

# Residential Masonry Wall/Fence Quality Submittal Guidelines



City of Scottsdale  
One Stop Shop  
7447 E. Indian School Road, Suite 105  
480-312-2500

## General Permitting Information for Walls/Fences

Stepping through the approval process: PLAN REVIEW  PERMIT  INSPECTIONS

### 1. PLAN REVIEW

- **Provide 3 site plans** (see example and attached minimum requirements). PLEASE NOTE THAT SITE PLANS FOR LOTS WHICH ARE NOT PREVIOUSLY GRADED BY AN APPROVED PLAN AND/OR ARE OVER 35,000 SQUARE FEET WILL REQUIRE AN ENGINEERED SITE PLAN. *Incomplete site plans will not be accepted.*
- **Provide copy of wall detail** to be used for construction. The attached 6" and 8" standard masonry wall details can be used for the construction of walls up to 6' in height. A standard detail for the 4" Masonry Wall (aka "Dooley Wall") may be obtained from the Arizona Masonry Guild at 602-265-5999.

Note: The wall height dimensions cannot exceed the detail as shown.

### 2. PERMIT Please note the following requirements for obtaining wall permits over the counter:

- Plan review fees, if required, must be paid for the same day the plans are reviewed or submitted for review. This is true whether permits are issued that day or not.
- Permits can only be signed for by property owners or licensed contractors. All other persons involved with the project (including but not limited to relatives, architects, designers or construction managers) must have a statement signed by the property owner naming who has permission to sign and receive documents on the owner's behalf to obtain plan reviews and building permits at the City of Scottsdale
- On permits not listing a licensed contractor, an owner-occupied single family residence property owner can do the work themselves or act as their own general contractor and hire subcontractors to do the work. When choosing to do the work themselves, or to act as their own general contractor, the property owner or designee (see item above) must sign the "Owner-Builder Declaration form" required by the Tax Audit Division of the City of Scottsdale. For detailed information about this form call 480-312-2400 or visit [www.scottsdaleaz.gov/taxes](http://www.scottsdaleaz.gov/taxes).

### 3. INSPECTIONS

- An inspection card will be issued detailing the required inspections. The typical inspections are: footing, masonry grout, masonry bond beam, and final inspection. Note: actual inspections may vary depending on your project.

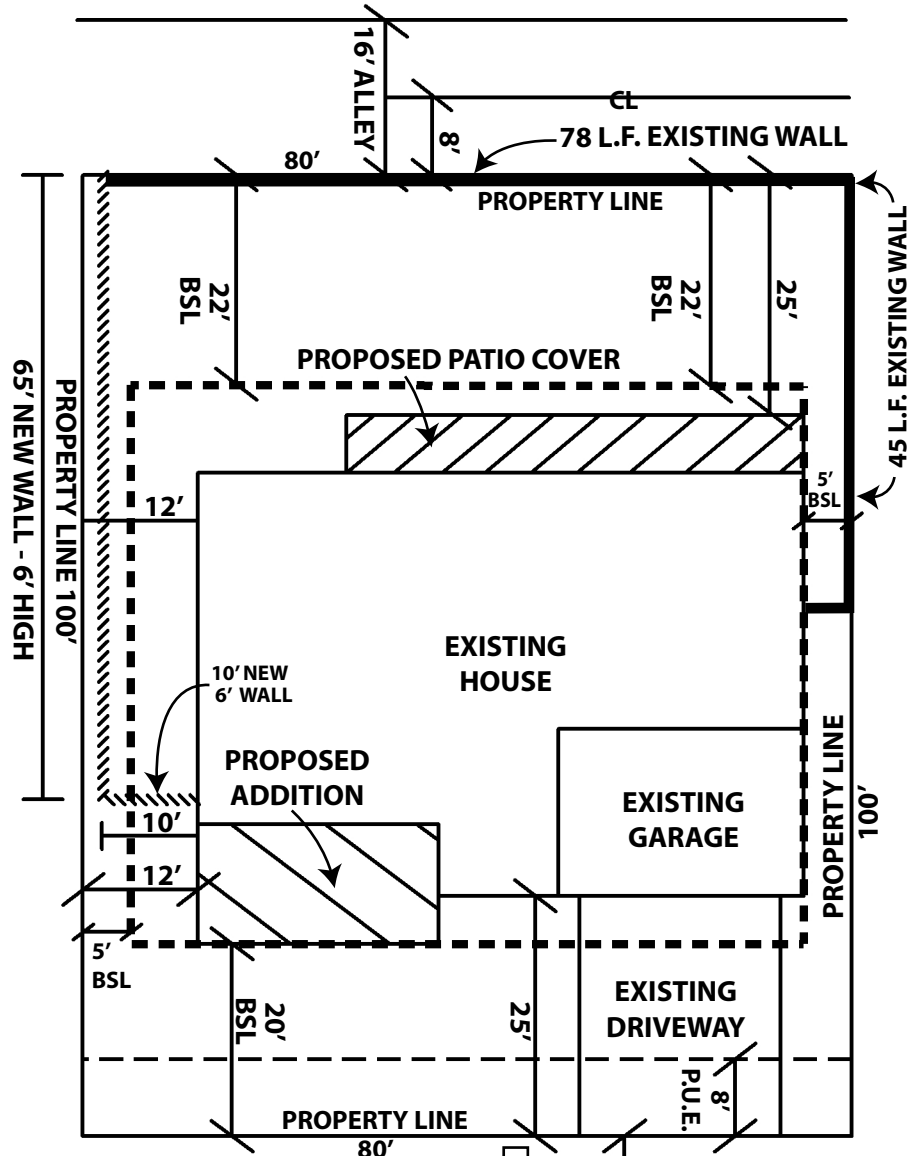
#### Additional Information:

