

Fountain Hills Sanitary District
16941 E. Pepperwood Circle
Fountain Hills AZ 85268
www.az-fhds.gov
480-837-9444

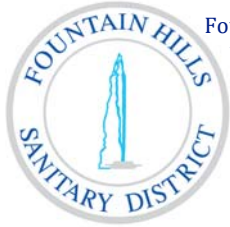
BUILDING PERMIT REVIEW AND CONSTRUCTION CHECKLIST

The following information is intended to be a guide for review and approval of any Building Safety permit application submitted to the Town of Fountain Hills (TOFH) that will need to also be reviewed and approved by the Fountain Hills Sanitary District (FHSD). Since every project is different, the Sanitary District reserves the right to request additional information to ensure each project is in compliance with all District requirements, regulations, and approval. The FHSD Facilities Design Standards, Fee Schedule, Rule and Regulations are available for download on the FHSD website. These documents should be reviewed prior to any submittals so the builder is aware of all the FHSD requirements.

PERMIT REVIEW AND APPROVAL

1. Building permit application is submitted to the Town's Building Safety Department for review. FHSD reviews building permit along with various Town departments (zoning, fire, safety, etc.).
 - a. If proposed work is within a public utility easement (PUE) that contains a sewer main, applicant must contact the Sanitary District office to apply for an easement encroachment permit. If encroachment permit can be granted, it must be included in the resubmittal of the Building Safety permit application to the TOFH.
 - b. If proposed work is within a public utility easement (PUE) that the TOFH requires to be abandoned, applicant must contact the Sanitary District office to apply for a request of no objection to the abandonment by the Sanitary District. If no objection to the abandonment can be granted, the letter must be included in the resubmittal of the Building Safety permit application to the TOFH.
2. Application is approved by FHSD and all Town departments (may require resubmittals after comments are received).
3. Town staff notifies applicant that all approvals have been given on the permit.
4. Town staff notifies applicant that they must contact FHSD to execute a sewer service agreement, prior to release of approved permit. *
5. Applicant executes sewer service agreement at FHSD, and pays all connections fees per latest fee schedule as published on website. *
6. Applicant provides a copy of sewer service agreement to the Town Building Safety Department to verify applicant has completed all necessary FHSD requirements. *
7. Applicant executes final paperwork with Town staff to receive approved building permit.

**** Indicates steps necessary only for new construction of residential or commercial building.***



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BUILDING PERMIT REVIEW AND CONSTRUCTION CHECKLIST-continued

CONSTRUCTION INSPECTION(S) AND ACCEPTANCE

1. Permittee begins construction in accordance with building permit.
2. If project requires connection to an existing lateral on a FHSD owned sewer, applicant must call FHSD (480-837-9444) for an inspection of the completed connection prior to burying it.
3. If project requires constructing a new sewer lateral or manhole on an existing FHSD owned sewer, the contractor must contact FHSD staff **BEFORE** construction to coordinate the correct location and installation procedure.
4. FHSD staff performs connection inspection. If project passes the connection inspection, FHSD staff attaches a green sticker in a conspicuous location at the project site to be easily seen. Applicant cannot backfill over connection point until green sticker has been left on site, indicating FHSD approval.
5. Once project is complete, applicant must call FHSD for a FINAL inspection (480-837-9444).
6. FHSD staff performs FINAL inspection. If project passes the FINAL inspection, FHSD staff attaches a black sticker inside nearest electrical panel, indicating FHSD approval.
7. Town performs necessary final inspection(s).
8. If the black sticker is visible, this indicates that the FINAL inspection by FHSD approval has been given, Town staff gives final approval of construction.
9. If no black sticker is visible on site, Town staff contacts FHSD (480-837-9444) to resolve matter before issuing Certificate of Occupancy.