCATION OF WORK** \_\_\_\_\_  
(parcel number and 911 street address if known)

FOR AND IN THE CONSIDERATION of the granting of a permit for the purpose set forth herein the Permittee hereby agrees, covenants and binds said Permittee as follows, to-wit:

**CONDITIONS**

1. That the permittee assumes the responsibility and all liability for any injury or damage to said highway, or to any person while using said highway in a lawful manner, caused by or arising out of the exercise of this permit.

2. **Maintenance of driveway and/or driveway culvert shall be the sole responsibility of the property owner and will in no way be responsibility of the Town of Camp Verde.** All work shall be at the sole cost and expense of the permittee and shall be done at such time and in some manner as to be the least inconvenient to the traveling public. No driveway will be approved which causes a hazard to the traveling public.

3. If at any time hereafter the right-of-way, or any portion thereof, occupied and used by the permittee may be needed or required by the Permittee, application may be revoked by the Permitter and all right thereunder terminated and upon sufficient notice, the Permittee shall and will remove all property belonging to said Permittee.

4. All culverts shall be set at the apparent flow line of the ditch. No construction done under this permit shall alter the existing characteristics of the roadway and/or the drainage ditch without prior permission from the Town of Camp Verde Engineer's office.

5. Permit shall be in effect for thirty (30) days from the date issued.

6. MISCELLANEOUS -

- a. Any and all work performed within a Town right-of-way and/or a Town maintained road shall require a permit from the Town of Camp Verde engineer's Office and shall be subject to whatever inspections that shall be deemed necessary by the Town Engineer.
- b. The Permittee shall replace all signs moved or damaged during construction.
- c. During the course of work, the Permittee shall maintain the work area in a clean and orderly condition. When a hazardous condition is created to the traveling public, barricades or proper warning devices should be used. Excess excavation, debris, etc., will not be permitted to accumulate on the road surface of shoulders. Work shall progress in such a manner that no condition such as soft trenches, drop-offs from the edge of the pavement, etc., will exist. Upon completion of installation, the Permittee shall clean the pavement surface, pull and dress shoulders, and otherwise put in order the entire work area covered by the permit to the satisfaction of the Town Engineer or his representative.

IN WITNESS WHEREOF this application has been duly signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name (Please Print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

\*\*\*\*\*

THIS APPLICATION IS APPROVED WITH THE FOLLOWING REQUIREMENTS:

\_\_\_\_\_ NCR - No culvert is required at this time. However, if in the future this road is improved, a culvert of the proper size will be required at the owner's expense.

\_\_\_\_\_ " (inside diameter) CMP 16-gauge culvert required.

\_\_\_\_\_ " (inside Diameter) CMP 16-gauge culvert or arch equivalent required.

\*\*\*\*\*

\_\_\_\_\_ Date

\_\_\_\_\_ Town of Camp Verde

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Town of Camp Verde**  
**Public Works Department**  
 395 S. Main Street  
 Camp Verde, AZ 86322  
 (928) 554-0820  
 (928) 567-1540 Fax  
 www.cvaz.org

**PUBLIC WORKS FEE**  
**SCHEDULE**

|  |  |
|--|--|
| <b>SITE PLAN REVIEW</b>  |  |
| 1 <sup>st</sup> and 2 <sup>nd</sup> Reviews  | \$225.00 Per Applicable Sheet  |
| <b>ENGINEERING REPORT REVIEW</b>   |  |
| 1 <sup>st</sup> and 2 <sup>nd</sup> Reviews<br><u>Includes:</u><br>Drainage Reports, Design Reports, Traffic Reports (TIA),<br>Soils Reports and Other Reports   | \$250.00 Per Report<br>\$150.00 For Each Subsequent Review   |
| <b>CONSTRUCTION PLANS &amp; GRADING PLAN</b>   |  |
| 1 <sup>st</sup> and 2 <sup>nd</sup> Reviews<br><u>Includes:</u><br>Civil Grading & Drainage, SWPPP, Water, Sewer,<br>Streets, Signing & Striping, Irrigation, and Other<br><i>(Note: Each separate infrastructure component shall<br/>be counted and billed separately regardless of the<br/>number of components placed on one sheet)</i> | \$225.00 Per Applicable Sheet<br>\$250.00 For Each Subsequent Review                               |
| <b>AS BUILT PLAN REVIEW</b>  |  |
|  | \$91.00 Per Applicable Sheet   |
| <b>PLAT REVIEW</b>   |  |
| 1 <sup>st</sup> and 2 <sup>nd</sup> Reviews<br><u>Includes:</u><br>Preliminary and Final Plat Reviews  | \$250.00 Per Applicable Sheet<br>\$150.00 For Each Subsequent Review                               |
| <b>RIGHT-OF-WAY</b>  |  |
| Encroachment Permit  | \$291.00   |
| <b>MISCELLANEOUS PLAN REVIEW</b>   |  |
| <u>Includes:</u><br>Engineer's Cost Estimates, Residential Grading Plan<br>Review, and Plan Revision Reviews   | \$100.00 Per Applicable Sheet<br>\$100.00 For Entire Residential Grading Plan<br>Submittal/ Review |
| <b>ANY ADDITIONAL INSPECTIONS</b>  |  |
| Note: Request Form Must Be Submitted   | \$50.00 Per Inspection   |
| <b>PRIVATE ROAD SIGNS</b>  |  |
| New Private Road Street Signs<br><u>Includes:</u><br>Installation  | \$85.00 Each   |
| <b>ROAD CUT PERMITS</b>  |  |
| Excludes Utility Companies   | \$50.00 Each   |
| <b>PUBLIC IMPROVEMENT CONSTRUCTION INSPECTION</b>  |  |
|  | \$225.00 Per Inspection  |

