PINAL COUNTY COMMUNITY DEVELOPMENT

BUILDING SAFETY DIVISION

31 N. PINAL ST. BLDG. F, FLORENCE, AZ 85132/520-866-6442

BUILDING PERMIT APPLICATION

Building Permit #

TYPE OF APPLICATION: COMMERCIAL_☐_RESIDENTIAL_☐_TENANT IMPROV_☐_REMODEL/ADDITIONS_☐_DEMO_☐

JOB/STREET ADDRESS: _____

PARCEL #:_____MLD# (IF APPLICABLE): _____

LEGAL DESCRIPTION: SUBDIVISION_____UNIT/BLOCK_____LOT _____

SECTION _____ TOWNSHIP _____ N/S RANGE_____E/W SIZE OF PARCEL _____

PROPERTY OWNER(S)/RENTER/TENANT_____PHONE _____

MAILING ADDRESS_____CITY_____ST_____ZIP _____

BUILDER/CONTRACTOR_____PHONE_____

MAILING ADDRESS_____CITY_____ST_ZIP_____

LICENSE # & CLASS _____

CLASS OF WORK (check one) NEW_____ ALTERATION_____ ADDITION_____ ESTIMATED VALUE $_____

SETBACKS (FROM EAVES): FRONT_____LEFT SIDE_____RIGHT SIDE_____REAR_____

*The setbacks should be measured from either the **property line** or **future road right-of-way**, whichever is **more** restrictive.*

HEIGHT OF BUILDING_____Are there any outdoor light fixtures on building? Check one: **YES** ☐ or **NO** ☐

IS THERE A WASH/ WATER COURSE ON THE PROPERTY? **Check one: YES** ☐ **or NO** ☐ INITIAL _____

IF YES, WHAT IS THE DISTANCE FROM BUILDING?_____NOTE: MIN. 50 FT. SETBACK REQ'D FROM THE EDGE OF WASH/WATER COURSE UNLESS OTHERWISE DETERMINED BY AN ENGINEER

A ONE TIME FEE OF $20.00 MAY BE ASSESSED TO ALL PERMITS FROM THE PINAL COUNTY FLOOD CONTROL DISTRICT (FOR REVIEW OF WASHES, FLOOD PLAIN, FISSURES AND REGIONAL ROUTES) PAYABLE AT THE TIME OF PERMIT PICKUP.

RESIDENTIAL/COMMERCIAL SQUARE FOOTAGE: BASEMENT_____1ST FLOOR_____2ND FLOOR_____GARAGE _____

CARPORT/PORCHES_____TOTAL SQUARE FOOTAGE_____# OF STORIES_____# OF BEDROOMS _____

ADDITIONS SQUARE FOOTAGE: LIVABLE_____GARAGE_____REMODEL_____CARPORT/PORCHES/ENCLOSURES_____

UTILITIES (check applicable): SEWER_____SEPTIC_____GAS_____LPG_____ELEC_____WATER_____WELL_____

SANITARY DISTRICT: _____ GAS CO: _____ ELECTRIC CO: _____

EXISTING USE:_____**PROPOSED USE:** _____

Do you plan on having a home occupation? (Please check one) Yes ☐ **or No** ☐ **Initial:** _____

NOTE: (***For Commercial FBB/ temporary trailers must provide :***) **SERIAL#**_____**INSIGNIA#**_____

OFFICE WHERE YOU WANT TO PICK UP PERMIT: Check one: **Florence**_☐_**Casa Grande** _☐_**Apache Jct** _☐_**Oracle** _☐_

CONTACT PERSON (WHO DO WE CONTACT WHEN PERMIT IS READY FOR PICKUP AND/OR QUESTIONS?):

NAME_____**PHONE**_____**EMAIL**_____

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT GUARANTEE APPROVAL OF THE ACTUAL CONSTRUCTION. I HEREBY CERTIFY THAT THE INFORMATION ON THIS APPLICATION AND ALL RELATED SUBMITTALS ARE TRUE AND CORRECT.

