



City of Williams

PROCEDURE TO OBTAIN BUILDING PERMIT

1. **Building codes:** The City of Williams enforces the 2015 International Codes, 2015 International Building Code, 2015 International Residential Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code, 2014 National Electric Code, as amended by the City of Williams and the City of Williams Zoning Ordinance, Development Procedures Ordinance and Subdivision Ordinance. Contact Building Department for additional information.
2. **Planning & Zoning:**
All building permits are subject to review by the Planning & Zoning Department for compliance of Zoning and Development Procedure Ordinance. Planning & Zoning Dept. will also determine need of Public Hearing. Public Hearing issues include variance, zoning changes, conditional use permits, etc.
3. **Commercial Plans:**
New construction and alterations for buildings of 3000 square feet or more, major electrical, mechanical or plumbing improvements or replacements, housing of more than 4 units, or public improvements, must have plans that contain a seal by an qualified registrant (architect and or engineers) possessing an Arizona State License, ARS 32-144. We must also receive a copy of approval to construct by the Coconino County Health department prior to issuing a permit, on all motels, restaurants, etc. within the City of Williams. Contact Coconino County Health Dept. at 928-679-7120
4. **Commercial Submittals:**
 - A. A complete Permit application with required deposit; an incomplete application will not be accepted
 - B. Five (5) sets of Civil Plans.
 - C. Three (3) sets of Construction plans with civil drawing attached
 - D. Soils report
 - E. Structural calculations
 - F. Life Safety plan
 - G. SWPPP- submit notice of intent (NOI) if required
 - H. Floodplain determination and documentation, sealed by a registered design professional, if required
 - I. **Deferred Submittals;** shall be listed on the Cover sheet of the construction plans for approval by the Building Official. Deferred submittals shall be reviewed by the architect or engineer for conformance with the design of the building and approved by the building official prior to construction or installation
5. **Residential Submittals:**
 - A. A complete permit application with required deposit; an incomplete application will not be accepted
 - B. Two (2) complete sets of plans, including Plot Plan with all required documentation.
 - C. Manufactured Truss Calcs and wood floor if applicable.
 - D. Development or HOA approvals, if applicable.
 - E. Waste water system approval from Coconino County Environmental, if applicable. 928-679-
 - F. Floodplain determination and documentation, sealed by a registered design professional, if required
 - G. Speculative Builders; Complete City of Williams Contracting, Speculative Building, Owner Builder Packet.

6. **Cover Sheet Requirements:** (Plans shall have a cover sheet listing the following:)
- | | | |
|----------------------------|----------------------|----------------------|
| *Design codes | *Floodplain | Type of construction |
| *Design criteria | *Floor area | Occupancy |
| *Legal description(APN) | Design professionals | Occupancy load |
| *Site address | Deferred submittals | Number of employees |
| (*Residential requirement) | | Special inspections |

7. **Residential Plans Must Contain the Following:**

Two sets of plans shall be submitted on uniform sized paper (min. 8 1/2" X 11"; max. 24" X 36"), be legible, complete, and stapled together in order. Incomplete or unacceptable plans will be returned to applicant.

- A. **Plot Plan:** A survey of the lot, show drainage of lot, show the location of structure(s) to be built in relation to property lines and any other structure(s) on property and the distance in feet to such property lines and structure(s), show location of all utility sizes and locations from the source to the house and location of all easements.

Plans below shall be scaled a minimum of 1/4" per foot.

- B. **Foundation Plan:** Top view, two line drawing
- Stem wall and/or pier-locations and dimensions.
 - Foundation, slab, turndowns and anchoring
 - Floor framing-joists-directions, size and spacing, blocking head-outs and required anchoring
 - Girders, beams, bearing points and anchoring
 - Foundations vents.
 - Crawl access and clearance.
- C. **Floor Plan:** Top view two line drawings,
- Complete dimensions.
 - Door and window sizes, locations & schedules. Safety glass locations.
 - Smoke & carbon monoxide detector locations.
 - Attic access location.
 - Wood or gas fireplace location; submit manufactured installation requirements
 - Cabinets and appliances.
 - Plumbing fixture locations, including water heater.
 - Electrical Plan.
 - Furnace and supply and return size and location.
 - Residential Additions;** plans shall show adjacent rooms to the new construction.
 - Second floor framing-beams, joists-size and spacing, head-outs.
- D. **Roof Framing Plan:** Top view.
- Truss or rafter, direction, size and spacing, blocking.
 - Beams/Bearing points and bearing walls.
 - Attic ventilation, size and type
 - Engineered Truss calculations & specifications.
- E. **Elevations:** Two dimensional exterior views-front, sides, rear.
- Four (4) elevations required.
 - Show all exterior architectural design/facade, stone or rock, corbels, siding, chimneys, etc.
 - Show accurate grade line for building height, stepped foundations and filled areas.
 - Provide height dimensions for wall lines, roof lines, 2nd stories, etc.