- A building permit is required for the construction of new walls/fences taller than 3 feet, including wood, wrought iron, & corral fencing. A permit is required when adding additional height to an existing wall, or repairing a damaged wall (i.e. vehicle accident).
- Wall/fence height is measured from inside of enclosure from natural grade.
- A courtesy site plan review is required for walls 3 feet tall, or less, to verify location is compliant with the Zoning Ordinance and does not conflict with any easements.
- When proposing a new wall or footings for a wall on a shared property line, requires the written authorization of that property owner. (See attached.) The City does not get involved in property line disputes related to fence and footing locations, or fence ownership. These disputes are civil matters and must be resolved between the concerned parties.
- If a wall/fence is proposed within a public utility easement, written authorization is required from each utility company at the time of plan review. (see attached)
- ABBREVIATIONS: O.C.=ON CENTER, C/L=CENTERLINE, BSL=BUILDING SETBACK LINE, P.U.E.=PUBLIC UTILITY EASEMENT**

# SITE PLAN

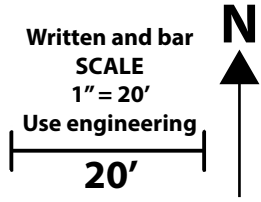
**\*\*EXAMPLE ONLY\*\***

**ADDRESS:**  
**APN: XXX-XX-XXXX**  
**Q.S.: XX-XX**  
**SUBDIVISION:**  
**LOT #:**  
**ZONING:**  
**LOT AREA: 8,000 SQ FT**  
**EXISTING:**  
**HOUSE: 2,143.26 SQ FT**  
**GARAGE: 443.29 SQ FT**  
**PROPOSED:**  
**PATIO: 284.05 SQ FT**  
**WALL: 75 LN FT**  
**ADDITION: 311.58 SQ FT**



**PLEASE NOTE:**

- SITE PLAN MUST MATCH CONFIGURATION FOR YOUR LOT AND MUST BE SCALED
- IF PROPOSED WALL IS ON THE PROPERTY LINE, MUST PROVIDE NEIGHBORING PROPERTY OWNER'S WRITTEN AUTHORIZATION
- IF PROPOSED WALL IS IN A PUBLIC UTILITY EASEMENT, WRITTEN AUTHORIZATION IS REQUIRED FROM ALL UTILITY COMPANIES



	THOMAS
GRANITE REEF	CAMBRIDGE
	X

**PROVIDE 3 COPIES OF SITE PLAN**

**FEMA BLOCK**

Community Number	Panel Number	Panel Date	Suffix	FIRM Date	FIRM Zone	Base Flood Elevation (AO Zone, use depth)
045012	04013C					