_____ X_____ _____

PRINT NAME PLEASE SIGNATURE OF OWNER/ AGENT DATE OF APPLICATION

**********OFFICE USE ONLY********

SPECIAL CONDITIONS: _____

AREA: N S E W IFA:_____Category:_____ZONING FEE:_____TYPE OF CONSTR: _____

NON CONF: _____ Livable/sq ft:_____Total:_____FLOOD FEE:_____OCC. CLASS: _____

ZONE: _____ Parks:_____Credits:_____ADDRESS FEE:_____ACT. VALUE _____

Septic Clearance: Y N P/S: _____ SUBMITTAL FEE:_____OCCUPANT LOAD: _____

CCO: _____ Streets: _____ PLAN REVIEW_____SPRINKLERED: Y or N

Rev: AUG 2019 PERMIT FEE:_____PLAN REVIEWER: _____

PINAL COUNTY
WIDE OPEN OPPORTUNITY

PROPERTY OWNER/AGENT AUTHORIZATION FORM

I (property owner) _____, hereby

authorize (owner's agent) _____

Acting as, ***(check one required for application processing)***

Contractor: ___ ROC#_____	Permitting Service:___	Registered Professional: ___	Owner Builder: ___	Relative: ___ Relation_____

To make application to Pinal County for the following (description of work) _____

_____

Assessor Parcel Number: _____

Name of RV/PM/MH Park (if applicable): _____

Lot or Space # (if applicable): _____

Physical Address: _____

City/Town:_____ State: AZ Zip: _____

By signing this Form, I acknowledge and agree that I am not released from responsibility for: (1) the payment of any and all fees associated with the issuance of any permits, orders, notices or other approvals ("Approvals") by Pinal County pursuant to my agent's application; (2) the satisfactory completion of all work authorized by such Approvals in compliance with all applicable county, state and federal laws, codes, rules, regulations and requirements; (3) correcting any violations of the terms and conditions of such Approvals issued by Pinal County pursuant to my agent's application. In the event this authorization is canceled, or the relationship between the owner and their agent or contractor is terminated, all rights to the permit, plans and fees will remain the property of the property owner.

Property Owner:_____ Owner Phone Number: _____

By (signature):_____ Email:_____

Name:_____ Date:_____

Title: _____

COMMUNITY DEVELOPMENT

85 N Florence Street, Building F. First Floor, PO Box 2973, Florence, AZ 85132 T 520-866-6442 FREE 888-431-1311 F 520-866-6530 www.pinalcountyaz.gov

Leo Lew
County Manager

Joe Ortiz
Development Services Managing Directors

PINAL COUNTY
DEVELOPMENT SERVICES

Christopher Wanamaker
County Engineer

Dedrick Denton
Interim Community Development Associate Director

Todd Williams
Community Development Deputy Director

Celeste Garza
Public Works Deputy Director

Policy Regarding Determining Legal Access for Residential Building Permits

Purpose

The purpose of this policy is to inform residential building permit applicants: (1) that it is their responsibility to ensure that legal and physical access to the property identified in the permit application exist; (2) of the risks they carry in the event that it is later determined that there is no legal or physical access to the property; and (3) that Pinal County shall not be liable for any damages or delays resulting from, and in the event that, there is no legal or physical access to the property. This policy is intended to ensure consistent application of residential building permit requirements and to recognize the limits of the Building Safety Division's jurisdiction regarding access rights.

Policy Statement

As set forth more fully below, it is the policy of the Pinal County Building Safety Division that residential building permit applicants are responsible for assuring that legal and physical access exist to the subject property. As part of the application, applicants must affirm the existence of legal and physical access to the property and acknowledge that Pinal County shall not be liable for any damages or delays resulting from, and in the event of, there in fact being no legal or physical access. A residential building permit may not be issued if the applicant fails to affirm the existence of legal and/or physical access to the property.

Applicability

This policy applies to all applications for residential building permits within the jurisdiction of Pinal County.