## TOWN OF CAMP VERDE ENGINEERING PLAN REVIEW FEE SCHEDULE

1<sup>st</sup> Submittal     2<sup>nd</sup> Submittal     3<sup>rd</sup> Submittal *(additional fees apply)*

**A COPY OF THIS FEE SCHEDULE IS TO ACCOMPANY EACH SUBMITTAL.**

**PROJECT NAME:** \_\_\_\_\_  
**PROJECT ADDRESS:** \_\_\_\_\_  
**Engineer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**email:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
**Who is the contact person:**    Architect    Owner    Engineer    other \_\_\_\_\_

| TYPE OF REVIEW  | NO. SHEETS or REPORTS REVIEWED | COST PER SHEET OR REPORT * | REVIEW FEE |
|---|--------------------------------|----------------------------|------------|
| 1.) Site Plan*  |                                | \$ 225 per Sheet           |            |
| 2.) Preliminary Plat*   |                                | \$ 250 per Sheet           |            |
| 3.) Final Plat*   |                                | \$ 250 per Sheet           |            |
| 4.) Engineering Design Reports  |                                |                            |            |
| a.) Grading & Drainage*<br><i>Stormwater (SW)</i>                               |                                | \$ 250 per Report          |            |
| b.) Soils*  |                                | \$ 250 per Report          |            |
| c.) Traffic*  |                                | \$ 250 per Report          |            |
| d.) Streets*  |                                | \$ 250 per Report          |            |
| e.) Water*  |                                | \$ 250 per Report          |            |
| f.) Sewer*  |                                | \$ 250 per Report          |            |
| g.) Other*  |                                | \$ 250 per Report          |            |
| 5.) Construction Plans  |                                |                            |            |
| a.) Grading & Drainage* <i>(SW)</i>   |                                | \$ 225 per Sheet           |            |
| b.) SWPPP* <i>(Stormwater)</i>  |                                | \$ 225 per Sheet           |            |
| c.) Water*  |                                | \$ 225 per Sheet           |            |
| d.) Sewer*  |                                | \$ 225 per Sheet           |            |
| e.) Signing & Striping*   |                                | \$ 225 per Sheet           |            |
| f.) Irrigation*   |                                | \$ 225 per Sheet           |            |
| g.) Other*  |                                | \$ 225 per Sheet           |            |
| 6.) Engineer's Cost Estimate  |                                | \$ 100 per Sheet           |            |
| 7.) As-Built Plan Review  |                                | \$ 91                      |            |
| 8.) Miscellaneous Plan Review<br><i>(Residential Grading, Non-Classified..)</i> |                                | \$ 100                     |            |
| 9.) Public Improvement Insp.  |                                | \$ 225                     |            |
| 10.) Additional Inspection*   |                                | \$ 50. Per Insp.*          |            |

|  |                                   |
|--|-----------------------------------|
| <b>TOTAL FEES</b>                        | <b>\$ _____</b>                   |
| ENGINEER PLAN RVW 01-40-40-4140 \$ _____ | STORMWATER 01-40-41-4140 \$ _____ |

**PLAN REVIEW FEES ARE DUE AND PAYABLE UPON CONFIRMATION OF SUBMITTAL FROM ENGINEER.**

*\*Cost includes 1<sup>st</sup> and 2<sup>nd</sup> Reviews and up to 3 Inspections; Third and subsequent reviews apply at \$150 per sheet/report.*

**STAFF TO COMPLETE**

Rec'd by: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Date due: \_\_\_\_\_ Review # \_\_\_\_\_  
 Returned red lines? Yes / No    Routed to: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Fees Due \$ \_\_\_\_\_    Completed Fee schedule: Yes / No



# Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322  
[www.ccfmd.az.org](http://www.ccfmd.az.org) Phone (928) 567-9401

## Fee Schedules Include 1 Plan Review, 1 re-submittal Unless Noted Below, 2 Inspections

|  |  |                                 |
|--|--|---------------------------------|
| <b>New Construction - within the Town of Camp Verde:</b> includes new construction and tenant improvements                                       | 40% of Town of Camp Verde plan review fee based on project valuation |                                 |
| <b>New construction - within Yavapai County:</b> includes new construction and tenant improvements. Based on total square footage of the project | 40% of Yavapai County plan review fee based on project valuation     |                                 |
| Expedited Plan Review fee  |  | \$572 per Submittal             |
| Additional Plan Review after Per plan  |  | \$100 per hour, minimum 1 hour. |
| Permit renewal, no plan review required  |  | \$100                           |
| Plan submittal not on this schedule  |  | \$100 per hour, minimum 1 hour. |
| Preliminary Plan Review  |  | \$0                             |
| Use Permit   |  | \$75                            |
| <b><u>Subdivision Plans</u></b>  |  |                                 |
| Conceptual   |  | \$0                             |
| Preliminary  |  | \$75                            |
| Final Plat   |  | \$75                            |
| <b><u>Fire Alarm Systems</u></b>   |  |                                 |
| New Installation.  |  | \$483                           |
| Over 10,000 sq. ft. Base Fee +.03 per Sq Ft  |  |                                 |
| Fire Alarm Modifications   |  | \$300                           |
| 1-20 devices   |  |                                 |
| > 21 devices   |  |                                 |
| <b><u>Fire Sprinklers Systems-</u></b>   |  |                                 |
| NFPA 13 & 13R - Commercial   |  | \$600                           |
| Up to 10,000 sq. ft + \$0.03 per sq ft over 10,000 sq ft.  |  |                                 |