# Planning Site Plan Checklist

## Over-the-counter Reviews Only



Site plan must show entire lot and be to scale. Examples of acceptable scales are 1"=10', 1"=20', and 1/8"=1'. Site plan must be legible and scale shall accurately reflect parcel configuration. Provide three copies of site plan. *Site plans for walls alone shall be required to provide only the items listed with an asterisk (\*).*

- |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WALLS ONLY | <ul style="list-style-type: none"> <li><input type="checkbox"/> *Provide Zoning</li> <li><input type="checkbox"/> *Site address, assessor's parcel number (APN), Q.S., lot &amp; subdivision</li> <li><input type="checkbox"/> *North arrow</li> <li><input type="checkbox"/> *Written and graphic scale</li> <li><input type="checkbox"/> *Label Lot dimensions</li> <li><input type="checkbox"/> *Identify street dimensions and sidewalk improvements</li> <li><input type="checkbox"/> *Label and dimension all easements (represent on plan with dashed lines)</li> <li><input type="checkbox"/> *Label and dimension all required setbacks to the property line</li> <li><input type="checkbox"/> *Label and dimension all proposed setbacks (property line to structure, and all distances between structures)</li> <li><input type="checkbox"/> *Include FEMA block. Additions that are located within a flood zone or are adjacent to washes cannot be reviewed without approval from Stormwater Management staff. This information can be obtained by calling Records dept. at 480-312-2356</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| ADDITIONS  | <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vicinity Map</li> <li><input type="checkbox"/> Net Lot Area</li> <li><input type="checkbox"/> Provide total square footage calculations for all existing improvements including livable area, garages, patios and detached structures</li> <li><input type="checkbox"/> Provide total square footage data for all proposed additions</li> <li><input type="checkbox"/> Provide all wall and retaining wall heights, both existing and proposed by elevation or footage; provide means to convey drainage through wall/fence as required</li> <li><input type="checkbox"/> Retaining walls need approval by engineering</li> <li><input type="checkbox"/> Identify lowest floor elevations on plan (88 Datum) (If attached bldg dept. checks it matches existing; if detached, planning dept. checks, see engineering for approval)</li> <li><input type="checkbox"/> Provide three top of curb elevations to verify building height compliance (If no curb, provide edge of road/pavement)</li> <li><input type="checkbox"/> Call out height and/or elevation of roof parapets and ridges on the elevation sheet</li> <li><input type="checkbox"/> NOTE: All exterior light fixtures which contain light bulbs of 100 watts or greater shall be fully shielded and directed downward.</li> <li><input type="checkbox"/> NOTE: All mechanical equipment (air condition, pool equip. etc.) shall be screened a min. of 1' above the highest portion of the equipment from all sides and shall be compatible with adjacent building. Show the location on the site plan.</li> <li><input type="checkbox"/> NOTE: Guesthouse shall never be offered for rent. Guest homes on lots under 35,000 sq. ft. may not provide cooking facilities.</li> <li><input type="checkbox"/> Comply with the City of Scottsdale Native Plant Ordinance. Show location of all protected species on the site plan. Provide native plant inventory as performed by a City of Scottsdale approved salvage contractor. Identify name of salvage contractor. If no protected plants exist, provide NOTE: No protected native plants will be affected by construction.</li> </ul> |

### Planning & Development Services Department

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

# Fence/Wall on Common Property Line Neighboring Property Owner Authorization



**Authorization is required to be signed by all affected property owners.**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

***I hereby authorize my neighbor (above) to construct a fence/wall on our common property line.  
I acknowledge that the construction of such wall will require footings that extend into my  
property and that workers will require access to my property during construction.***

Neighbor Name (please print): \_\_\_\_\_

Neighboring Property Address: \_\_\_\_\_

Neighbor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance of the fence/wall will be the responsibility of:

- Both property owners jointly
- Solely the responsibility of: \_\_\_\_\_

Neighbor Name (please print): \_\_\_\_\_

Neighboring Property Address: \_\_\_\_\_

Neighbor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance of the fence/wall will be the responsibility of:

- Both property owners jointly
- Solely the responsibility of: \_\_\_\_\_

Neighbor Name (please print): \_\_\_\_\_

Neighboring Property Address: \_\_\_\_\_

Neighbor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance of the fence/wall will be the responsibility of:

- Both property owners jointly
- Solely the responsibility of: \_\_\_\_\_

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## FEMA BLOCK

In accordance with FEMA and City requirements, the following information must be included on the cover sheet of all plans which establish lowest floor elevations and flood-proofing elevations for both residential and non-residential structures.