Policy Guidelines

1. Permit Issuance

- A building permit may be issued at the discretion of the Building Safety Division for any parcel of land upon confirmation that the proposed construction complies with all applicable building codes, zoning regulations, environmental requirements, and all other relevant laws, statutes, regulations and ordinances; and,

- Subject to affirmation by the applicant(s) that legal and physical access to the property exist and the applicant(s) signing an affirmation and acknowledgement of responsibility form, as described more fully below.

2. Disclaimer on Access

- The issuance of a building permit does not imply, confirm or guarantee that a right of legal or physical access to the property identified in the permit exists. It is the sole responsibility of the property owner(s) to ensure that legal and physical access exist. The property owner(s) understand(s) and agree(s) that Pinal County shall not be liable for any damages or delays resulting from the failure of the property owner(s) to ensure such legal and physical access exist. Property owners are encouraged to consult with an attorney before commencing any construction activities to ensure they have any necessary rights of access to the subject property.

3. Applicant's Affirmation as to Legal and Physical Access and Acknowledgement of Responsibility Form

- Applicants shall sign an affirmation and acknowledgement form as part of the permit application affirming and agreeing at minimum that:

- Legal and physical access exist to the property subject to the permit; they understand that issuance of a building permit does not constitute a determination by Pinal County of legal or physical access to the property, or imply, confirm or guarantee that such access exists; they accept sole and full responsibility for obtaining and maintaining legal and physical access; and Pinal County shall not be liable for any access-related disputes or consequences resulting from, and in the event of, the applicant's affirmation as to the existence of legal and physical access being incorrect.

Effective Date

This policy is effective as of July 23, 2025, and shall remain in effect until amended or repealed by the Pinal County Community Development Associate Director or other Pinal County management authority.

When recorded return to:
Community Development Building Official
Development Services
P.O. Box 727
Florence, AZ 85132

Building Permit Applicant's Affirmation as to legal and Physical Access and Acknowledgement

Applicant(s) Name(s): _____

Project Address: _____

Parcel Number: _____

Completion of this form is a requirement as part of your application for a residential building permit on the property identified in the building permit application (the "**Property**"). Applicants are encouraged to read this form carefully and to consult with an attorney of their choosing before signing below and before commencing any construction activities to ensure they have any necessary rights of access.

STATEMENT AND ACKNOWLEDGEMENT OF RESPONSIBILITY

By signing this form, the undersigned affirm(s), acknowledge(s) and agree(s) to the following:

1. The Pinal County Building Safety Division will not conduct an independent analysis to determine the existence of legal and physical access to the Property and, consequently, the issuance of a building permit does not constitute a determination by Pinal County of legal or physical access to the Property or imply, confirm or guarantee that such access exists.

2. It is my sole and full responsibility to secure, verify, and maintain legal and physical access to the Property through proper documentation and/or legal channels, independent of the permitting process, and in the event my statement below as to the existence of legal or physical access to the Property is incorrect, Pinal County shall not be liable for any damages or delays in construction or access-related disputes or consequences resulting therefrom. If access to the Property is not traversable by emergency vehicles, the county and emergency service providers may not be held liable for any damages resulting from the inability to traverse the access to provide needed services.

3. In view of the foregoing, I affirm that there **is** legal and physical access to the Property. "Legal access" means a public right of vehicular ingress and egress to the Property. "Physical access" means access to the Property that is traversable by a two-wheel drive passenger motor vehicle and that corresponds to the legal access.

4. To the maximum extent permitted by law, I agree to indemnify and hold harmless Pinal County, its officers, officials, agents, employees and volunteers from and against any and all claims, damages, losses, injuries, and actions arising or resulting from, and in the event of, my statement above as to the existence of legal and physical access to the Property being incorrect.

5. I have had the opportunity to obtain the advice of independent legal counsel of my choosing prior to completing and signing this form.

Date: _____ _____ _____

(Print Name) (Signature)

Date: _____ _____ _____

(Print Name) (Signature)