- F. Cross-Sections: Cut away view.
- a) Rough construction; foundations, joists, studs, trusses, bracing of structures, anchors, etc.
 - b) Finish: drywall, siding sheathing, roofing, etc.
 - c) Overhangs: Soffits, fascia and ice and water protection on eaves.
 - e) Dimensions: Floor to grade, ceiling height, etc.
 - f) Stair information; Rise, run, width, head room.
 - g) Insulation.
 - h) Show drainage away from stemwall and footers.

- G. Details: Requires larger scale-1/2", 3/4", 1", etc.
- a) Footing and stem.
 - b) Piers.
 - c) Special framing and/or connectors used.
 - d) Masonry fireplace plans and details required.

8. Permit Processing:

Application and Plans will be checked for completeness and conformance with the City of Williams administrative and technical codes, zoning codes and development procedures. If the Building Official is satisfied, a building permit will then be completed and issued. The building permit will be at the front desk of City Hall within 7 working days where all associated fees can be paid. Permit can then be signed and pulled by owner, contractor or legal authorized representation.

9. Application Submittal Deposit:

Residential Remodel	\$100.00
New Residential	\$500.00
Commercial	\$500.00

Building Department

BUILDING AND DESIGN CRITERIA REQUIREMENTS

1. Ground Snow Loads: 50 psf
2. Roof Snow Load min. 40 psf
2. Seismic Zone: C
3. Wind Speed: 90 mph
4. Exposure: B, C, contact Building Dept. to confirm
5. Frost Line: 30" below finish grade
6. Winter Design Temp 4 deg. Feh.

7. Concrete and Grout minimum requirements:
 - a. Footings, Stem walls, and interior slabs: 2500 psi
 - b. Garages, Exterior slabs: 3000 psi
 - c. Grout: 2000 psi
 - d. Pumped concrete: 3000 psi all aggregates larger 3/8"
 - e. Public improvement concrete 4000 psi
 - f. Soil pressure design residential 1500 psi
commercial per engineered design

Building shall not be built on fill material unless fill is engineered and tested by an approved agency. Site fills and slab foundation fills in excess of 2' shall be engineered and tested.

8. Floodplain information; FIRM community panel #040027-0001B-4B 12/15/1983, rev,09/03/2010

9. **Time Limitations:**
 - a) New construction: Permit is valid for one (1) year with an Inspection no less than every 180 days
 - b) All Other Permits: Permit is valid for six (6) months.
 - c) Building Official has option to extend permit deadlines with written request.

REVISIONS TO APPROVED PLANS shall be submitted by drawings or addendum letters **BEFORE** that revised work is commenced.



City of Williams

Building Department

Residential Required Submittal Documents list

- | Not required | Submitted |
|--------------------------|---|
| | <input type="checkbox"/> Complete Permit Application |
| | <input type="checkbox"/> Deposit - \$500.00 new construction |
| | <input type="checkbox"/> Residential Plan Review Submittal Checklist |
| | <input type="checkbox"/> Builder \ Contractor Information Form |
| | <input type="checkbox"/> Plot Plan 2 sets |
| | <input type="checkbox"/> House Plans 2 sets (Drawn to scale no smaller than 3/16" = 1ft, maximum 24"x 30" sheets.) |
| <input type="checkbox"/> | <input type="checkbox"/> Defensible Space \ Vegetation Management Plan (If located within Wildland Urban Interface Zone) |
| <input type="checkbox"/> | <input type="checkbox"/> Septic System approval letter from Coconino County Health Dept. (If needed) |
| <input type="checkbox"/> | <input type="checkbox"/> Flood Management Plan(If property is determined to be in flood zone A.)
FIRM - Community Panel Number 040027-0001B-4B |

Residential Plan Review Required Documents

Plot Plan:

- Specify property dimensions
- Show distance and location between all existing and proposed structures
- Dimension all existing and proposed structures
- Show distance from proposed building to front/rear/side property boundaries.
- Show location of all utility hook-up, from structure to utility main.
- Show street and street name which house will front, and north arrow

House Plans:

