

BUILDING DEPARTMENT
CITY OF BENSON
120 W SIXTH STREET
BENSON AZ, 85602
PHONE: (520) 720-6328
Residential Building Permit Requirements

Prior to the issuance of a building permit the following items need to be accomplished:

1. **Plan Check** must be completed by either the Building Department or the City of Benson's contracted firm.
2. **Hydrant System** must be in place and operational.
3. **Roads must be paved** serving the subdivision to include ingress and egress roadways. For 1-5 model homes ONLY a Hold Harmless Agreement must be signed and on file in the Building Department.
4. **Provide proof of access from the Arizona Dept. of Transportation (ADOT)** when impacting State Routes.
5. **Certificate of Completion** must be submitted to the Arizona Department of Environmental Quality (ADEQ), stamped by an engineer, on the water and sewer. Once the Certificate is received by ADEQ, we will request a letter from ADEQ giving permission to operate.
 - a. In the case of Model Homes, Benson's Public Works Department will sign off on the building permit without the Certificate of Completion, if the Model is not hooked to water and sewer. The Certificate will have to be on file with ADEQ prior to completion of the home.
6. **Compliance with the following:**
 - a. **One Detached Site Plan** separated from those attached to the plans. The Site Plan **Should** be submitted on either 8 ½ x 14 or 11x17 paper and be drawn to a 1"=20' scale. Properties over ½ acre may use 1"=30 or 1"=40 scale. **The Site Plan shall include:**
 - i. **Lot dimensions**, including accurate property line lengths and shape of the lot.
 - ii. **Tax Parcel Identification Number** can be obtained from a recent tax bill.
 - iii. The **actual closest distance from proposed structure to property lines**, for setback verification.
 - iv. **Street name and location** of street in relationship to the lot.
 - v. **Driveway location, width, length and type**, of surfacing. Driveways over 100' requires Fire Department Approval. (Double shot chip seal minimum requirement)
 - vi. Provide square foot **areas of all existing, as well as proposed structures** on the Site Plan. Identification of what is being constructed by using words like; ***Existing, Proposed, or Future***, help determine exact situations. This clarification could eliminate the need to hold up the project for lack of information.
 - vii. Show all known easements on the Site Plan.
 - viii. Show all utility routing and connections.
 - ix. In some cases due to slope, you may have to submit engineered **Grading Plans** along

with the site plan. Please check with the Building department prior to submitting your plans for this requirement.

- b. Two complete sets of construction plans.** These plans must be drawn to scale and are required to be submitted on minimum 11x17 paper for 1/8" scale or 18x24 paper for 1/4" scale. (1/8" scale is only permitted for computer drawn plans). Soils report required at time of plan submittal.
- c. Structural components,** such as building envelope, trusses, beams, and walls retaining 4' or more of earth will required require engineered design and specifications to be submitted with each set of plans. Do to unstable soil conditions within the City of Benson post- tension slabs or equal will be required.

Building Permits are valid for 180 days from the issue date; if no progress has been documented by inspection for a consecutive six month period, a permit expires. A one time, no charge six month extension may be applied for within the initial 12 month period as long as significant progress has been made in the construction of the project (most generally after the framing inspection has been done).

d. Required Inspections:

- i. Site** – this inspection will be done at sub floor plumbing or at footing inspection, in order to verify setback requirements that were approved on the site plan.
 - ii. Grading** – prior to cuts and fills exceeding 4' or 50 cubic yards (outside of the building footprint). Compaction testing will be required prior to placing concrete. Min 95% compaction will only be accepted for building pad.
 - iii. Footing** – just prior to pouring concrete in footings with all reinforcement in place.
 - iv. Sub floor plumbing and electrical** – prior to backfill and compaction and prior to placement of concrete. In the case of a wood floor, prior to installing the floor sheathing when crawl space is less than 4' in height (electrical will be inspected at frame inspection stage).
 - v. Pre-Pour** – after compaction and all under slab equipment is in place.
 - vi. Bond Beam** – prior to pouring concrete stem wall or grouting masonry walls with all steel reinforcement in place.
 - vii. Roof nail and Wall shear nail** – this is actually a two part inspection, the first of which is a roof nailing inspection that would allow this department to check the spacing of nails on the roof sheathing prior to the placement of the roofing material. The second inspection is for required wall sheathing nailing patterns prior to being covered up with siding. These two inspections are normally done at the same time, however, this is not a requirement.
 - viii. Lath-** after vapor barrier foam and wire have been installed.
 - ix. Framing** – building dried in and rough electrical, mechanical, plumbing and framing completed just before interior wall material is installed.
 - x. Drywall** – nailing inspection prior to taping or texture. Gas test inspection may be done at this time or later.
 - xi. Final** – just prior to occupancy with all phases of construction complete.
- e. HOA:** If your project is in an area that has a **homeowners association** or a similar entity, verification of review from this organization will be required **prior to submitting** your plans for review for a Building Permit to this department.
 - f. Utility:** It is the homeowner's responsibility to contact the utility companies for utility hookups.