



Town of Patagonia
P.O. Box 767
Patagonia, AZ 85624
Phone: (520) 394-2229 Fax: (520) 394-2861

BUILDING AND FLOODPLAIN USE PERMIT APPLICATION PROCEDURE

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, however, 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 an FPUP and/or a 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, an 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 for 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 an SFHA, or an 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 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 or 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.



TOWN OF PATAGONIA FLOOD HAZARD INFORMATION SHEET

Effective September 1, 2017

TO BE COMPLETED BY REQUESTOR (ALL INFORMATION MUST BE PROVIDED)

Map Requested if checked ☐

Property Address: _____

Property Tax Code (APN): _____

Requestor Name: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

TO BE COMPLETED BY SANTA CRUZ COUNTY

Received _____ Code _____
*STATUS

1. The property is located in a Special Flood Hazard Area (SFHA) on a National Flood Insurance Program (NFIP) Flood Insurance Rate Map (FIRM) _____
- NFIP community # 040092
- FIRM map panel # 04023C-0
- Date of FIRM panel _____
- LOMR/LOMA date _____
- FIRM zone _____
- Estimated Base Flood Elevation _____ ☐ ft above grade ☐ NAVD 1988
- Estimated Regulatory Flood Elevation _____ ☐ ft above grade ☐ NAVD 1988

2. The **main** structure on the property is located in the SFHA indicated in (1), requiring insurance. _____
- NOTE:** Federal law requires FEMA Flood Insurance Policy to be obtained as a condition of a federally-backed mortgage or loan secured by a building located within a SFHA (Zones A, AE, AH, AO, AR, A99, V, or VE) as shown on the FIRM. **Therefore, if Y (Yes), then Flood Insurance IS required.**

3. The property is located in a **FLOODWAY**. _____
- Note:** Floodplain Use Permit required; Federal Flood Insurance recommended but **not** required.

STATUS KEY: Y = Yes, N = No, P = Partial or Part of, NA = Not Applicable, TBD = To Be Determined

The above information is based on the best data resources currently available. Be advised flood hazard status is subject to change without individual notice. Base Flood and Regulatory Flood Elevations, and erosion hazard setbacks, when provided, are approximate estimates and are subject to change based on more detailed analysis by District Staff. This letter does not imply the referenced property will or will not be free from flooding or flood related damage. A property indicated as not being in a floodplain may still be damaged by the flood greater than that which is regulated, by a local drainage problem not identified, or not regulated. This letter does not create liability on the part of the provider, or any officer or employee thereof, for any damage resulting from reliance on this determination.

Town of Patagonia Floodplain Management Signature _____

Date _____

NOTE:

- ☐ PROPERTY CONTAINS REGULATED RIPARIAN HABITAT AREA
- ☐ REVIEW OF SITE PLAN REQUIRED IF CHECKED (FOR NEW CONSTRUCTION)
- ☐ FLOODPLAIN USE PERMIT REQUIRED IF CHECKED (FOR NEW CONSTRUCTION)
- ☐ ALL IMPROVEMENTS (STRUCTURES AND SEPTIC SYSTEMS) TO BE OUTSIDE OF ALL FLOODPLAINS IF CHECKED

Information for members of the Public may be filled out by Santa Cruz County Flood Control District, but determination is not valid until signed off by the Town of Patagonia Floodplain Administrator or his designated representative



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TOWN OF PATAGONIA BUILDING PERMIT APPLICATION

OFFICE USE ONLY:

Date received: _____

Received By: _____

PERMIT NO.: _____

SITE INFORMATION

Improvement Address: _____		
Work Type: ☐ New ☐ Addition ☐ Remodel / Alteration ☐ Demolition ☐ Other _____		
Parcel No. _____	Lot #: _____	Block #: _____
Subdivision: _____		
☐ Residential	☐ Commercial	☐ Sewer ☐ Septic
Right-of-way Permit: ☐ Yes ☐ No		

PROJECT VALUATION \$ _____

OWNER INFORMATION

Name(s): _____		
Address: _____		
City: _____	State: _____	Zip: _____
Email: _____		

CONTRACTOR / BUILDER INFORMATION

General Contractor: _____	Phone: _____	ROC# _____
Electrical Contractor: _____	Phone: _____	ROC# _____
Plumbing Contractor: _____	Phone: _____	ROC# _____
Mechanical Contractor: _____	Phone: _____	ROC# _____
Architect / Engineer: _____	Phone: _____	

This permit becomes null and void if work or construction authorized does not commence within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance or construction.

Applicant Signature _____

Date _____

** FOR OFFICIAL USE ONLY **

PERMIT ISSUED BY: _____ DATE: _____

PAYMENT AMOUNT: _____ PAYMENT TYPE: ☐ Cash ☐ Check ☐ Debit/Credit Card

INSPECTION APPROVALS

INSPECTION	DATE	REMARKS	INSPECTOR
SETBACKS			
FOUNDATIONS			
U/G PLUMBING			
PRE-SLAB			
GROUT/BOND BEAM			
FRAMING			
RED TAG			
YELLOW TAG			
FINAL			

[illegible]