



Santa Cruz County  
Community Development Department  
PLANNING – BUILDING

2150 N Congress Drive ■ Nogales AZ 85621 ■ 520-375-7880  
<http://www.santacruzcountyaz.gov/440/Building-Department>

**BUILDING/GRADING PERMIT APPLICATION**

**SITE INFORMATION**

PARCEL NO. \_\_\_\_\_ LOT# \_\_\_\_\_ BLOCK \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

PROJECT SITE ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

RIGHT OF WAY PERMIT \_\_\_\_\_ N/A \_\_\_\_\_

SEWER \_\_\_\_\_ SEPTIC \_\_\_\_\_ OR ALTERNATIVE ADEQ \_\_\_\_\_

WATER LETTER YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

DESCRIPTION OF THE PROJECT \_\_\_\_\_

BUILDING SQ. FT. (LIVING SPACE) \_\_\_\_\_ POOL SQ. FT. \_\_\_\_\_ OTHER SQ. FT. \_\_\_\_\_

GARAGE SQ. FT. \_\_\_\_\_ OR CARPORT SQ. FT. \_\_\_\_\_ PORCHES SQ. FT. \_\_\_\_\_

**PROJECT VALUATION** \$ \_\_\_\_\_

**OWNER INFORMATION**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**CONTRACTOR INFORMATION**

**ROC #** \_\_\_\_\_

GENERAL NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ELECTRICAL NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PLUMBING NAME \_\_\_\_\_ PHONE \_\_\_\_\_

MECHANICAL NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**DESIGNER**

PLANS BY OWNER \_\_\_\_\_ PLANS BY BUILDER \_\_\_\_\_

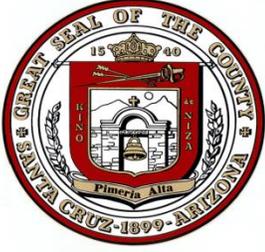
PLANS BY ARCHITECT/ENGINEER \_\_\_\_\_ PHONE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT# \_\_\_\_\_ PLCK/ZONING \_\_\_\_\_ PERMIT FEES \_\_\_\_\_

HOA \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_



**Santa Cruz County**  
**Community Development Department**  
**Planning & Zoning and Building Department**

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## **Applicant's Certification and Acknowledgement**

TAX PARCEL NUMBER \_\_\_\_\_

By signing below, I hereby certify and acknowledge that:

I am the Owner, or authorized agent of the Owner, of the property being developed.

My submitted application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment or both. A.R.S. §13-2310

I understand that an incomplete or inaccurate permit application or site plan, or failure to respond to requested corrections, may result in delays, additional permit and plan review fees, return of the submittal, or denial of the application.

I request all meetings, reviews or inspections that are necessary to process my application, and if my permit is approved and issued, I request all inspections necessary to monitor progress, and document completion at all stages of the work related to my permit.

My application is subject to an administrative completeness review of fifteen (15) business days, during or after which time I will receive written or electronic notice that my application is complete, or, in the case of an incomplete application, a list of deficiencies that I need to correct. My application will not be transmitted for substantive review until all deficiencies have been corrected and my revised full application has been submitted to the County.

If the county does not issue a written or electronic notice of administrative completeness within fifteen (15) business days, per A.R.S. §11-1605(F), my application will automatically be deemed administratively complete and transmitted for substantive review.

I understand that I have thirty (30) business days to respond to a Notice of Deficiencies during the administrative completeness phase. My failure to respond within this timeframe may result in my permit application being voided. I have the right to re-apply if my permit application is voided. A.R.S. §11-1605(F)

I understand and acknowledge that the total County review timeframe during the administrative completeness review phase is a total of forty-five (45) business days.

My application is subject to a substantive review period of forty-five (45) business days. I will receive written or electronic notice if my permit is approved or if corrections or additional information are needed. My permit will not be approved or issued until all additional information is provided, all requested corrections are completed and all permit fees have been paid.

I understand that I have sixty (60) business days to respond to a Request for Corrections or to a Request for Additional Information during the substantive review phase. My failure to respond within this timeframe may result in my permit application being denied. I have the right to re-apply if my permit application is denied. A.R.S. §11-1605(G)

I understand and acknowledge that the total County review timeframe during the substantive review phase is a total of one-hundred-five (105) business days.

I understand and acknowledge that my permit application, with a combined administrative completeness review and the substantive review, have a total potential overall County permit application processing time of one-hundred-fifty (150) business days. If my application cannot be approved within this timeframe, or within a written mutually agreed upon extension timeframe, my application may be voided or denied. A.R.S. §11-1605(I) & (J)

I acknowledge that my total response timeframe during the administrative completeness phase is a total of sixty (60) business days, and during the substantive review phase a total of one-hundred-twenty (120) business days. If I request the full extensions allowed for my response of an additional ninety (90) business days, my permit application may have a total potential overall applicant response time of two-hundred-seventy (270) business days. If I am unable to complete my application within this timeframe, my application may be voided or denied. A.R.S. §11-1605(G)

I understand that the substantive review time frames and overall time frames do not include the time required for an applicant to obtain other non-county licenses or to participate in meetings as required by law. A.R.S. §11-1605(C)(9)

I am aware that all required permits, including required permits from outside agencies MUST be obtained before the County will issue my requested permit. Failure to obtain required permits from outside agencies may result in fines or other penalties. I understand that it is my responsibility to plan for outside agency timeframes for necessary approvals or permits.

If my permit application is denied, I can appeal this decision, in writing, to the Santa Cruz County Zoning Inspector at the Santa Cruz County Community Development Department, 275 Rio Rico Drive, Rio Rico AZ 85648, 520-375-7930. An appeal must be received at the Santa Cruz County Community Development Department within thirty (30) business days from the issuance of the permit, or written or electronic notice of permit denial. I acknowledge that my appeal request must include a justification of my appeal. A.R.S. §11-1605(J)(2)

I may have other rights and obligations in the Regulatory Bill of Rights, as set forth by A.R.S. §11-1602-1610, including the right to request, in writing, a clarification of this statute, as applied by the County, to my permit application.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name/Company \_\_\_\_\_  Owner  Agent (see below)

If Agent, Owner must complete the following, or submit a letter of authorization.

I, \_\_\_\_\_, Owner of the property for which this application is being submitted,

APN \_\_\_\_\_, do herein authorize \_\_\_\_\_

to submit Zoning applications and Building Permits on my behalf.

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Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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Owner Printed Name \_\_\_\_\_