|   |   |
|---|---|
| Commercial Fire Sprinkler Modifications                           | \$400   |
| NFPA - 13D - 1 & 2 family dwellings                               | \$400   |
| Up to 10,000 sq ft. Base fee + \$0.03 per sq ft                   |   |
| <b><u>Kitchen Fire Suppression Systems</u></b>                    |   |
| New Install: Kitchen Suppression Systems                          | Single system - \$283 Per Submittal<br>additional systems - \$130 per Submittal |
| Modifications: Kitchen Suppression Systems                        | Single system - \$160<br>additional systems - \$100                             |
| <b><u>CO2 Beverage System</u></b>                                 | \$250 Per Submittal   |
| <b><u>Fire Pump</u></b>   |   |
| New install   | \$358 Per Submittal   |
| Fire Pump Modification  | \$293 per Submittal   |
| <b><u>Underground Fire Lines</u></b>                              |   |
| Fire Main/ FDC  | \$500 per submittal   |
| <b><u>Water tank for Private/ Commercial Fire Protection</u></b>  | \$209 Per Submittal   |
| <b><u>Alternate Water Supply, per NFPA 1142.</u></b>              |   |
| New Install   | \$500 Per Submittal   |
| Additional flow test for more than one fire hydrant               | \$40 per fire hydrant.  |
| <b><u>Fire hydrant installation and flow.</u></b>                 |   |
| Fire Hydrant Flow test.   | \$121 per Submittal   |
| <b><u>Alternative Systems</u></b>                                 | \$450 Per Submittal   |
| <b><u>Spray Booth or Dipping Operations</u></b>                   |   |
| Pre-Manufactured  | \$125   |
| Non pre-manufactured  | \$225   |
| <b><u>Fire Department Access Gates (Commercial)</u></b>           |   |
| New Install - Access gate (Commercial)                            | \$250 Per Submittal   |
| Additional Gate(s), same property                                 | \$25 per gate   |
| Modification - Access gate (Commercial)                           | \$100 Per Submittal   |
| <b><u>Solar Photovoltaic Power Systems</u></b>                    |   |
| New install or modifications (commercial)                         | \$250   |
| Residential Installation  | \$200   |
| Liquid Propane Gas (commercial)                                   | \$250   |
| Modification of system  | \$100   |
| <b><u>Storage - Per site</u></b>                                  |   |
| Flammable/Combustible Liquids Storage New install or modification | \$150   |

|   |  |
|---|--|
| Compressed Gasses New install or modification   | \$150  |
| Hazardous Material Storage New install or modification  | \$150  |
| High-Piled Combustible Storage New install or modification                                      | \$150  |
| <b><u>Tents or Membrane Structures In the 2018 IFC canopies are now defined as a tent.</u></b>  |  |
| Additional tent(s); same vendor, same location  | \$50   |
| <b><u>Blasting</u></b>  |  |
| 3-day single project, no non-site storage   | \$100  |
| > 3-day single project, no non-site storage   | \$100  |
| Magazine Storage (Each site)  | \$100  |
| <b><u>Fireworks/Pyrotechnics Display.</u></b>   | \$500 Per Display/Show                                   |
| <b><u>Additional fee for operational standby may be required.</u></b>                           |  |
| <b><u>Special Events, does not include any standby fees.</u></b>                                |  |
|   | \$100  |
| After Hours Inspections   | \$312  |
| Additional Standby fees may be required.  |  |
| <b><u>Miscellaneous Fees:</u></b>   |  |
| <b><u>Note: These fees are at the discretion of the AHJ</u></b>                                 |  |
| Multi-Story Building Inspection-Fire Sprinkler and Fire Alarm                                   | \$125 above 2 floors                                     |
| Re-inspection not otherwise specified   | \$125 per inspection                                     |
| After-Hours Construction Inspection   | \$75 per hour, per inspector Per floor                   |
| <b><u>Starting or completion of work without a work permit.</u></b>                             | 300% of original permit fee                              |
| Fire-Watch/ Standby- Fire Code Official<br>4-Hour Minimum. Does not include operational standby | \$75 per Hour  |
| <b><u>Out-of-District Fire Investigations<br/>(Does Not Apply to Mutual-aid Partners)</u></b>   | Investigators hourly wage plus employee related expenses |
| <b><u>Records</u></b>   |  |
| Incident/ EMS / Fire Investigation Report   | \$20   |
| Photos  | \$10   |
| Public Records (per page)   | \$0.10   |
| Additional Charge to Mail Request   | \$2  |

# **Asbestos Demolition and Renovation Activities NESHAP Notification Process**

## ***Purpose of Program***

To protect public health from exposure to regulated asbestos-containing material (RACM) during National Emission Standards for Hazardous Air Pollutants (NESHAP) facility renovation and/or demolition activities, asbestos removal, transport and disposal, and closely monitoring those activities for proper notification and asbestos emissions control. Asbestos is a known human carcinogen and is known to cause other respiratory diseases.