- Foundation Plan
- Floor Plan
- Equipment Location (underfloor, attic, exterior)
- Floor Framing \ all levels
- Roof Framing
- Elevation drawings
- Cross section
- Details
- Deck Framing
- Square footage of livable space, garages, deck or patio

Truss Calculations:

- 2 sets from the truss manufacturer

Engineering Specifications:

- 2 sets, stamped by an AZ Registered Engineer. (if applicable)



BUILDING PERMIT APPLICATION

OWNER

Name: _____
 Mailing Address _____
 City State Zip _____
 Telephone _____
 Email _____

CONTACT PERSON

Name _____
 Telephone _____
 Work/Cell # _____
 Email _____

CONTRACTOR

Name _____
 Address _____
 City State Zip _____
 Telephone _____
 License # _____
 Email _____

ARCHITECT/ENGINEER

Name _____
 Address _____
 City State Zip _____
 Telephone _____
 Email _____

PROPERTY INFORMATION

Subdivision _____ Lot # _____
 Assessor's Parcel # _____
 Zoning _____ Floodplain _____ Sq ft Lot _____
 Job Address _____

TYPE OF IMPROVEMENT

- | | | | |
|---------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Modular | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Re-Roof | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Remodel | <input type="checkbox"/> Equipment | <input type="checkbox"/> Electrical |

PROPOSED USE

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Multi Family # of Units _____ | <input type="checkbox"/> Motel # of Units _____ | |
| <input type="checkbox"/> Garage - Attach | <input type="checkbox"/> Garage - Detached | |
| <input type="checkbox"/> Other/Non Residential Specify _____ | | |

OTHER PERMITS AND APPROVALS

- Health Department # _____
- ADEQ/ Septic Permit # _____
- Highway Dept # _____
- Other _____

ELECTRIC SERVICE

- TYPE:**
- Residential
- Commercial
- Sub Panel # _____

SERVICE SIZE

- 100 200 400
- Other _____

PANELS & CIRCUITS

- Sub Panel Size _____
- # Elect Circuits _____

ELECTRIC APPLIANCES

- Washer
- Dryer
- Water Heaters # _____
- Dishwasher
- Range
- Garbage Disposal
- Microwave
- Exhaust Fans # _____
- Pumps # _____
- _____
- _____

HEATING

- | | |
|---|---------|
| <input type="checkbox"/> Electric Base Boards | # _____ |
| <input type="checkbox"/> Gas Furnace under 100K | _____ |
| <input type="checkbox"/> Gas Furnace over 100K | _____ |
| <input type="checkbox"/> Electric Furnace | _____ |
| <input type="checkbox"/> Fireplace | _____ |
| <input type="checkbox"/> Gas Fireplaces | _____ |
| <input type="checkbox"/> Unit Heaters | _____ |
| <input type="checkbox"/> Wood Stove | _____ |
| <input type="checkbox"/> Heat Pump/in floor | _____ |
| <input type="checkbox"/> Passive Solar | _____ |
| <input type="checkbox"/> Active Solar | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |

GAS SERVICE

- Natural
- Propane
- None

GAS APPLIANCES

- None
- Water Heater
- Dryer
- Range/Oven
- _____

WATER SERVICE

- City Haul Well

DESCRIPTION OF WORK: _____

Valuation of Project: \$ _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Owner/contractor Signature _____ Date ____/____/____



Construction and Zoning Regulations

Permit Number _____

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

site property. 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 8 ½" 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: _____

City of Williams Privilege Tax

Contracting and Speculative Building Income

The following information is provided to assist you in complying with the Williams privilege tax as it applies to contracting activities conducted within the city. This information is not intended to substitute for professional legal and accounting advice. You are encouraged to seek your own professional legal and accounting advice for any questions regarding this information.

Construction Contractors: (Table 1, Business Code 015)

The business receipts from construction contractor activities performed within the city of Williams is subject to the city transaction privilege tax of 3.50% and the 6.525% tax levied by the state of Arizona and Coconino County as of 3/1/18.

A construction contractor is anyone that performs an improvement to real property, such as excavating, paving, landscaping, plumbing, painting, the development and construction of structures, or other improvements to real property.

The city of Williams privilege tax of 3.50% is reported on your state of Arizona transaction privilege tax return, on the line coded for Williams as "WL". All contractors, except subcontractors in possession of a valid prime contractors exemption certificate, are subject to the city/state tax on their gross receipts, less a factored tax deduction and the standard 35% standard contracting deduction. An example of how to calculate your tax liability is detailed on the enclosed tax worksheet.