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### FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Community Number	Panel Number	Panel Date	Suffix	FIRM Date	FIRM Zone	Base Flood Elevation (AO Zone, use depth)
045012						

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Engineer's Certification:

The lowest floor elevation(s) and/or flood-proofing elevation(s) on this plan are sufficiently high to provide protection from flooding caused by a one hundred year storm, and are in accordance with City of Scottsdale Revised Code, Chapter 37- Floodways & Floodplains Ordinance.

### \* PLEASE NOTE \*

From the Code of Federal Rules- 44CFR 65.2 Certification of data is a statement that the data is accurate to the best of the certifier's knowledge.

\* Certification analysis is a statement that the analysis have been performed correctly and in accordance with sound engineering practices.

\* Certification of structural works is a statement that the works are designed in accordance with sound engineering practices to provide protection from the base flood.

\* Certification of "as built" conditions is a statement that the structure(s) has been built according to the plans being certified is in place and is fully functioning.

- THIS DETAIL SHALL APPLY TO WALLS 6'-0" OR LESS IN HEIGHT
- SEPARATE APPROVAL BY THE PLANNING DEPARTMENT IS REQUIRED.
- SEPARATE APPROVAL BY THE STORMWATER DEPARTMENT IS REQUIRED.
- INDICATE DRAIN BLOCKS AT FINISH GRADE, AS REQUIRED, ON FINAL PLANS.

- THE CITY OF SCOTTSDALE MAKES NO REPRESENTATIONS AND ASSUMES NO RESPONSIBILITY OR LIABILITY IN PROVIDING THIS STANDARD DETAIL. OWNERS, APPLICANTS AND PROFESSIONALS USING THIS DETAIL SHALL ASSUME FULL RESPONSIBILITY FOR ITS DESIGN.
- THE CITY OF SCOTTSDALE SHALL NOT ADDRESS ANY VARIATION OF THE DETAIL SHOWN BELOW.
- OWNERS/APPLICANTS ARE ENCOURAGED TO CONSULT WITH A PROFESSIONAL ENGINEER OR ARCHITECT LICENSED BY THE STATE OF ARIZONA REGARDING THE NEEDS FOR THEIR PROJECT. AN ENGINEER OR ARCHITECT LICENSED BY THE STATE OF ARIZONA COULD DETERMINE DIFFERENT DETAILS OR SPECIFICATIONS.
- OWNER/APPLICANT/BUILDER IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS AT THE FOOTING'S BEARING SURFACE AND IS SOLELY RESPONSIBLE FOR THE PERFORMANCE OF FOOTING.