## ***What are the requirements?***

Prior to the commencement of demolition or a renovation activity of a regulated facility an Asbestos Hazard Emergency Response Act (AHERA) certified building inspector must thoroughly inspect the facility or part of the facility where the demolition or renovation operation will occur for the presence of asbestos, including Category I and Category II non-friable asbestos-containing materials.

## ***Notification Time Frame***

An original notification is required to be submitted to the agency 10 working days (counting Monday through Friday) prior to the start of a renovation activity involving the removal or disturbance of threshold amounts of regulated asbestos containing materials. Threshold amounts being:

- 260 linear feet or more on pipes
- 160 square feet or more on other facility components
- 35 cubic feet or more off facility components

A Notification is required to be submitted for all demolition activities, even when no asbestos is present.

## ***Notification Fees***

There are no fees associated with the notification process.

## ***What is considered a Renovation Activity?***

A renovation means altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component. Operations in which load-supporting structural members are wrecked or taken out are demolitions.

## ***What is considered a Demolition Activity?***

A demolition means the wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of any facility.

## ***What is considered a regulated facility?***

A facility is any institutional, commercial, public, industrial or residential structure, installation, or building (including any structure, installation, or building containing condominiums or individual dwelling units operated as a residential cooperative, but excluding residential building having four or fewer dwelling units); any ship; and any active or inactive waste disposal site. For purposes of this definition, any building, structure, or installation that contains a loft used as a dwelling unit is not considered a residential structure, installation, or building. Any structure, installation or building that was previously subject to this subpart is not excluded, regardless of its current use or function. Including facility components; any part of a facility including equipment.

## ***What Facilities are exempted?***

A single residential home or structure containing one to four dwelling units. (unless classified as an installation; meaning any building or structure or any group of buildings or structures at a single demolition or renovation site that are under the control of the same owner or operator or owner or operator under common control).

## ***ADEQ Asbestos NESHAP Program Contact***

Arizona Department of Environmental Quality – Air Quality Compliance Section  
Asbestos NESHAP Program

1110 W. Washington Street, Phoenix, Arizona 85007

(602) 771-2333 Fax (602) 771-2299 Toll free: (800)-234-5677 Ext. 771-2333

Work completed on Arizona Tribal Lands is regulated by EPA Region IX Asbestos NESHAP Program: (415) 972-4182

## ***Statutory Citations***

Title 40, Code of Federal Regulations, Part 61, Subpart M, Asbestos NESHAP; Arizona Revised Statutes § 49-421 et. seq. and § 49-471 et. seq.; Arizona Administrative Code R-18-2-1101.

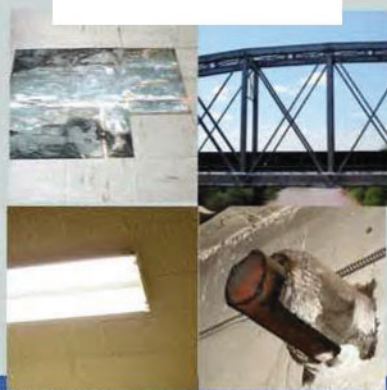
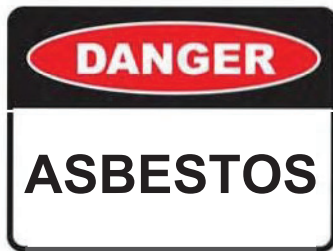


