

City of Bullhead
Building and Zoning Permits

Statutes:	ARS § Title 9 9-831 through 9-840	Ordinances:	Title 15 Buildings and Construction Title 17 Zoning
Subject:	Building permit procedures and time frames for residential, multi-family, and commercial construction and for manufactured/modular office, park trailer and fence installation and signs.		
Issued:	3/6/2018	Revised:	NA
Purpose:	To establish time frames and processes for Building and Zoning permits		

Procedure:	<p><u>Permit Applications for Building and Zoning:</u></p> <ol style="list-style-type: none"> 1. Permit Application Packets shall include all items on the appropriate checklist, including a completed application worksheet, an accurate site plan and construction drawings as appropriate. Checklists will be displayed on the City’s website at www.bullheadcity.com. 2. Permit Application Packets shall be submitted to the Building Division/Planning & Zoning Division, as applicable, at City Hall located at 2355 Trane Road, Bullhead City, AZ 86442 3. Upon receipt and payment of applicable fees each Permit Application Packet shall be issued a submittal log number and entered as an application in the current permit processing software system. <p><u>Permit Administrative Completeness Review:</u></p> <ol style="list-style-type: none"> 1. Each Permit Application Packet shall be reviewed by staff for Administrative Completeness. 2. During the Administrative Completeness Review staff will verify that the construction documents and plans are complete and that they contain all information necessary to accurately perform a technical plan review. The City will issue a written notice if any necessary information is missing. <p><u>Permit Substantive Review:</u></p> <ol style="list-style-type: none"> 1. Each Permit Application Packet shall be reviewed by staff for Substantive Compliance. 2. During the Substantive Compliance Review staff will verify that the construction documents and plans are in compliance with all applicable building codes and ordinances adopted by the City, requirements mandated by Federal, State and County laws, and all of the City’s substantive policies. If corrections are required, the City will issue a written notice detailing the specific corrections that must be made, and/or information that must be provided, prior to approval of the construction documents and plans. 3. Permit Application Packets that comply with all requirements will be approved and permits issued upon payment of appropriate fees.
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**Time
Frames:**

Overall Time Frame:

The review process will include an Administrative Completeness Review and a Substantive Review. The review time frame for the combination of these reviews is **60** working days.

Permit Administrative Completeness Review:

The Administrative Review time frame is **15** working days. If a Permit Application packet is incomplete, it will be returned to the applicant for completion and the time frame period will be suspended pending applicant resubmission. Upon each subsequent submittal the time frame will commence from the point it was suspended with the last correction notice. If the application remains incomplete for 15 or more consecutive calendar days after notice of corrections the application will be denied and fees paid by the applicant may be forfeited.

Permit Substantive Review:

1. Upon the successful completion of the Administrative Completeness review, the Substantive Review process commences. The Substantive Review time frame is **45** working days. During this period staff reviews the Permit Application Packet to ensure it is compliant with all applicable building codes and ordinances adopted by the City, requirements mandated by Federal, State and County laws, and all of the City's substantive policies.
2. The reviewing department may request additional information once during the review process, but if additional information is required by another department involved in the process an additional request may be necessary. Each request for additional information and each comment noting deficiencies that must be corrected will suspend the time frame while the response is pending. Upon each subsequent submittal, the time frame will commence from the point it was suspended with the last correction notice. If the application remains non-compliant for **180** or more consecutive calendar days after notice of correction or upon the ending of the Substantive Review time frame, it will be denied and fees paid by the applicant may be forfeited.
3. The applicant and City may agree to extend the Substantive Review time frame and the overall time frame by written or electronic agreement. Extensions may not exceed 25% of the overall time frame.
4. If an application is denied and the applicant resubmits for the same purpose with only revisions or corrections to the original application, the City will not assess any additional application fees that exceed the cost of processing the resubmitted revisions or corrections unless fraud was involved with the original application.
5. If an application is withdrawn and the applicant resubmits for the same purpose, the City shall not assess any additional application fees that exceed fifty percent of the original applicant fees that have not been refunded unless fraud was involved with the original application.

6. The “same purpose” under paragraphs 4 and 5 above does not include resubmission involving additional, newly adopted or changed codes or material changes in the scope of the resubmission.

Exceptions:

1. The City is not responsible for obtaining required approvals from outside agencies. The time required for the applicant to obtain outside agency approvals is not included in the City’s time frame. The applicant must provide required outside agency approvals in writing or electronically prior to permit issuance.
2. If the scope of work is changed by the applicant at any point in the review process the Permit Application Packet will be returned to the Permit Administrative Completeness Review stage and the overall time line will be reset. Additional review fees may apply.
3. Items listed by the applicant as “Deferred Submittals” must be agreed upon by the City during the Administrative Completeness Review. The time required to review deferred submittals after permit issuance is not included in this document. Additional review fees may apply.