

Greenlee County Planning and Zoning

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Permit Check List

We are providing this check list of our local permits. We have local ordinances and follow State statutes and regulations. Not all permits will be needed in every case. A list of permits with associated costs and contacts follow:

- **Manufactured/Mobile home.** \$125. See the Sanitarian at the Health Department, 2nd Floor Courthouse Annex, 253 Fifth Street, Clifton. Phone (928) 865 2601; OR, **Building.** Free. See Engineer, 2nd Floor Courthouse Annex. Phone (928) 865 4762.
- **Septic System.** \$200. See Sanitarian.
- **Zoning Use.** Cost varies - \$30 to \$240. See Engineer. (Structures are addressed when a Zoning Use Permit is issued. Other parcels may be addressed as needed.)
- **Floodplain.** Free. See Engineer.

Any of the following actions (see note) may require a permit or permits-

Note - This includes, but is not limited to, erect, construct, move, **alter**, or change the use of any building or structure or land, connect electrical service to any building or structure, or connect sewer or septic system to any building or structure. Mobile home installations in established parks may require special consideration.

- building or remodeling any building or structure when (a contractor's) cost is more than \$500, or
- installing a manufactured or mobile home or structure, or
- installing a recreation vehicle to use as a dwelling unit, or
- installing or repairing a septic system, or
- opening a business, or
- splitting a parcel, or
- grading within a floodplain, or
- changing land use.

Before checking with the County, please gather the following information.

- The parcel's Assessor's number or legal description.
- Make a site drawing showing work planned including the location of any structures, the septic system, and the well.
- Prepare a budget cost estimate for all improvements.

These are general answers to most asked questions.

1. *Why do I need a permit?*

The permits we issue are required by an ordinance, a law or regulation. These rules have been enacted to protect people. Codes set minimum construction standards. People making repairs to or constructing buildings often unknowingly create unsafe conditions when uninspected. The laws or regulations have been enacted in response to public safety, health, or welfare issues. Addressing these issues lead to desirable conditions and growth within a community.

2. *I am building this addition myself, why do I need a permit?*

See Item 1. A permit is needed when the construction value is \$500 and is established by Statute (A.R.S. §11-808). The value of work is based on what a Contractor would charge. Ever time changes are made with a value more than \$500 a zoning permit is needed. A building permit is needed when changes cost more than \$1,000 (A.R.S. §11-321). Fees are charged for a Zoning Use Permit when costs exceed \$5,000. Generally, most homes and additions cost more than \$200 per square foot. Other structures without plumbing or electrical cost less.

2. *It is my property, and I should not have to ask anyone for permission to do anything on it? Who has the right to tell me what I can do on my property?*

First, see items 1 and 2. Second, when you change your property, the changes affect your neighbors - including their land values, safety, appearance, and often drainage. Land use should be appropriate for your neighborhood. Third, you will not own your property forever. Minimum building code standards benefit you and the next owner by assuring safety and value. Fourth, to maintain any semblance of equity, all property owners should be taxed on the fair market value of their property, including all improvements. Lastly, the State returns tax revenue to us partially based on reported construction. The information we provide is used in revenue distribution calculations.

3. *The historic use was the same, why do I need a permit?*

1) Permits are required by Statute or Ordinance when the construction cost more than \$500. 2) The permit allows us to track land use and construction activity. 3) The State uses our data to estimate population and return tax dollars to the County. Some funds we get back from the State are tied to population. 4) Land use requirements may change.

4. *I cannot afford the permit?*

The fees we charge are modest. If you cannot afford these modest fees, how can you afford to build? Permit costs are part of the construction costs. The fees pay only a portion of our costs. Since we have not adopted building codes, no building permit fees are charged. Eventually, the County will adopt building codes. No fees are charged for a flood plain permit. We charge for manufactured home inspections.

5. *I will need a certificate of occupancy.*

If your lender will need a “certificate of occupancy,” you must contract with a certified building inspector for services. (Contact Graham County or Safford for their inspector’s name.)

6. *I cannot get to County offices to get a permit.*

Permits can be requested by phone or Internet. Collect the information and phone for a permit. A part of the permit is the permit fee. Once the fee is received, we will mail you the signed permit.

7. *Why do I need a flood plain permit my property has never flooded? Will I need flood insurance? Can I get flood insurance?*

All properties in the County can get flood insurance. In the 100-year flood hazard zone, Federal regulations call for all structures (not property), mortgaged by a Federally Insured Agency, to have flood insurance. On each Zoning Permit, the County, to comply with our Floodplain Ordinance, determines the flood zone. Your lender often does his own determination and may not accept the County's flood determination. The lender is ultimately responsible for the flood zone determination and may have a company, not familiar with the County, do another determination. You can appeal a determination informally. A formal appeal is more costly and takes longer. While the Federal Insurance Rate Maps are wanting, the maps are the best available and we had to include them as a part of our Floodplain Ordinance. Federal insurance rates vary. The 100-year zone has special building requirements. If your house does not comply with the Federal regulations, you may be charged a significantly higher premium for flood insurance.

8. *When do I need a permit?*

Any time you decide to make changes to your property you should check to see if you need a permit. Outside a Manufactured Home or RV Park if you are living in a newly installed or built structure, you probably should get permits. Permanent connection to waste disposal or electrical system trigger permits. Over night, temporary use of a Motor Home or Recreational Vehicle probably would not need a permit. (Note: These vehicles are not built for permanent occupancy.) Having a tent or RV and camping on property probably would not be considered a permanent residence.

9. *I need a permit **now** because my new Manufactured Home is on its way next week?*

A permit is not needed to store a Manufactured Home. Poor planning is not an excuse for an emergency, but things happen. The permit process is not difficult, but please start the process early. Talk with the County concerning the Floodplain determination as special installation details, specially elevating the structure, may be required. If a zoning change is required, you need to allow at least 8 to 12 weeks for the zoning case to be heard by the Planning and Zoning Commission and by the Board of Supervisors. Talk with your new neighbors, if they have no objections, you can probably install the home after getting a manufactured home permit. You install at your own risk, we cannot guarantee the results of the Public Hearing process.

10. *I have a problem with my neighbor on a land use issue.*

If you can, talk with your neighbor and try to work out the problem. We will respond to written complaints. Once a written complaint is received, the County will investigate and take appropriate action. We have limited enforcement on junk stored around property. One's person junk is another's treasure. Health issues may be handled through the Health Department. Dog barking could be either, a Zoning Issue and/or an Animal Control issue. Excessive noise is a law enforcement issue. Home business's might need a permit. Only after trying to resolve issue would we consider legal action. Legal action is the final step and might take 6 to 9 months just to begin.