



## General Building Permit Checklist

The following items are required for a permit for buildings. This permit is applicable for individual parcels and developments, not subdivisions. It also applies for remodels, additions, electrical, plumbing and mechanical permits. This checklist serves as a guide for submittals. However, your development may require additional steps, processes, or submittals. Note that it may be possible to combine plans and reports, as long as all required information is clearly provided.

- Application Form (see “Permit Application”)
- La Paz County septic system approval (or submittal documentation if in process) or ADEQ Submittal approval or documentation for water and wastewater. Note that La Paz County cannot approve water or wastewater systems for many situations in La Paz County.
- Drainage Report if in a FEMA Special Flood Hazard Area (SFHA) (see [www.msc.fema.gov](http://www.msc.fema.gov), and “Drainage Report Checklist”) OR a floodplain determination if outside SFHA
- Grading and Drainage Plan (see “Grading and Drainage Plan Checklist”)
- Utility Plans (see “Utility Plan Checklist”)
- Wall/Fence plan (if applicable) (see “Fence/Wall Plan Checklist”)
- Sitework plan (if applicable) (see “Sitework Plan Checklist”)
- Soils Report (if applicable) – content of soils reports may vary based on proposed improvements. Generally, one soils report is generated for a development that may include information for buildings, erosion, structures, etc.
- Building Plans (see “Building Plans Checklist”)
- Structural Report or calculations (if applicable)