

TOWN OF YOUNGTOWN  
12030 CLUBHOUSE SQ.  
YOUNGTOWN, AZ 85363  
PH: 623.933.8286 ext 117



Building Inspector  
FAX: 623.933.5951

**RESIDENTIAL PERMIT APPLICATION**

APPLICANT IS: \_\_\_\_\_ PROPERTY OWNER **OR** ONE OF THE FOLLOWING - CHECK OFF CLASSIFICATION ONLY IF YOU ARE THE: OWNER'S AGENT  CONTRACTOR  HANDYMAN

ENTER REQUIRED INFORMATION ON NEXT FORM

YOUNGTOWN BUSINESS LICENSE # \_\_\_\_\_ EXPIRES: \_\_\_\_\_ TYPE OF BUSINESS \_\_\_\_\_

APPROVED  DENIED  BUSINESS LIC. CHECK DONE BY \_\_\_\_\_ ( initials ) DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PERMIT # R17- \_\_\_\_\_ ASSESSOR'S CODE: \_\_\_\_\_

PARCEL# \_\_\_\_\_ LOT# \_\_\_\_\_ PLAT \_\_\_\_\_ MCR \_\_\_\_\_

DISTRICT: R \_\_\_\_\_ R1 \_\_\_\_\_ R2 \_\_\_\_\_ R3 \_\_\_\_\_ C1 \_\_\_\_\_ C2 \_\_\_\_\_

Was building site pre-inspected? Yes \_\_\_\_\_ No \_\_\_\_\_ SETBACKS: Front: \_\_\_\_\_ Rear \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_

If building or adding to, will any water \_\_\_\_\_ sewer \_\_\_\_\_ light/power \_\_\_\_\_ gas \_\_\_\_\_ mechanical \_\_\_\_\_ be installed?

**DESCRIPTION OF WORK TO BE PERFORMED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SQ FT \_\_\_\_\_ COM \_\_\_\_\_ RES. \_\_\_\_\_ TYPE \_\_\_\_\_ OCCUPANCY GROUP \_\_\_\_\_

VALUATION: \$ \_\_\_\_\_ BUILDING PERMIT FEE: \$ \_\_\_\_\_

PLAN REVIEW \$ \_\_\_\_\_ TOTAL FEES: \$ \_\_\_\_\_

**SUBJECT TO FILING FEE**

Applicants shall comply with provisions of the Building, Plumbing, Mechanical and Electrical Codes and Youngtown Municipal Codes. If permission to occupy a street or alley during construction is granted, the occupant, owner/lessee, agent, builder, contractor, or engineer thereby agrees to promptly comply with laws governing same and to hold the Town of Youngtown, Arizona harmless from any costs, damages or claims.

I, the undersigned owner or duly authorized owner's agent of the above described property certify that I have examined the above application and Fee Schedule (see reverse side) and that the person making the application is duly authorized by me to undertake the work herein set up.

\_\_\_\_\_  
Owner / Owner's Agent Building Inspector Date

\_\_\_\_\_  
PLEASE PRINT NAME SIGNATURE OF BUILDING INSPECTOR FINAL INSPECTION DATE

TABLE A: BUILDING PERMIT FEE		
Project Valuation	Fee Schedule	Fee
\$1 - \$1,000	\$37 Base fee plus \$3 for each \$100 or fraction thereof on the total amount of the project valuation	
\$1,001 - \$10,000	\$67 Base fee plus \$8 for each \$1,000 or fraction thereof on the total amount of the project valuation	
\$10,001 - \$50,000	\$77 Base fee plus \$7 for each \$1,000 or fraction thereof on the total amount of the project valuation	
\$50,001 - \$200,000	\$277 Base fee plus \$3 for each \$1,000 or fraction thereof on the total amount of the project valuation	
\$200,001 - \$1,000,000	\$677 Base fee plus \$4 for each \$1,000 or fraction thereof on the total amount of the project valuation	
\$1,000,001 - \$10,000,000	\$1,077 Base fee plus \$3 for each \$1,000 or fraction thereof on the total amount of the project valuation	
Over \$10,000,000	\$11,077 Base fee plus \$2 for each \$1,000 or fraction thereof on the total amount of the project valuation	

**Plan Review Fee shall be 65% of Building Permit Fee**

**Other Inspections and Fees:**

- \*1. Inspection outside of normal business hours: (minimum charge – two hours) ...\$47.00 per hour \_\_\_\_\_
  - \*2. Reinspection fees assessed under provisions of Section 108.8 ..... \$47.00 per hour \_\_\_\_\_
  - \*3. Inspections for which no fee is specifically indicated ..... \$47.00 per hour \_\_\_\_\_  
(minimum charge – one-half hour)
  - \*4. Additional plan review required by changes, additions or revisions to plans .... \$47.00 per hour \_\_\_\_\_  
(minimum charge – one-half hour)
  - \*\*5. For use of outside consultants for plan checking and inspections, or both .....Actual costs \_\_\_\_\_
- \*1-4. Or the total hourly costs to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
- \*\*5. Actual costs include administration and overhead costs.

