



**Building Safety Division  
Yuma County Department of  
Development Services  
2351 West 26th Street  
Yuma, Arizona 85364  
(928) 817-5000—Office  
(928) 817-5050—FAX**

## How to Apply for a Building Permit

**This brochure provides guidance for the  
Building Permit Application process.**



**NOTE:** This brochure was prepared to assist property owners in the building permit application process. The language used in this pamphlet is not the official terminology of adopted code. For more specific information on the subject covered in this publication please call the number above and ask to speak with a permit technician or plans examiner.

## How to Apply

To apply, you need to complete an application packet that comes with a checklist to verify that all the required information or documents are included when submitted to the department.

The application packet includes:

1. Application checklist
2. Sample site plan
3. Application
4. Supplemental application
5. List of required documents
6. Sample wall section
7. Footing requirements

Packets may be picked up at the Department of Development Services Customer Service Counter during business hours 8:00 a.m.—5:00 p.m. or download forms and applications at the County website <http://www.yumacountyaz.gov>.

### Business hours

Monday thru Friday  
8:00 a.m.-5:00 p.m.



## Submittal Attachments

Along with the application, you must submit three (3) copies of each of the following (other divisions may require additional plans for reviews requested by applicant):

1. **Site plans**—These plans must show
  - a. Lot dimensions
  - b. All other structures located on the lot (existing or proposed)
  - c. Well and septic locations (if applicable)
  - d. Driveway (existing or proposed)

Plans must be drawn to a scale of your choice for example 1"=20 feet on an 8 1/2 X 11" sheet of paper. The scale needs to be written on the site plan along with the North arrow (N↑).

2. **Floor Plans**— These are plans that show the layout of the structure to include location of the windows, doors, light fixtures, outlets, brace wall panels, etc...
3. **Foundation Plans**— These are plans that display the footing detail for the construction.
4. **Construction Details**— These are details listing the type, size and application of materials used for the construction
5. **Engineered Plans (if required)** — These are details drawn and "wet" stamped indicating precisely how something should be built down to the last measurement such as aluminum awnings and shade structures.

## Permit Processing Timeline

Plan review time frames have changed. These time frames are identified in the application packet. A portion of plan review fees are now required when applying for a permit.

## How much will my permit cost?

Fees vary from structure to structure depending on a number of factors.

We can provide you with an approximate cost using basic information such as the square footage of the proposed structure. Occupancy, type of construction, price per square foot and fee schedule are also used to calculate the valuation and determine the cost of the permit.

## What Next?

When your application has been approved, you will receive:

1. A copy of your permit
2. A yellow inspection card.

**Your permit will expire after 180 days.** Requests for extensions must be received and approved before the time limit, otherwise you will need to restart the permitting process (including payment of fees).

## Scheduling Inspections

Call the inspection request line:  
(928) 817-5196

The following information is required:

1. Owner's name
2. Site address
3. Contractor's name
4. Phone number
5. Permit number
6. Type of inspection

OR

Schedule on-line at the Yuma County Permit Manager at <https://www.velocityhall.com/accela/velohall/index.cfm?CITY=YUMA%20COUNTY>.

Inspections are scheduled for the next working day and completed between 9:00 a.m. and 4:00 p.m.\* At the site, the address must be posted. The inspection card, the permit and the plans must be in a location accessible to the building inspector.

\*Cancellations must be made prior to 9:00 a.m.

## What is the Benefit?



Building inspectors can ensure construction or repair was completed according to the current building code.

## Why is a Permit Required?

Yuma County is mandated by ARS §11-321 to require permits for any construction done in the county.

## Arizona Revised Statute ARS §11-321 A

Building permits; issuance; distribution of copies; subsequent owner

A. Except in those cities and towns which have an ordinance relating to the issuance of building permits, the board of supervisors shall require a building permit for any construction of a building or an addition thereto exceeding a cost of one thousand dollars within its jurisdiction. The building permit shall be filed with the board of supervisors or its designated agent.