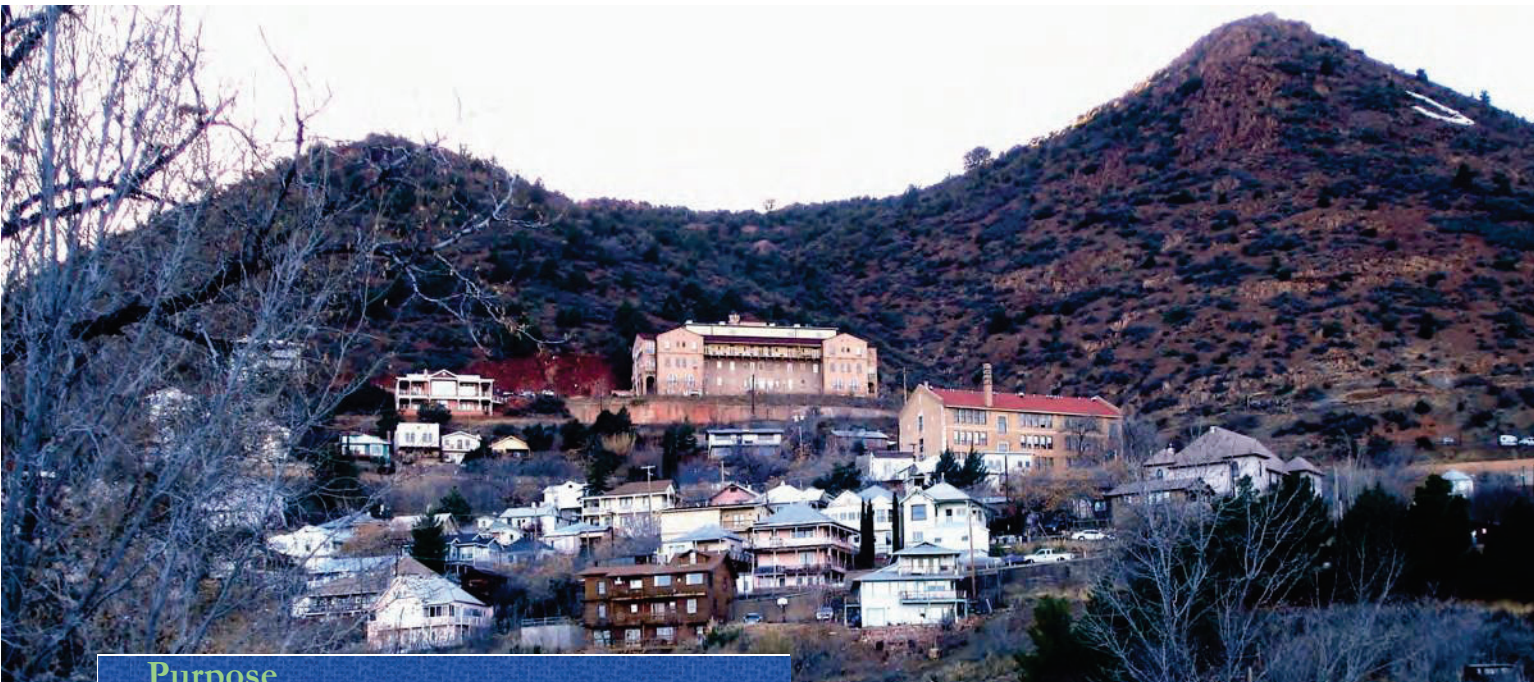
# ASBESTOS

ASBESTOS NESHAP REGULATIONS FOR DEMOLITION AND RENOVATION

A Guide for County and Municipal Building Services Departments  
and Owners/Operators of NESHAP Facilities

Is this  
building's  
renovation or  
demolition  
regulated?





## Purpose

The purpose of this document is to provide guidance to County and Municipal Building Departments regarding the state asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAPs) program and to provide an aid in determining which demolition and renovation projects are regulated. It also provides a summary of the activities that are needed to comply with the Asbestos NESHAP regulations found in 40 CFR, Part 61, Subpart M. This is not intended as a substitute for the Asbestos-NESHAP regulations, but rather is a guide to the important provisions of these regulations for jurisdictional permittees and owners/operators of NESHAP regulated facilities. Some Counties (including Maricopa, Pima and Pinal) have additional asbestos rules for renovations and demolitions. Please contact the asbestos NESHAP regulatory agencies listed at the end of this document for specific questions regarding your project.

The EPA's NESHAPs are part of the Clean Air Act and include air quality regulations for a large number of hazardous airborne pollutants, many of which are of chemical origin. The Asbestos NESHAP regulation addresses the reduction of potential exposure from asbestos for facilities undergoing renovation or demolition. The regulation provides a method for identifying asbestos-containing materials and defines a process to: categorize, abate, package, label, transport and dispose of these materials.

## What Is Asbestos?

Asbestos is a mineral fiber. It can be positively

identified only with a special type of microscope. There are several types of asbestos fibers. Asbestos was added to a variety of products to strengthen them or to provide heat insulation and fire resistance.

## Why is Asbestos Regulated?

Asbestos fibers can cause serious health problems. If asbestos fibers are inhaled, these tiny microscopic fibers can cause normal functions of the lungs to be disturbed. Exposure increases the risk of developing lung cancer, mesothelioma, or asbestosis, which is a scarring of the lungs that leads to breathing problems. It could take anywhere from 15 to 30 years after the first exposure for symptoms to occur. Medical investigations have shown that inhalation is the principal route of entry that leads to asbestos-related diseases.

## Wasn't Asbestos Banned?

EPA did ban various asbestos-containing products in 1973, 1975, 1978 and 1989. However, the 1989 "Asbestos Ban and Phaseout" regulation was overturned in 1991. As a result, the following specific asbestos-containing products remain banned: spray applied fireproofing, thermal systems insulation, decorative textures, flooring felt, roll board, and corrugated commercial, or specialty paper. In addition, the regulation continues to ban the use of asbestos in products that have not historically contained asbestos, otherwise referred to as "new uses" of asbestos. However, asbestos continues to be used in many current building products that can be purchased today. The age of the building does not serve as a determining factor as to whether it is subject to asbestos regulations.

## What Determines Whether a Building is Regulated by the Asbestos Program?

There are six steps to determine if the building (or facility) is regulated by the Asbestos Program.

1. **Facility** – Does it meet the definition of a “facility”?
2. **Renovation or Demolition** – Is it undergoing “renovation” or “demolition” as defined by the NESHAP regulation?
3. **Thorough Asbestos Inspection** – Has a “thorough asbestos inspection” been conducted to determine the presence, condition and quantity of asbestos-containing materials in the building?
4. **Categorizing the Asbestos-Containing Materials**  
Have the materials been categorized to determine if they are one of the following categories:
  - a. Regulated asbestos-containing materials (RACM),
  - b. Category I (Cat I) nonfriable asbestos-containing materials,
  - c. Category II (Cat II) nonfriable asbestos-containing materials?
5. **NESHAPS Notification** – Has a NESHAP notification been submitted to ADEQ at least 10 working days prior to the beginning of the renovation or demolition activity?
6. **Emission Controls** – Asbestos-containing materials need to be removed from the facilities prior to other construction activities. Special methods of abatement, packaging, labeling, transport and disposal are used to protect the public and the environment from exposure to asbestos fibers during material handling.