Subcontractors must document that a prime contractor has assumed all liability for the privilege tax on the subcontractor's activities. The enclosed Arizona Department of Revenue Form 5005 should be completed and retained as evidence to support exempt subcontractor receipts.

Prior to a Building Permit being issued all contractors are required to provide:

- _____ City of Williams Business License
- _____ Copy of your Arizona Department of Revenue Transaction Privilege Tax License.

Prior to issuing a Certificate of Occupancy the Building Department will require proof that all transaction privilege taxes have been paid.

Owner Builder: (Table 1, Business Code 037)

If you have performed construction contracting on your property as an owner-builder, you may be liable for city of Williams privilege tax.

As the owner-builder, you are required to pay privilege/sales tax on all material purchased in the construction of any house, building, fence, garage, landscape, remodel project, or any other construction improvements made to your real property. You are advised to retain all receipts from any purchase of materials as proof that you paid the applicable privilege tax at the time of purchase. You also need to complete and retain a list of information on the contractors that have worked on your project, including their names, addresses, and the amount paid to them for their work. All contractors hired by you are responsible to pay all applicable privilege taxes on the work they have performed on the project.

Prior to a Building Permit being issued all Owner Builders are required to provide:

_____ Signed Owner Builder Declaration

Prior to issuing a certificate of occupancy a complete list of all contractors, with amount paid used on your project, see attached form. The City of Williams may also require copies of contracts, receipts and other documentation to verify that the proper amount of transaction privilege tax has been paid.

Speculative Builder: (Table 1, Business Code 016)

The City of Williams levies a 3.50% tax on the construction contracting receipts of speculative builders. This tax is levied on the total sales price from the sale of improved and partially improved real property, at the earlier of the closing of escrow or transfer of title.

A speculative builder is an owner-builder who sells or offers to sell, at anytime, improved real property consisting of: 1) custom, model, or inventory homes, despite the stage of completion: 2) improved residential or commercial lots without structures. A speculative builder is also an owner-builder who sells or offers to sell any improved real property after the improvements to the real property are substantially complete.

Improved real property includes any real property upon which: 1) a structure has been built: or 2) where improvements have been made to the land without structures, such as paving or landscaping; or 3) the subdividing of real property

and all construction activities performed on such property defined as reconstruction activity; or 4) where water, power, and streets have been constructed to the property line.

The taxable amount is calculated as the total sales price less the standard 35% contracting deduction, and allowable factored tax deductions. Land is not allowed as a deduction from sales price when calculating the taxable City of Williams speculative builder receipts. Further, a tax credit is allowed for the city privilege tax paid directly to a taxing jurisdiction or paid directly to a vendor for purchases of tangible personal property incorporated into the real property improvements. A credit is also allowed for city of Williams privilege tax paid or separately charged to the customer by any construction contractor on the improvements made to real property. The City of Williams does not allow for deductions for selling costs or commissions, or other related business expenses.

Prior to a Building Permit being issued all speculative builders are required to provide:

- _____ City of Williams Business License
- _____ Copy of your Arizona Department of Revenue Transaction Privilege Tax License.
- _____ Signed Speculative Builder Declaration

Please call Finance Dept. or City Manager at 928-635-4451, to discuss any questions you may have on this matter.

**CITY OF WILLIAMS, ARIZONA
OWNER BUILDER CONTRACTORS**

Permit No. _____

Project Address: _____

Parcel No. _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone () _____

This form must be completed and submitted thirty days prior to final inspection.
Please print or type

Trade or Specialty	Name and Address	Amount Paid	Contractor License No.	AZ Sales Tax No.
Project Supervisor				
Excavation/Grading				
Concrete Work				
Masonry/Block/Brick				
Structural (B-2)				
Carpentry/Framing				
Stucco/Lath				
Sheetrock				
Plastering				
Plumbing (C-37)				
Electrical (C-11)				
Mechanical (C-39)				
Insulation				
Roofing				
Sheet Metal				
Fireplace				
Glass				
Painting				
Cabinet Installation				
Flooring/Tile/Carpeting				
Doors/Garage				
Interior Décor				
Landscaping				
Paving				
Pool/Spa				
All others				



**Arizona Department of Revenue
Prime Contractor's Certificate**

**ARIZONA FORM
5005**

The purpose of this form is to provide a subcontractor with the validation required for tax exemption of a particular project, for a period of time, or until revoked. This certificate establishes responsibility for the transaction privilege tax, therefore, it must be completed by the prime contractor assuming the contracting transaction privilege tax liability for the contracting project(s). The asterisked (*) items must be completed, otherwise the certificate is not valid. The Department may disregard this certificate pursuant to ARS § 42-5075.E if the certificate is incomplete or erroneous. If disregarded, the entity accepting the certificate (subcontractor) will have the burden of proving (pursuant to ARS § 42-5075.D), that it is not subject to transaction privilege tax as a taxable prime contractor.