**TOTAL FEES:**

**PERMIT FEE SCHEDULE –Adopted October 17, 2013**

**Section 17.72.040**

- A. All right-of-way construction permit fees shall be based on two percent (2%) of the engineer’s estimated cost of the job. No permit fee shall be less than \$15.00 \_\_\_\_\_
- B. All civil construction projects must be in conformity with the 1998 Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction \_\_\_\_\_
- C. The 1998 Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction copies are available at the offices of the Building Inspector and the Public Works Director. \_\_\_\_\_

# Town of Youngtown

12030 North Clubhouse Square  
(112<sup>th</sup> Avenue & Alabama Avenue)  
Youngtown, AZ 85363



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## REVIEW TIMEFRAMES POLICY

### PURPOSE

The purpose of this Review Timeframes Policy is to ensure the Town's development review application processing procedures comply with the Regulatory Bill of Rights as codified in Title 9, Chapter 7, Article 4, of the Arizona Revised Statutes (the "Law"). The Law requires Youngtown to publish processing timelines for permits and licenses it issues, with certain exemptions. When an application is submitted to the Town, the Law allows the Town to perform an administrative review to determine whether the application is complete. After the application is complete, the Town may perform up to two substantive reviews of the submission for compliance with Town regulations and requirements. After the second substantive review, the Town must approve or deny the application. If the Town denies an application, the Town is required to (1) provide the applicant with the reason for denial and (2) inform the applicant of the right to appeal (with procedures) and the right to resubmit the application.

### EXEMPTIONS

Pursuant to A.R.S. § 9-835(N), any development review application or permit that is issued within seven days of application, expires within twenty-one days of issuance, or is necessary for the construction or development of a residential lot, including swimming pools, hardscape and property walls, subdivisions, or a master planned community, is exempt from the requirements of the Law.

### EXPLANATION OF COMMON TERMS

**Administrative Completeness Review** – a preliminary completeness review of an application to ensure the application meets the Town's criteria for submission and that all necessary information has been submitted. See A.R.S. § 9-835(D). This review will be performed by Town staff prior to logging in any plans for substantive review. Staff shall use Checklists for administrative compliance to verify completeness. At the conclusion of the administrative review and within the administrative completeness review timeframe, staff shall issue a notice of administrative completeness or deficiencies to the applicant. Overall timeframes are suspended pending receipt of requested corrections or any missing information.

**Licenses** – "License" includes the whole or part of any municipal permit, certificate, approval, registration, charter, or similar form of permission required by law. License does not include a transaction privilege tax license. Applications for the following shall be considered to be applications for licenses to which this Policy applies:

- Commercial construction permits.
- Commercial site plan approvals.
- Other processes or documents which result in an approval for development of commercial properties including, but not limited to, lot splits, non-residential plats, dustproofing, and all other applications that result in a "license" as defined in A.R.S. § 9-831(3) that are not exempt pursuant to A.R.S. §§ 9-835(N) or 9-840.
- Business Licenses.

### EXTENSIONS

Any extension to the substantive review timeframe and the overall timeframe shall be by mutual written or electronic agreement of the Town and applicant.

### CUSTOMER SERVICE

The Town has consistently supported the expeditious review of all applications and will continue to do so under the timeframes set forth in this policy. Often, staff will evaluate applications for administrative completeness upon submission or within 24 hours. However, same-day turnover is not always possible. This policy anticipates the need for flexibility and sets forth longer review timeframes to ensure the applicant and Town have time to resolve issues in the review process and protect public health and safety.

substantive review timeframe as established by the Town for that license to grant or deny the license. Nothing shall prevent communication between the Town and an applicant regarding a comprehensive written or electronic request for corrections or a supplemental request for corrections.

**Presumption of Withdrawn Application.** The Town may consider an application withdrawn if, by thirty days or more after the date of notice, as established by the Town, the applicant does not supply the documentation or information requested or an explanation of why the information cannot be provided within the established time period.