



## DEPARTMENT OF PUBLIC WORKS

Lauren A. Ortega, P.E. Public Works Director/City Engineer  
425 E. 10th Street (1st Floor)  
Douglas, Arizona 85607

### BUILDING SAFETY, PLANNING AND ZONING

The Building Safety Division ensures that constructed buildings and structures currently meet safety, building codes, and ordinance compliance.

Planning and Zoning Division assists the community by interpreting and implementing the General Plan, Zoning Ordinance, and Subdivision Regulations. This division entails land use planning, the regulation of building height(s), and lot coverage.

### FREQUENTLY ASKED QUESTIONS:

*What types of Building permits are available?*

There are Residential and Commercial Building Permits.

*When is a Residential Building Permit required?*

A residential permit is required when constructing a new home, constructing additions, installing a manufactured home, porches, fences, sheds, ramadas, swimming pools and Jacuzzis. A permit is also required for gas pressure testing or electric meter repair, replacement or inspection.

*When is a building permit not required?*

A building permit is not needed for structures below three feet or when pouring cement for patios, sidewalks, or planters.

*What is the setback requirement for my project?*

Setback requirements differ from district to district within the City. Contact the Building Safety Inspector or Planning and Zoning for your setbacks specific to your project.

*What is the height requirement for fences?*

Height requirement is six feet for the back and side yard and up to three feet for the front and side yard.

*How long is a permit good for?*

The permit is good for six months or 180 days. Submit for an extension by written request to the Building Safety Inspector. Permits cannot be extended more than once.

*What is required for a Commercial Building Permit?*

A commercial building permit application and the architect's plan (five plan sets) must be submitted by the contractor for new development and construction. All licensed contractors and subcontractors need to be listed.

*How much are the permit fees?*

Electrical permit \$54.00

Gas permit \$29.65

Fence permit \$15.00

Sewer line permit \$23.50

Zoning compliance \$15.00\*

\* A shed 12' x 10' or less will have a \$15.00 zoning fee. Larger sheds will be more depending on their dimensions.

\* Example of a manufactured home permit is:

Plan Review \$47.00

Zoning Fee \$15.00

Gas Permit \$29.65

Electric Permit \$54.00

Total \$145.65 (\*not including impact fees and water meter installation fees)

The cost of all new construction building permits whether residential or commercial depends on the valuation of the new structure and is not known until the permit is processed by the Building Inspector.

*What are impact fees?\**

These fees are new development offset costs associated with providing necessary public services that encompass water and wastewater. Fees are variable contingent on meter size. Impact fees are due and payable at issuance of a building permit. \*\*Zoning Code Article 5, Mixed Use/Infill Development Overlay Zone states that in the event impact fees on new development are adopted by the City, MUI shall be exempt from assessment of impact fees.

Impact Fees (size/cost)

Water		Wastewater		Water/Wastewater Combined	
¾ "	\$1,400	¾ "	\$2,100	¾ "	\$3,500
1 "	\$3,500	1 "	\$5,250	1 "	\$8,750
1 ½ "	\$7,000	1 ½ "	\$10,500	1 ½ "	\$17,500

Impact Fees (size/cost)

Water		Wastewater	
¾ "	\$1,400	¾ "	\$2,100
1 "	\$3,500	1 "	\$5,250
1 ½ "	\$7,000	1 ½ "	\$10,500

*Instructions for filling out the application.*

The Residential Building permit application is used for ALL single-family residential projects (including gas pressure tests and electrical permits).

Include the Lot No., Block No., Assessor's Parcel No. (APN), and Subdivision Name on your application. The APN can be found on your property tax legal description or property valuation notice sent to you by the Cochise County Assessor's Office, (520) 432-8650.

All contractor information must be included in the application. If you act as your own general contractor, you are responsible for the quality of work and compliance with Federal, State and City codes.

Describe/provide:

- ✓ Existing use of property
- ✓ Work to be done and any new use of the property
- ✓ Value of the new construction
- ✓ Area of construction
- ✓ Site plan of the new addition or structure, to include dimensions and location
- ✓ Signature
- ✓ Date
- ✓ Home/Cell Telephone number(s)

*How long does it take to get a permit once the application is submitted?*

The building inspector requests a waiting period of two days for permits concerning fences, gas, electrical, porches, ramadas, etc. depending on work load and availability. New residential construction permits require a one week waiting period, whereas a new commercial construction permit requires a four week waiting period.

*What is the payment process for my permit?*

When your permit is ready, the Department of Public Works (City Hall, 1<sup>st</sup> Floor) will issue:

1. A permit copy to you for payment at the City's Water Utilities Department (City Hall, 2<sup>nd</sup> Floor)
2. After payment, return to the Department of Public Works with the copy and two receipts
3. You will sign two permit copies
4. One permit copy with receipt will be returned to you

*Questions regarding your permit?*

When inquiring about your permit after it is issued to you, please have your permit number ready.

*What Codes does the City of Douglas use for inspections?*

2006 International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), and 2005 National Electrical Code (NEL).

**Contact Information**

*Customer Service:*

*(520) 417-7329*

*Building Inspector: Nicholas Jordan*

*Nicholas.Jordan@douglasaz.gov*

*(520) 417-7312*

*Planning and Zoning: Scott Lehman*

*Scott.Lehman@douglasaz.gov*

*(520) 417-7311*

*Hours of Operation: Monday-Friday 8 a.m. – 5 p.m.*