## 6" MASONRY WALL PER 2015 IBC

WIND LOAD: 21 psf (ultimate) per ASCE 7-16

CMU:  $f_m = 1900$  psi-ASTM C90

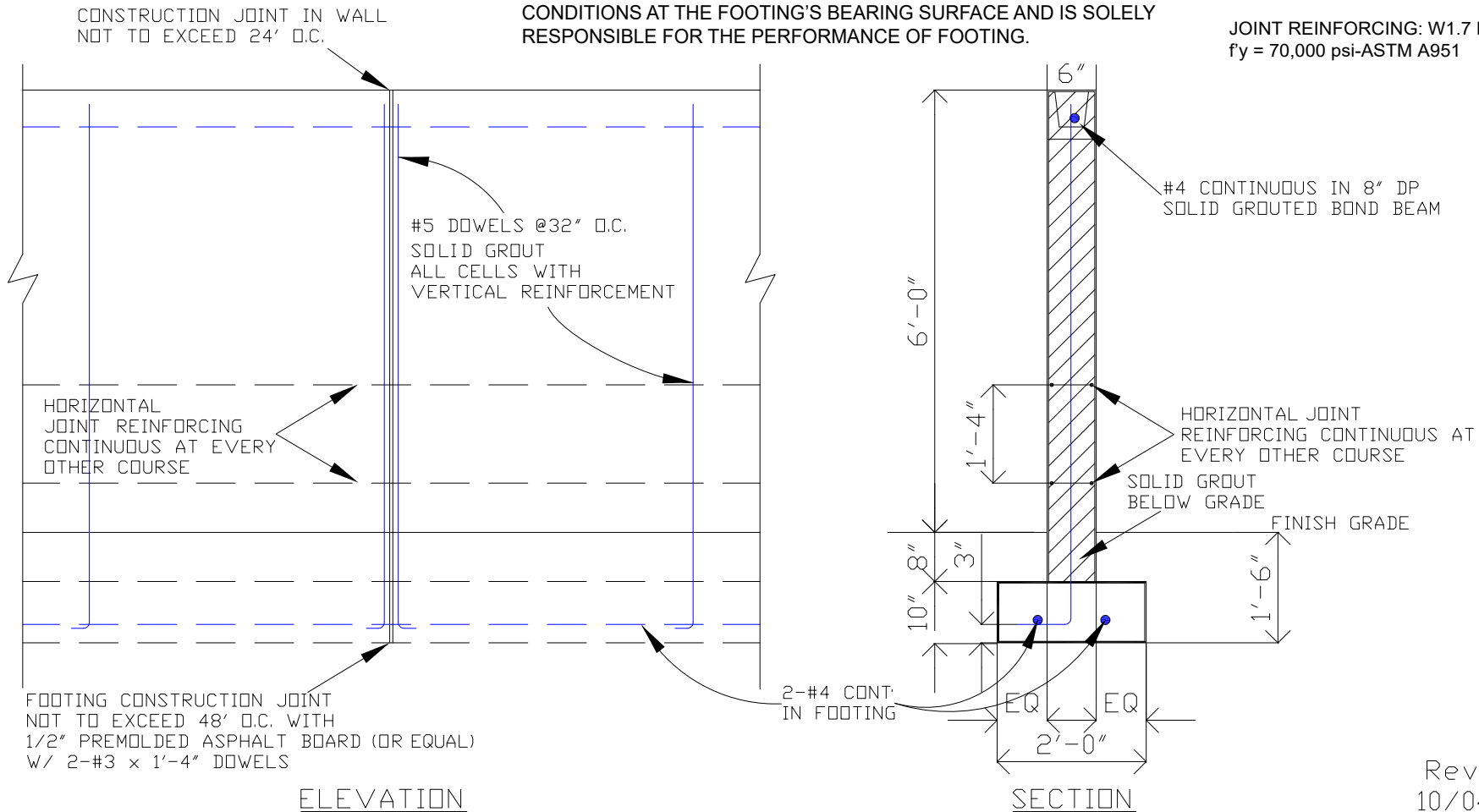
MORTAR: TYPE S-ASTM C270

GROUT:  $f_c = 2000$  psi-ASTM C476

REINFORCING:  $f_y = 60,000$  psi-ASTM A615

CONCRETE: 2500 psi

JOINT REINFORCING: W1.7 LADDER TYPE,  
 $f_y = 70,000$  psi-ASTM A951



Revised:  
10/04/2018

- THIS DETAIL SHALL APPLY TO WALLS 6'-0" OR LESS IN HEIGHT
- SEPARATE APPROVAL BY THE PLANNING DEPARTMENT IS REQUIRED.
- SEPARATE APPROVAL BY THE STORMWATER DEPARTMENT IS REQUIRED.
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- OWNER/APPLICANT/BUILDER IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS AT THE FOOTING'S BEARING SURFACE AND IS SOLELY RESPONSIBLE FOR THE PERFORMANCE OF FOOTING.

