Construction and Zoning Regulations

All permittees must comply with the following requirements. The Purpose of these regulations is to protect residents, personal and public properties, streets, common areas, and environment during building construction. The City of Williams reserves the right to modify these regulations at any time. Please read and acknowledge each statement by signing your initials.

1. On demolition, grading, remodeling, and new construction projects, permittees must notify adjacent property owners regarding the nature of the project, the time period for construction, and any unusual activities that may cause disruption of the normal course of traffic during construction.

2. All permittees must submit a tentative construction completion schedule.

3. All permittees must post a 6 square foot (2’X3’) identification sign, made of durable material, on the subject property. The sign must be 5 feet high, measured from finished grade to top of the sign. The sign must include the permittee or company name, phone number, type of work, and address of project.

4. Prior to issuance of a building permit, the property owner or contractor must submit a “construction-site management plan,” addressing dust and noise control measures, native vegetation and natural wash protection, vehicle/equipment storage/parking, material storage, debris removal, portable toilet/sanitary location, construction trailer location, work site security and fire consideration, and hours/days of work.

5. Prior to any on-site grading, a grading permit must be obtained from the city engineer.

6. Permittees must secure all permits under the City Code.

7. When deemed necessary by the city, a 6 foot high chain link fence must be installed around the construction area considered to be a potential safety hazard for the public.

8. Clear access for neighboring and emergency vehicles must be maintained at all times. Construction related vehicles must be legally parked only on one side of the street or job location.
If a staging area is needed on a property other than the construction site for construction materials, the permittee must obtain property owner and city approval first, and must inform the adjacent property owners of the location of the staging area, and times and hours during the day the area will be used.

_______ 9. Except as outlined in note 8, all construction debris and equipment must be contained on site at all times. Contractor and property owner must maintain job site free of litter and unsightly materials at all times. Construction materials are prohibited in the city right-of-way or near adjacent properties.

_______ 10. Construction and demolition related activities may only be performed between sunrise and sunset as table indicates, Monday through Friday. Saturday and Sunday between 7:00 am & 5:00 pm

_______ 11. The contractor and property owner may be liable for damage done to any property, either private or public as a result of any construction or construction related activities. No certificate of occupancy will be issued until all affected right-of-ways are cleaned and/ or repaired to their original condition, or until such time that a written, signed, and legally binding agreement has been reached by the parties involved to remedy any violation within a reasonable time period; and until all required fees are paid in full.

_______ 12. Any restoration or repair of city right-of-way/ property must comply the city specifications.

_______ 13. The natural flow of rainwater and other drainage from the property may not be altered in any ways, unless approved by the city engineer.

_______ 14. All equipment of all trades on or affecting the job must be cleaned only in a predetermined and designated area. Debris and runoff from said area may not extend beyond the building area.

_______ 15. Property owner, builder, or general contractor will be responsible for controlling dust from the site at all times. All means necessary must be used by the builder or general contractor to control dust caused by any earthwork, spray application of materials, or other dust causing practices required by the construction process.

_______ 16. The city will charge the permittee or property owner for the cost of any necessary clean up or other work caused by the builder or contractor, plus 10% of the total cost, after initial verbal or written notice is served.

_______ 17. An inspection fee will be charged if the inspection is required as a result of a code violation

_______ 18. Violation of any section of these regulations may result in fines or citations. Violations may also result in the removal of building permits until such time as all violations are remedied to the satisfaction of the City of Williams.
19. For background information and concerns regarding licensed contractors, call the Arizona Registrar of Contractors (602) 542-1525 or visit their website http://www.azroc.gov

20. Prior to any commercial demolition or removal, a complete NESHAP report shall be submitted to the City of Williams building department.

Applicant/ Permittee and contractor, please sign and date below indicating that you have read and understood all of the above requirements and you have received a copy of these regulations for your reference. A copy of this signed agreement will be part of the public record.

ACCEPTANCE OF CONSTRUCTION REGULATIONS

I (we) ___________________________________ the contractor(s) for the property located at __________________________________________, City of Williams, and I (we) __________________________________ the applicant(s) or property owner(s) representative for a building permit, do hereby acknowledge that I (we) have reviewed and understand the construction regulation of the City of Williams. I (we) do hereby agree to observe these regulations. I (we) understand that the City of Williams has the authority to halt any or all construction activities if it is determined, upon site visit and review, that the property owner, contractor, subcontractors, suppliers, consultants, or agents thereof are in violation of any of these regulations at any time.

Signature of Applicant/ Property Owner Representative   DATE

Signature of General Contractor/ Builder   DATE

General Contractor/ Builder Name   License #

Main Office Phone   Job Site/ Cell Phone
Complete each of the following requirements and check for complete or N/A (Not Applicable)

_____ A separate application for each type of structure (Residence, ADU, Fence, etc.)
_____ Demolition Permit if applicable
_____ Dust control plan (attached) OR
_____ City of Williams’ public work permit (0.10 acre or more)
_____ Contractor’s bond exemption certificate for projects with a value of $50,000 or greater

For Projects with a value of $25,000 or greater:

_____ Two sets of grading and drainage plans, signed by an Arizona civil engineer
_____ Traffic impact analysis
_____ Soil Report, sealed by an Arizona engineer
_____ One 8½” X 11” each of site plan and floor plan
_____ Fire indemnity Agreement
_____ Notarized letter from owner if submitted by an architect or person other than the contractor acting as an agent for the owner

_____ Two sets of plans (Max 36” X 42”)

_____ Plans stamped on every sheet by an Arizona architect

Plans should be drawn to scale and include:

_____ Site plan with all existing R.O.W. and their dimensions shown
_____ Foundation plan
_____ Dimensions of structure and square footage
_____ Elevations showing height from lowest natural grade to roof ridge
_____ Plumbing with isometric detail (waste, vent, gas, water)
_____ Gas fireplace pipe size and BTU
_____ Electric floor plan with loads and calcs
_____ Exterior lighting and wattage
_____ Attic ventilation
_____ Complete wall and roof framing plan
_____ Water meter size
_____ Truss Calculations

Complete the following:

- Water meter size: ____________ If new or upgraded meter is being installed
- Setbacks of structure measured from property line

- Height of structure ____________  Floor area ratio ____________
- Zoning district ________________

REVIEWED BY: ___________________________ Date: ________________