## The six steps in detail:

### 1. Facilities regulated by this program

The asbestos regulation applies to facilities as defined by the Asbestos NESHAP Regulations in 40 CFR Part 61, Subpart M, Asbestos NESHAPS. Facilities are defined by the EPA as “any (including government owned or operated) institutional, commercial, public, industrial, or residential structure, installation or building, excluding residential buildings having four or fewer dwelling units; any ship; and any active or inactive waste disposal site.”

### 2. Demolitions and Renovations are regulated by Asbestos NESHAPS

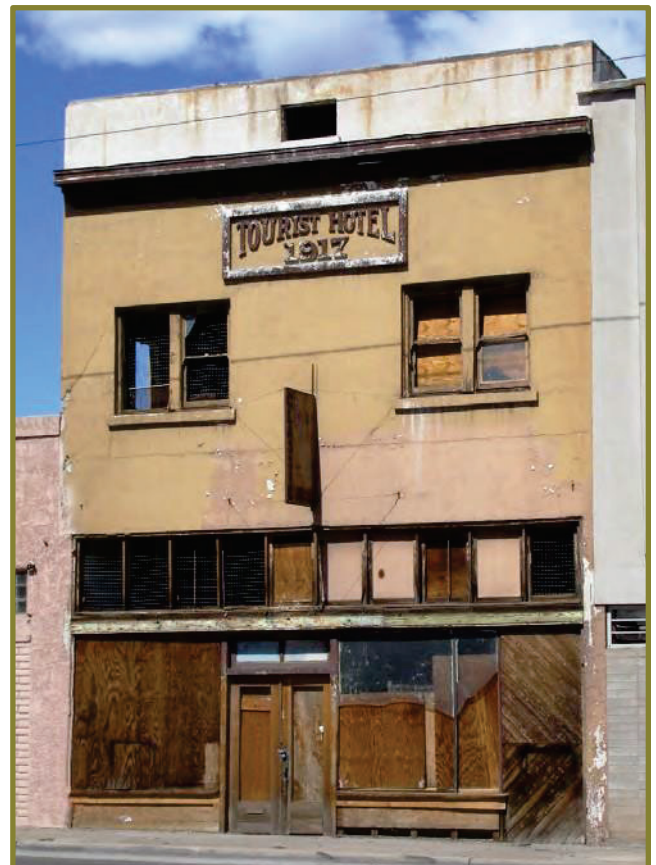
Demolition means the wrecking or taking out of any load-supporting structural member of a facility together with any related handling operation or the intentional burning of any facility.

All demolition activities are regulated by Asbestos NESHAPS whether or not asbestos-containing materials are present.

Renovation means altering a facility or one or more facility components in any way, including the stripping or removal of regulated asbestos-containing materials (RACM) from a facility component.

All renovation activities that will disturb RACM with greater than threshold quantities are regulated. Threshold quantities are:

- Greater than or equal to 260 linear feet on pipes,
- Greater than or equal to 160 square feet on other facility components or,
- Greater than or equal to 35 cubic feet of “off facility” components within the area of disturbance or adjacent storage areas.



## Examples of Building Materials that Have Been Known to Contain Asbestos

Cement Pipes  
Laboratory Hoods/Table Tops  
Elevator Brake Shoes  
Cement Wallboard  
Laboratory Gloves  
HVAC Duct Insulation  
Cement Siding  
Fire Blankets Boiler  
Insulation Asphalt  
Floor Tile Fire  
Curtains Breaching  
Insulation Vinyl  
Floor Tile  
Elevator Equipment Panels  
Ductwork  
Flexible Fabric Connections  
Vinyl Sheet Flooring  
Caulking/Putties  
Cooling Towers  
Flooring Backing Adhesives  
Pipe Insulation (corrugated air-cell, block, etc.)  
Construction Mastics (floor tile, carpet, ceiling tile, etc.)  
Wallboard Heating and Electrical Ducts  
Acoustical Plaster Joint Compounds  
Vinyl Wall Coverings  
Decorative Plaster Spackling Compounds  
Gaskets  
Textured Paints/Coatings  
Roofing Shingles  
Roofing Felt  
Ceiling Tiles and Lay-in Panels  
Base Flashing  
Thermal Paper Products  
Spray-Applied Insulation  
Fire Doors  
Electrical Cloth Blown-in  
Insulation Electrical Panel  
Partitions Fireproofing  
Materials  
Taping Compounds (thermal)  
Packing Materials (for wall/floor penetrations)  
Electric Wiring Insulation  
Chalkboards

### 3. Conduct a Thorough Asbestos Survey

Prior to commencement of the demolition or renovation, the facility must have a thorough survey done to determine the presence of asbestos-containing materials and categorize the materials.



**Survey** – The inspection should determine all suspect asbestos-containing materials and have them sampled and analyzed by an approved laboratory to determine their asbestos content. The survey should be done by someone who is knowledgeable in field of asbestos. The agency recommends that personnel conducting the survey be trained and certified as an Asbestos Hazard Emergency Response Act (AHERA) building inspector. Materials can be assumed to be asbestos containing, if sampling and analysis are not performed. However, ADEQ recommends that sampling and laboratory analysis be conducted.

**Laboratory Analysis** – The laboratory uses a microscopic method defined by EPA (appendix A, subpart F, 40 CFR part 763 section 1, Polarized Light Microscopy (PLM)). The laboratory will identify materials that contain greater than 1 percent asbestos. The laboratory that is used for the analysis should be accredited by the National Voluntary Laboratory Accreditation Program (NVLAP).

