

Engineering Division

Standard Operating Procedures for Engineering Permits

Which of the following best describes your project?

- [Residential](#)
- [Commercial](#)
- [Road Improvements in County Maintained Roads*](#)
- [Utility Work](#)
- [Subdivision](#)
- [Floodplain Development](#)
- [Special Use](#)

[*Link to County Maintained Roads](#)

Engineering Division Standard Operating Procedures for Residential Permits

BEGIN HERE: The applicant is responsible for other permits as required for state and federal agencies.

Which of the following best describes your Residential Project?

- A. Residential Grading Permit, because my project entails cut over 50-cubic yards or fill over 50-cubic yards
- B. Residential Encroachment Permit, because my project will access a county-maintained road ([see list of County-maintained roads](#))
- C. Both Residential Encroachment Permit and Residential Grading Permit

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A. Residential Grading Permit

B. Residential Encroachment Permit

C. Residential Permit
and Grading Permit

Complete a **Residential Grading Permit Application** ([link to application instructions](#))

Complete a **Residential Encroachment Permit Application** ([link to application instructions](#))

The following list includes items that may be required with a **Residential Grading Permit** application. Items that are required with the first submittal are noted (*PE Seal is required).

- [Grading Plan*](#) (required with 1st submittal)
- [Final Drainage Report*](#) (required with 1st submittal)
- [Final Geotechnical/Soils Report*](#) (required with 1st submittal)
- [Approved Stormwater Pollution Prevention Plan \(SWPPP\)*](#)

The following list includes items that may be required with a **Residential Encroachment Permit** application. Items that are required with the first submittal are noted.

- [Construction Plans](#) (required with 1st submittal)
- [Traffic Control Plan](#)

The Engineering Division will review the submittal. If additional submittal items are required, a permit technician will contact you. Otherwise, the Engineering Division will review the application and a permit technician will contact you when the review is complete.

Engineering Division Standard Operating Procedures for Commercial Permits

BEGIN HERE: The applicant is responsible for other permits as required for state and federal agencies.

Complete the following Applications:

- **Commercial Grading Permit**
- **Commercial Encroachment Permit**
- [\(link to application instructions\)](#)
- If the project does not access a county-maintained road, a commercial encroachment permit is not required. [\(link to County-maintained roads\)](#)

The following list includes items that may be required with a **Commercial Encroachment Permit** application. Items that are required with the first submittal are noted (*PE seal is required).

- [Site Plan*](#) (required with 1st submittal)
- [Traffic Control Plan](#) (required with 1st submittal)

The following list includes items that may be required with a **Commercial Grading Permit** application. Items that are required with the first submittal are noted (*PE seal is required).

1. [Grading Plans*](#) (required with 1st submittal)
2. [Final Drainage Report*](#) (required with 1st submittal)
3. [Final Geotechnical/Soils Report*](#) (required with 1st submittal)
4. [ADEO Notice of Intent \(required with 1st submittal\)](#)
5. [Approved Stormwater Pollution Prevention Plan \(SWPPP\)*](#) (required with 1st submittal)
6. [Traffic Impact Statement* or](#)
7. [Traffic Impact Analysis \(TIA\) Category 1*, or](#)
8. [TIA Category 2](#)
9. [Engineer's Opinion of Probable Cost*](#)
10. [Traffic Control Plan](#)
11. [Sewer and Water Report*](#)
12. [Project Specifications*](#)
13. [Water Provider "Will Serve" letter](#)
14. [ADOT Approval](#)
15. [U.S. Army Corps of Engineers 404 Permit](#)
16. [Signed Utility Conflict Notices from all Utilities](#) (required for final approval)
17. [Previous redline set and checklists](#) (required with subsequent submittals)
18. [As-Built Drawings*](#) (required for final approval)

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The Engineering Division will review the submittal. If additional submittal items are required, a permit technician will contact you. Otherwise, the Engineering Division will review the application and a permit technician will contact you when the review is complete.

Engineering Division Standard Operating Procedures for Road Improvement Permits

BEGIN HERE: The applicant is responsible for other permits as required for state and federal agencies.

Complete an Encroachment
General Permit Application
([link to application instructions](#))

The following list includes items that may be required with an **Encroachment General Permit** application. Items that are required with the first submittal are noted (*PE seal is required).

1. [Construction Plans](#)* (required with 1st submittal)
2. [Traffic Control Plan](#) (required with 1st submittal)
3. [Final Drainage Report](#)* (required with 1st submittal)
4. [Final Geotechnical/Soils Report](#)* (required with 1st submittal)
5. [Approved Stormwater Pollution Prevention Plan \(SWPPP\)](#)* (required with 1st submittal)
6. [ADEQ Notice of Intent](#)
7. [Traffic Impact Statement](#)* or
8. [Traffic Impact Analysis \(TIA\) Category 1*](#), or
9. [TIA Category 2](#)
10. [Engineer's Opinion of Probable Cost](#)*
11. [Project Specifications](#)*
12. [ADOT Approval](#)
13. [U.S. Army Corps of Engineers 404 Permit](#)
14. [Signed Utility Conflict Notices from all Utilities](#) (required for final approval)
15. [Previous redline set and checklists](#) (required with subsequent submittals)
16. [As-Built Drawings](#)* (required for final approval)

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Engineering Division Standard Operating Procedures for Utility Permits

BEGIN HERE: The applicant is responsible for other permits as required for state and federal agencies.