A. Prime Contractor	
* NAME:	* TRANSACTION PRIVILEGE LICENSE #:
* ADDRESS:	
	AZ Contractor License #:
	Telephone #:

B. Subcontractor	
* NAME:	* TRANSACTION PRIVILEGE LICENSE #:
* ADDRESS:	
	AZ Contractor License #:
	Telephone #:

C. Type of Certificate (check one and provide requested information)	
<input type="checkbox"/> Single Project Certificate PROJECT DESCRIPTION ** (For example, Building Permit #, Address, Subdivision, Book/Map/Parcel #s, and/or Legal Description)	OR
<input type="checkbox"/> Blanket Certificate (check applicable box and fill in requested information). <input type="checkbox"/> Period From: _____ Through: _____ <input type="checkbox"/> Until revoked <input type="checkbox"/> Specific Exceptions: _____ _____	

I hereby certify that I have authority to sign this Certificate on behalf of Prime Contractor. I understand that by executing this Certificate, Prime Contractor is assuming the prime contracting transaction privilege tax liability applicable to the above referenced project(s).

SIGNATURE

PRINT NAME

TITLE

DATE SIGNED

Prime Contractor's Certificate Instructions

PURPOSE

Arizona statutes impose transaction privilege tax on entities engaged in the business of prime contracting. If an entity meets the definition of the term "contractor" on a given project, that entity is liable for transaction privilege tax as a prime contractor or has the burden of proving that it is not the prime contractor for that contracting project. Obtaining a completed Arizona Department of Revenue Prime Contractor's Certificate satisfies that burden of proof. However, the Department of Revenue has the discretion to disregard the Certificate if it is incomplete or erroneous.

GENERAL INSTRUCTIONS

In order to ensure the effectiveness of the Certificate, all required fields must be completed.

- A. The "NAME", "ADDRESS", and TRANSACTION PRIVILEGE LICENSE #" fields of the Prime Contractor section must be completed. The prime contractor is the entity responsible for the tax.
- B. The "NAME", and "ADDRESS", fields of the Subcontractor section must be complete.
- C. Either the "Single Project Certificate" box or the "Blanket Certificate" box of the Type of Certificate section must be checked.
 - If the Single Project Certificate box is checked, the "PROJECT DESCRIPTION" must be supplied. The project description must be sufficient to identify the location of the single project or the Certificate will be deemed incomplete by the Department of Revenue.
 - If the Blanket Certificate box is checked, either the "From: Through:" box or the "Until revoked" box must be checked. If the "From: Through:" box is checked, the "From: Through:" dates must be provided. The "Specific Exceptions" box is optional and allows the "Prime Contractor" to exclude Specific projects or time periods from the Blanket Certificate. If the "Specific Exceptions" is checked, details describing the excluded project(s) or the excluded time periods must be provided.
 - The "SIGNATURE" "TITLE", "PRINT NAME" and "DATE SIGNED" FIELDS of the Signature section must be completed.

Failure to complete these fields as specified may result in the Arizona Department of Revenue disregarding the incomplete Certificate.

RETROACTIVE EFFECT

If a Certificate is signed subsequent to the commencement or completion of a contracting project intended to be within the scope of the Certificate, the Department of Revenue will give retroactive effect to the Certificate for the intended project. However, the Certificate will only be given retroactive effect for periods within 4 years of the execution date of the Certificate. In the event that the "Blanket Certificate" box is checked and the "Until revoked" option is selected thereunder, in order to give a Certificate retroactive effect, the "Prime Contractor" must indicate, next to the "Until revoked" box, the effective date of the Blanket Certificate.

ASSUMPTION OF LIABILITY

In most instances, the entity assuming the prime contracting transaction privilege tax liability for the contracting project(s) referenced in the Certificate will legally be the prime contractor for such project(s). However, in some instances such entity may not legally be the prime contractor for such project(s). If an entity is NOT LEGALLY the prime contractor for such project(s), the Certificate will nevertheless be effective and will subject such entity to the transaction privilege tax liability of the entity shown as the "Subcontractor" on the Certificate if such "Subcontractor" IS LEGALLY the prime contractor.