ADEQ has assembled a contact directory with consultants, contractors and laboratories. See [www.azdeq.gov/environ/air/asbestos/index.html](http://www.azdeq.gov/environ/air/asbestos/index.html).

**Friability** – Friable asbestos material means any material containing more than 1 percent asbestos as determined by PLM, that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. The inspector that does the sampling will determine the friability of each of the materials prior to sending to the laboratory.

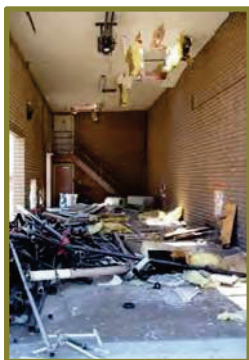


#### 4. Categorizing the Asbestos-Containing Materials

Once the results from the laboratory sampling are determined, the building inspector will prepare a report that categorizes the materials into three types:

##### A. Regulated asbestos-containing materials (RACM) which includes:

1. Materials assumed to contain asbestos
2. Friable asbestos material
3. Category I nonfriable ACM that has become friable
4. Category I nonfriable ACM that will be or has been subjected to sanding, grinding, cutting or abrading, or
5. Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.



##### B. Category I (Cat I) nonfriable asbestos-containing material (ACM) means:

Products that have been determined to contain greater than one percent asbestos by PLM and are nonfriable (crumbly by hand pressure).

1. Asbestos-containing packing
2. Asbestos-containing gaskets
3. Asbestos-containing resilient floor covering
4. Asbestos-containing asphalt roofing products

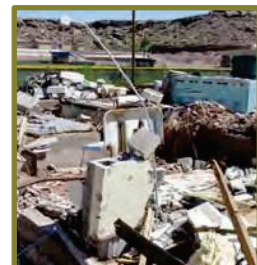
##### C. Category II (Cat II) nonfriable asbestos-containing materials (ACM) means:

Any material, excluding Cat I nonfriable ACM, containing more than 1 percent asbestos as determined by PLM, that when dry cannot be crumbled, pulverized or reduced to powder by hand pressure.

#### 5. NESHAPS Notification

The owner or operator of a facility that is being demolished or renovated must submit a NESHAPS notification to the agency at least 10 working days prior to the commencement of work. This includes any site preparation that would breakup, dislodge or disturb any asbestos-containing materials.

**Demolitions** – All demolition activities require the submittal of a NESHAPS notification form whether or not the building was determined to contain asbestos.

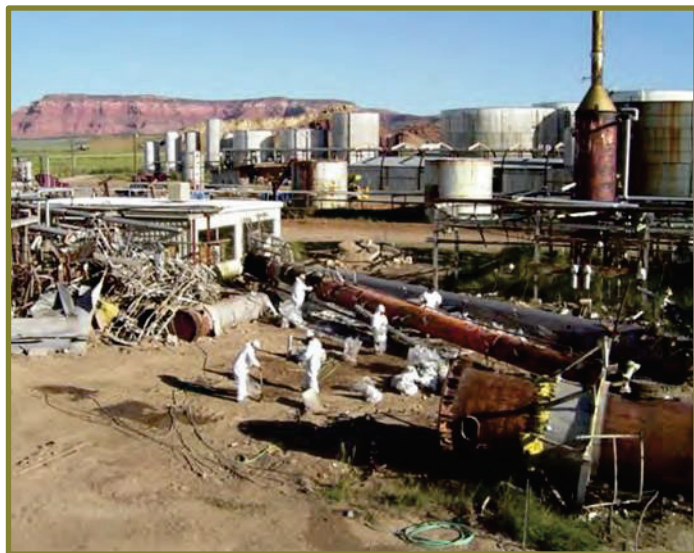


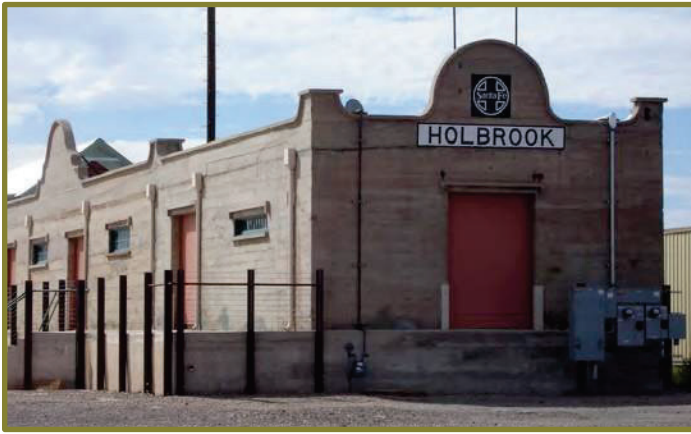
**Renovations** – Facilities undergoing renovations must submit a NESHAPS notification if greater than threshold amounts of RACM are disturbed.

Threshold amounts are:

- 260 linear feet (for materials on pipes)
- 160 square feet (for surface areas)
- 35 cubic feet (for materials off facility components, or waste)

**Ordered Demolitions** – Facilities that are being demolished under an order of a state or local government agency because the facility is structurally unsound and in danger of imminent collapse must also submit a NESHAP notification. The notification must be provided as early as possible, but no later than the following working day.