Contact the Engineering Division to find out which of the following utility permits will be required:

- Utility Encroachment Permit
- Utility Encroachment Permit - Emergency Repair
- Utility Encroachment Permit - Blanket

The following list includes items that may be required for all utility permits ([link to application instructions](#)), complete the Permit Application and submit the following:

- [Site Plan](#) (required with 1st submittal)
- [Traffic Control Plan](#) (required with 1st submittal)
- Liability Insurance

The Engineering Division will review the submittal. If additional submittal items are required, a permit technician will contact you. Otherwise, the Engineering Division will review the application and a permit technician will contact you when the review is complete.

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Engineering Division Standard Operating Procedures for Subdivision Permits

BEGIN HERE: The applicant is responsible for other permits as required for state and federal agencies.

Complete a Grading
Subdivision Application
([link to application
instructions](#))

The following list includes items that may be required with a **Grading Subdivision Permit** application. Items that are required with the first submittal are noted (*PE seal is required).

1. [Construction Plans](#)* (required with 1st submittal)
2. [Final Drainage Report](#)* (required with 1st submittal)
3. [Final Geotechnical/Soils Report](#)* (required with 1st submittal)
4. [ADEO Notice of Intent](#) (required with 1st submittal)
5. [Approved Stormwater Pollution Prevention Plan \(SWPPP\)](#)* (required with 1st submittal)
6. [Approved Preliminary Plat](#) (required with 1st submittal)
7. [Traffic Impact Statement](#)* or
8. [Traffic Impact Analysis \(TIA\) Category 1](#)* , or
9. [TIA Category 2](#)
10. [Traffic Control Plan](#)
11. [ADOT Approval](#)
12. [U.S. Army Corps of Engineers 404 Permit
Sewer and Water Report](#)*
13. [Engineer's Opinion of Probable Cost](#)*
14. [Project Specifications](#)*
15. [Water Provider "Will Serve" letter](#)
16. [Signed Utility Conflict Notices from all Utilities](#) (required for final approval)
17. [Previous redline set and checklists](#) (required with subsequent submittals)
18. [As-Built Drawings](#)* (required for final approval)
19. [Final Plat](#)
20. [Surety Bond](#) (required for the Final Plat approval before construction is complete)

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The Engineering Division will review the submittal. If additional submittal items are required, a permit technician will contact you. Otherwise, the Engineering Division will review the application and a permit technician will contact you when the review is complete.

Engineering Division Standard Operating Procedures for Floodplain Permits

BEGIN HERE: The applicant is responsible for other permits as required for state and federal agencies.

Complete an **Floodplain Development Permit Application** ([link to application instructions](#))

The following list includes items that may be required with a **Floodplain Use Permit** application. Items that are required with the first submittal are noted (*PE seal is required; **Surveyor, Engineer, or Architect seal is required).

1. [Site Plan](#) (required with 1st submittal)
2. [Floor plan. \(Scaled and Dimension\)](#) (required with 1st submittal)
3. [Foundation Plan and Details. \(Scaled and Dimension\)](#) (required with 1st submittal)
4. [Elevation Drawings](#) (required with 1st submittal)
5. [Elevation Certificate – Building Under Construction**](#) (required before going vertical)
6. [Elevation Certificate – Finished Construction**](#) (required at the end of the project)
7. [U.S. Army Corp 404 Permit or Clearance](#)
8. [Phase I Drainage Report](#)
9. [Phase II Drainage Report](#)
10. [Engineer's Floodproof certificate*](#)
11. [Details of flow thru vents](#)
12. [Recorded Enclosure Non-conversion Agreement](#)
13. [FEMA No Rise Certificate*](#)
14. [Substantial Improvement/Substantial Owner Affidavit](#)
15. [Substantial Improvement/Substantial Contractor Affidavit](#)
16. [Substantial Improvement/Substantial Damage Cost Estimate](#)

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The Engineering Division will review the submittal. If additional submittal items are required, a permit technician will contact you. Otherwise, the Engineering Division will review the application and a permit technician will contact you when the review is complete.

Engineering Division Standard Operating Procedures for Special Use Permits

BEGIN HERE: The applicant is responsible for other permits as required for state and federal agencies.

Complete a Special Use Encroachment Application ([link to application instructions](#))

Several Items may be listed under "Submittals". Only the following items are initially required with the application.

- 1.Event Route Plan
- 2.Liability Insurance
- 3.Traffic Control Plan

The Engineering Division will review the submittal. If additional submittal items are required, a permit technician will contact you. Otherwise, the Engineering Division will review the application and a permit technician will contact you when the review is complete.

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