

How do I Obtain a Building Permit?

A residential building permit can be obtained by completing the following steps:

- Complete a building permit application form. These forms can be obtained either at the Community Development service counter or on the city website at www.cottonwoodaz.gov under the forms tab.
- Provide a detailed plat plan drawing indicating all structures and utilities on the property. This would include the proposed location of any new structure or fence.
- If all of the information provided complies with adopted codes and ordinances, a permit is generally approved.

Cost of working WITH OUT a Permit

- Fines and citations from the City of Cottonwood.
- Potential home hazards, such as fire danger and drinking water contamination.
- Removal of work, such as a room enclosure, may be required at the cost of the homeowner.
- Issues arise when you go to sell your property.
- Insurance may not cover issues that occur as a result of non-permitted construction.

City of Cottonwood Community Development

111 N. Main Street
Cottonwood, AZ 86326
(928) 634-5505
www.cottonwoodaz.gov



I am a Homeowner When do I need a Building Permit ?



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Building permits are almost always needed for any type of building, structure, structural remodel/repair. They also required for electrical and mechanical changes.

Common Projects that Require Building Permits:

This is **NOT** a Comprehensive list:

- Room additions
- Projects involving gas lines
- Detached structures (over 200 sq. ft.)
- Attached accessory structures
- Decks over 30 inches above ground and/or over 200 sq. ft.
- Fences
- Masonry and concrete fences and retaining walls, wall removal or relocation
- Solar installations
- Sinks, toilets or tubs to be added or relocated

- Water softeners
- Porch enclosures
- Ceiling fans
- Carport enclosures
- Electrical updates/rewires

Projects that do not Require a Permit

Only for Residential Construction

All projects must meet Zoning requirements

- One story tool or storage sheds, play houses, provided they are under 200 sq. ft.
- Side walks and drive ways (on private property)
- Prefabricated swimming pools that are less than 18 inches deep



- Decks not exceeding 120 sq. ft. in area, that are not more 30 inches above the ground at any point, and have a ramp or stair case for exit
- Swings or other playground equipment
- Tiling or carpeting
- Cabinets, counter tops and similar finish work
- Drywall repair
- Replace existing plumbing features
- Replacement of any minor parts that does not alter approval of equipment or make equipment unsafe

Any Questions
about Permits

Please Contact:

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Community
Development

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