**NESHAP Forms** – Copies of the NESHAP form for each County and instructions for filling them out are available on ADEQ’s Web site at [www.azdeq.gov/environ/air/asbestos/index.html](http://www.azdeq.gov/environ/air/asbestos/index.html)

**Fees** – There are no state (ADEQ) notification or permitting fees involved with this program for jurisdictional counties. The U.S. EPA Region 9 Asbestos Program charges no fees for work on Tribal Lands. Maricopa, Pinal, and Pima counties have fees for their notification process. Some cities may have separate permit fees.

## 6. Emission Controls

The owner or operator of the facility must ensure that all NESHAP and OSHA asbestos regulations are met. The NESHAP procedures for asbestos emissions controls are set up to minimize the exposure of the public and the environment to the asbestos fibers during all steps of the renovation or demolition that would disturb asbestos-containing materials. NESHAP also regulates the wetting, packaging, labeling, manifesting, and disposal of the waste. A summary of the NESHAP emissions controls are provided below. These are not all inclusive, and the NESHAP regulations (40 CFR Part 61.145 (c)) should be consulted for specifics.



**Renovation and Demolitions** – All RACM must be removed prior to the commencement of demolition or renovation that would breakup, dislodge or similarly disturb the asbestos-containing material. RACM need not be removed if:

- It is Cat I nonfriable ACM in good condition
- It is encased in concrete and is adequately wet during demolition
- It is Cat II nonfriable ACM and has a low probability that it would become crumbly, pulverized or reduced to powder, or
- Was not discovered until after demolition began and cannot be safely removed, and is adequately wet at all times.



**Trained Workers** – Normally an asbestos contractor is used to perform the asbestos removal from the facility and to ensure the training requirements for OSHA workers (29 CFR 1910-1001) and OSHA workers protection measures (29 CFR 1926.1101) as well as the NESHAP measures (40 CFR Part 61, Subpart M) are met. At a minimum this includes:

- Using workers that can provide evidence of them having the required training to comply with both OSHA and NESHAP worker’s training requirements, and
- Having at least one on-site representative trained as a Contractor/Supervisor to comply with the OSHA and NESHAP regulations.

**Emission Controls** – The principle controls contained in the NESHAP for removal operations include the following requirements for RACM:

- a. Adequately wet the material and ensure that it remains wet while being collected, contained, treated, transported and prepared for final disposal
- b. Remove material using methods that minimize disturbance or damage of RACM, (this normally means manual methods of removal or cutting)
- c. Take out components in whole units or sections without disturbing the ACM materials
- d. Carefully lower components to the ground without dropping, throwing, sliding or otherwise damaging the material
- e. Use a local exhaust ventilation and collection system designed and operated to capture the particulate asbestos materials produced during handling
- f. Encase all removed materials in leak-tight wrapping
- g. Discharge no visible emission to the outside air

**Labeling, Transport and Disposal** – As soon as practical, the generated waste material must be taken to a landfill that is operated in accordance with the NESHAP regulations. The waste must be properly contained in leak-tight containers and properly labeled for disposal.

- a. Label the waste material for transport with the name of the generator and the location of where the waste was generated
- b. Dispose the RACM only at a landfill that is permitted to accept the waste
- c. Use an appropriate waste manifest for transportation of the waste, and
- d. Provide the completed waste manifest to ADEQ within 45 days of the date the waste was shipped to the waste disposal site.



# ASBESTOS NESHAP PROGRAM REGULATORY AGENCIES

## Arizona Department of Environmental Quality

Air Quality Compliance Section  
1110 W. Washington St.  
Phoenix, AZ 85007  
Phone: (602) 771-2300  
Toll Free: (800) 234-5677  
Fax: (602) 771-2299  
[www.azdeq.gov](http://www.azdeq.gov)

Asbestos NESHAP Program  
Phone: (602) 771-2333  
[asbestos@azdeq.gov](mailto:asbestos@azdeq.gov)

## County Jurisdiction:

**Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Mohave, Navajo, Santa Cruz, Yavapai, and Yuma**

## Maricopa County Environmental Services Department

Air Quality Division  
1001 N. Central Ave., Ste. 900  
Phoenix, AZ 85004  
Air Quality Hotline for Maricopa County only: (602) 506-6010  
Fax: (602) 506-0586  
[www.maricopa.gov/aq/](http://www.maricopa.gov/aq/)

## Pima Department of Environmental Quality

33 N. Stone Ave. Ste. 700  
Tucson, AZ 85701  
[www.deq.pima.gov/air/](http://www.deq.pima.gov/air/)  
Phone: (520) 243-7400  
Fax: (520) 243-7370

## Pinal County Air Quality Control District

31 N. Pinal St., #F Florence, AZ 85132  
<http://pinalcountyaz.gov/departments/airquality/>  
Phone: (520) 866-6960  
Fax: (520) 866-6967

## The United States Environmental Protection Agency

75 Hawthorne St. San Francisco, CA 94105  
[www.epa.gov/region9/](http://www.epa.gov/region9/)  
Kingsley Adeduro  
Region IX Asbestos NESHAP Coordinator  
Phone: (415) 947-4182  
Fax: (415) 947-3579  
[Adeduro.Kingsley@epa.gov](mailto:Adeduro.Kingsley@epa.gov)  
Jurisdiction: Arizona, California, Hawaii, Nevada,  
the Pacific Islands, and Tribal Nations