## 8" MASONRY WALL PER 2015 IBC

WIND LOAD: 21 psf (ultimate) per ASCE 7-16

CMU:  $f_m = 1900$  psi-ASTM C90

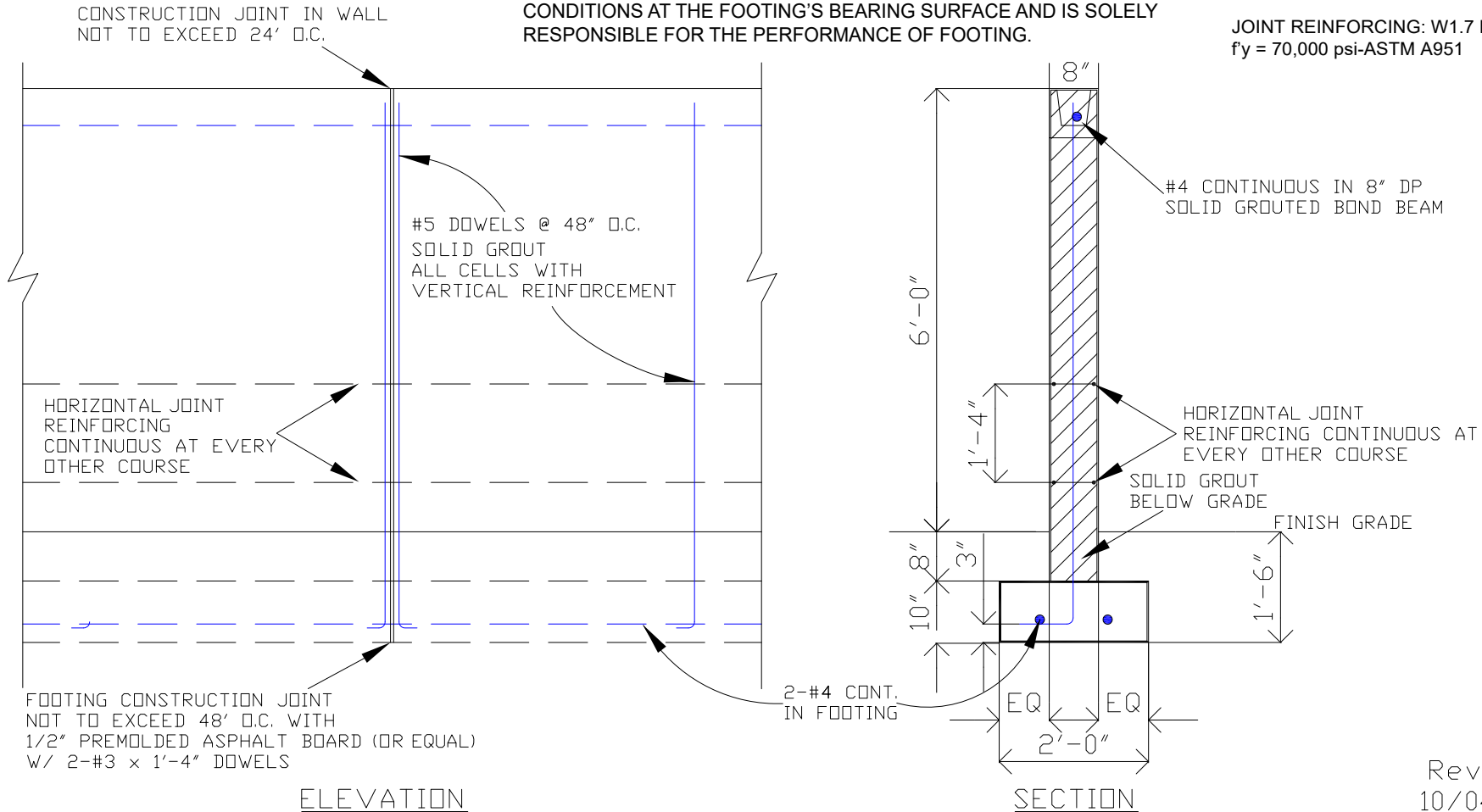
MORTAR: TYPE S-ASTM C270

GROUT:  $f_c = 2000$  psi-ASTM C476

REINFORCING:  $f_y = 60,000$  psi-ASTM A615

CONCRETE: 2500 psi

JOINT REINFORCING: W1.7 LADDER TYPE,  
 $f_y = 70,000$  psi-ASTM A951



Revised:  
10/04/2018



# Single Family Residential Application for Permitting



Excludes Demo, Fire, Pools, & Backflow Preventer

Office Use Only	Staff: _____	Date: _____	Permit # or Plan Check #: _____
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\*PROJECT ADDRESS: \_\_\_\_\_ \*Lot #: \_\_\_\_\_

