



TOWN OF PATAGONIA
BUILDING AND FLOODPLAIN USE PERMIT
APPLICATION PROCEDURES

Whenever construction of ANY KIND is being considered, individuals must inquire with the Town Clerk's office to determine if any local building codes or floodplain regulations apply to a proposed project. For example, a masonry wall around a person's property may not require a building permit under the current building codes, but depending on the location of the subject property, a floodplain use permit (FPUP) may be required and certain standards for construction and/or engineering may apply. The process to apply for a FPUP and/or building permit is as follows:

1. Before commencing the erection, construction, removal, alteration, renovation or repair of a structure or improvement of any kind within the town, including grading, a flood hazard information sheet must be submitted to the Town Clerk's office for review before any permits for the work will be issued.
2. If the Town Clerk's office determines that the property upon which the proposed erection, construction, removal, alteration, renovation or repair of a structure or improvement of any kind, including grading, will take place on, is located in a Special Flood Hazard Area (SFHA), the property owner or an authorized representative of the property owner (e.g. relative, property manager, contractor, architect, engineer) must apply for a FPUP.
3. The Town Clerk's office will review the FPUP application and determine any special conditions, permits or restrictive covenants that may be deemed necessary. When all necessary conditions, permits or covenants are filed with the Town Clerk's office, a FPUP will be issued to the applicant.
4. If the proposed improvements include any electrical, plumbing (including gas lines), or structural work, a building permit must be applied for and obtained from the Town Clerk's office. Building permit applications must be accompanied by detailed plans of the proposed improvements, the sufficiency of which will be determined by the Santa Cruz County Building Department.
5. Before any plans are approved or building permits are issued, the Town Clerk's office must have on file either a flood hazard information sheet indicating that the property upon which the proposed improvements will take place is not located in a SFHA, or a FPUP for the proposed improvements. Applicants are encouraged to apply for the building permit and FPUP (if necessary) concurrently as site plans, drawn to scale are required to process both permit applications.
6. Any general (prime) contractor (whether they are licensed by the Registrar of Contractors or not) must show proof that they have obtained a current Patagonia business license and a State of Arizona Transaction Privilege Tax (TPT) license number before a building permit is issued. If the applicant claims to be an owner-builder, they must provide a list of any contractors (ROC licensed or not) who will work on the project, including but not limited to excavators, masons, carpenters, electricians, plumbers, roofers or heating/air conditioning contractors. All contractors listed must be able to show proof that they have obtained a current Patagonia business license and a State of Arizona TPT license number before a building permit will be issued.
7. Any contractors listed in #6 above must have a filed TPT returns with the Arizona Department of Revenue before a Certificate of Occupancy will be issued. No further building permits will be issued to contractors who have failed to file their TPT returns.
8. After the final inspection of the building/structure but before the issuance of the Certificate of Occupancy, and Elevation Certificate completed, signed, and sealed by an Arizona Registered Professional Civil Engineer of Land Surveyor showing the building and attached electrical/mechanical services meets the elevation requirements of the FPUP must be submitted to and approved by the Town Clerk's office.