\*Subdivision: \_\_\_\_\_

\*Zoning District: \_\_\_\_\_ \*Parcel Number: \_\_\_\_\_

\*Quarter Section: \_\_\_\_\_ \*Flood Zone: \_\_\_\_\_

\*Lot Area: \_\_\_\_\_ \*NAOS Sq. Footage: \_\_\_\_\_

\*PROJECT NAME: \_\_\_\_\_

\*Associated Plan/Case Numbers \_\_\_\_\_ (If Applicable)

The following Construction Document Applications must be in separate packages by Section and each section must be separated by the review discipline. See the individual sections herein for each of the application submittal content requirements:

**\*PERMIT/PLAN TYPE:**

*(Check all that apply)*

Revision to Approved Plan?  Yes  No

Green Building Program?  Yes  No Green Building Case # \_\_\_\_\_

**SINGLE FAMILY RESIDENTIAL:**

New SFR  Remodel  Addition  New SFR Standard  Guest House

New Fence/Wall  Retaining Wall  Accessory Structure

**MINIMUM:**  Mechanical  Plumbing  Electrical  Building  Combo

\*Scope of work: \_\_\_\_\_

**\*PROJECT SQUARE FOOTAGES\***

**New:** Area under roof Occupied A/C \_\_\_\_\_ sq.ft. Non Occupied A/C \_\_\_\_\_ sq.ft.

Fence: LF \_\_\_\_\_ Retaining Wall: LF \_\_\_\_\_

**Remodel:** Area under roof Occupied A/C \_\_\_\_\_ sq.ft. Non Occupied A/C \_\_\_\_\_ sq.ft.

**Addition:** Area under roof Occupied A/C \_\_\_\_\_ sq.ft. Non Occupied A/C \_\_\_\_\_ sq.ft.

**Guest House:** Area under roof Occupied A/C \_\_\_\_\_ sq.ft. Non Occupied A/C \_\_\_\_\_ sq.ft.

**\*Note: When under roof square footage exceeds 12,000 SF, big box requirements are applicable.**

**\*Required**

**Planning and Development Services**

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# Single Family Residential Application for Permitting



Excludes Demo, Fire, Pools, & Backflow Preventer

<p><b>*Property Owner:</b> _____</p> <p>*Address: _____</p> <p>*City _____ *State _____ *Zip _____</p> <p>*Phone: _____ Fax: _____</p> <p>*Email: _____</p>	<p><b>Contractor:</b> _____</p> <p>Address: _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p> <p>ROC# _____ COS Tax License# _____</p>
<p><b>Architect:</b> _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p>	<p><b>Civil Engineer:</b> _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p>

The property owner shall designate an agent as the applicant for the project

**PLANS & PERMITS WILL ONLY BE RELEASED TO THE PERSON(S) LISTED AS THE APPLICANT CONTACT BELOW. ANY PERSONS NOT LISTED AS CONTACT WILL REQUIRE AUTHORIZATION LETTER FROM THE CONTACT PERSON LISTED.**

**\*Applicant Contact:** \_\_\_\_\_ Company: \_\_\_\_\_

**\*E-mail:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*Others authorized to pick up plans & permits:** \_\_\_\_\_

I (the undersigned) understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the City of Scottsdale, Maricopa County and the State of Arizona. I further agree that the Scottsdale Inspections Division has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents. I acknowledge that this application will expire 180 days after the last plan submittal.

\_\_\_\_\_  
 \*Owner Signature Date OR \*Applicant Signature Date

**\*Required**

## Planning and Development Services

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# Single Family Residential Application for Permitting



## Arizona Revised Statutes Notice

### **§9-834. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages, and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

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# Request for Site Visits and/or Inspections

## Construction Document Application



**This request concerns all property identified in the construction document (plan review) application.**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the construction document.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the construction document in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner /Property owner's agent: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

### City Use Only:

Submittal Date: \_\_\_\_\_ Plan review number: \_\_\_\_\_

### Planning and Development Services

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