



## COMMERCIAL NEW STRUCTURE/ T-I/ ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION CHECKLIST

*To submit for a building permit for the above mentioned structures, please provide the following:*

- Completed Building Permit Application. **Applications may be submitted online @ [www.citizenserve.com](http://www.citizenserve.com) Citizens Access Portal (CAP). Note: State Bond Exemptions are required for job values over \$50,000.**
- Copy of an approved and stamped septic system permit application from **Yavapai County Environmental Services** showing the placement of the new building(s) and/or additions(s). Yavapai County Environmental Services is located at 1120 Commerce Dr. Prescott, AZ 86305 – (928) 771-3214
- Three (3) sets of 24x36” architectural, structural and mechanical plans drawn to scale  
Two (2) sets of 24x36” grading, drainage and landscape plans drawn to scale (1”=30’-0” min. scale).
  - Site Plan** - Including: all existing and proposed structures, parking calculations, parking layout (on and off site), adjacent streets, setbacks, easements, lot dimensions, utility locations, well, septic tank, leach lines, site access (vehicular, pedestrian and service), and existing and proposed landscape areas.
  - Grading & Drainage Plans** - Including: existing and proposed contours, septic/sewer, site drainage, detention ponds and new curb cuts. Include elevations and cross section drawings illustrating any grading and fill activity.
  - Architectural Plans** - Including: building type, occupancy, exits, floor plans, building sections, elevations and details and fire resistive construction methods.
  - Structural Plans** - Including: foundation plan, floor framing plan, roof framing plan, wall sections, details and (2) sets of engineered truss specifications and layout, if applicable. Metal buildings are required to be sealed by an Arizona State Board of Technical Registration licensed structural engineer.
  - Electrical, Plumbing & Mechanical Plans** – Including: Fixture types, sizes and locations; Outdoor lighting with Photometric Analysis; Pertaining details, specifications and calculations.
  - Landscape Plans** – Including: existing/proposed structures & parking; adjacent streets, setbacks and easements; utilities (underground utilities and overhead power lines); Planting/irrigation material locations, sizes and quantities.
- Water Resource Data** - Such as, location of private well; or indicate if served by the City of Prescott. Include Water Budget, if applicable.
- Access Approval from Arizona Department of Transportation (ADOT)** – for projects located on State Route 89
- Completed Driveway Application** – if ADOT approval is not required.

### GENERAL INFORMATION

*All plans are required to meet the 2012 IBC, 2012 IRC, 2012 IFGC, 2012 IMC, 2012 IPC, and 2011 NEC.*

**Construction** - Must begin within 180 days of the date of permit issuance. Substantial progress must be demonstrated every 180 days or the permit will expire.

**Inspections** - Requests can be scheduled by texting or calling the Citizenserve Interactive Voice Response (IVR) Inspection Request Line at (855) 855-8919 Requests made before midnight will be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.



BUILDING PERMIT APPLICATION

Permit # \_\_\_\_\_

RESIDENTIAL PERMIT \_\_\_\_\_ New Structure \_\_\_\_\_ Drive Way \_\_\_\_\_ Accessory \_\_\_\_\_ Remodel \_\_\_\_\_ Addition \_\_\_\_\_ Solar \_\_\_\_\_

COMMERCIAL PERMIT \_\_\_\_\_ New Structure \_\_\_\_\_ Tenant Improvements \_\_\_\_\_ Addition \_\_\_\_\_ Solar \_\_\_\_\_ Other \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

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

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Scope of work

Project Description: \_\_\_\_\_ Project Valuation: \$ \_\_\_\_\_

***A BOND Exemption form is required if the job value exceeds \$50,000 excluding the land, and work done by owner builder.***

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot number: \_\_\_\_\_

Property owner: \_\_\_\_\_ email Address: \_\_\_\_\_

How many structure are you building? \_\_\_\_\_ Number of stories: \_\_\_\_\_ Total Site Built Square Footage: \_\_\_\_\_

Single Family: SF \_\_\_\_\_ Accessory SF: \_\_\_\_\_ Addition SF: \_\_\_\_\_ Porch/Patio SF: \_\_\_\_\_

Covered/Uncovered Deck SF: \_\_\_\_\_ Carport SF: \_\_\_\_\_ Barn SF: \_\_\_\_\_ Shed SF: \_\_\_\_\_ Other: \_\_\_\_\_

Commercial Building SF: \_\_\_\_\_ Commercial Remodel SF: \_\_\_\_\_ Commercial Other SF: \_\_\_\_\_

***Used Manufactured Homes /Factory Built - copy of the title is required to be submitted with the permit application***

Factory Built Building; Make: \_\_\_\_\_ Year: \_\_\_\_\_ Vin # \_\_\_\_\_ Size: \_\_\_\_\_

Manufactured Home: Make: \_\_\_\_\_ Year: \_\_\_\_\_ Vin# \_\_\_\_\_ Size: \_\_\_\_\_

Owner Builder (Residential Only) \_\_\_\_\_ Exempt \_\_\_\_\_

Engineer/Architect: \_\_\_\_\_ Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_ State Lic. # \_\_\_\_\_ Town Bus. Lic # \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ State Lic. # \_\_\_\_\_ Town Bus. Lic # \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ State Lic. # \_\_\_\_\_ Town Bus. Lic \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Plumbing:Contractor: \_\_\_\_\_ State Lic.#: \_\_\_\_\_ Town Bus. Lic# \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receivedby: \_\_\_\_\_ Date: \_\_\_\_\_



Development Services Department  
1982 Voss Drive  
Chino Valley, AZ 86323

(928) 636-4427  
Fax (928) 636-6937  
www.chinoaz.net

Permit #: \_\_\_\_\_

Project Description: \_\_\_\_\_

Site Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

<b>PUBLIC WORKS</b> 928 636-7140  PASS <input type="checkbox"/>	COMMENTS:  Signature: _____ Date: _____
<b>YAVAPAI COUNTY HEALTH DEPT</b> 928 771-3121  PASS <input type="checkbox"/>	COMMENTS:  Signature: _____ Date: _____
<b>ENGINEERING</b> 928 636-7140 x176  PASS <input type="checkbox"/>	COMMENTS:  Signature: _____ Date: _____
<b>FIRE OFFICIAL</b> 928 772-7711  PASS <input type="checkbox"/>	COMMENTS:  Signature: _____ Date: _____
<b>ZONING OFFICIAL</b> 928 636-4427  PASS <input type="checkbox"/>	COMMENTS:  Signature: _____ Date: _____

Please provide this completed form to the Building Inspector  
upon their arrival for your final inspection



Development Services Department  
1982 Voss Drive  
Chino Valley, AZ 86323  
(928) 636-4427  
Fax (928) 636-6937  
www.chinoaz.net

## Contractor List

Name: \_\_\_\_\_ Permit # \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

COMMERCIALLY LICENSED CONTRACTORS ARE REQUIRED FOR WORK ON COMMERCIAL BUILDINGS AND COMMERCIAL PROPERTY. PLEASE SUBMIT THE FOLLOWING INFORMATION.

### GENERAL CONTRACTOR

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

ROC Lic. # \_\_\_\_\_ Town Business Lic. # \_\_\_\_\_

### ELECTRICAL CONTRACTOR

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

ROC Lic. # \_\_\_\_\_ Town Business Lic. # \_\_\_\_\_

### PLUMBING CONTRACTOR

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

ROC Lic. # \_\_\_\_\_ Town Business Lic. # \_\_\_\_\_

### MECHANICAL CONTRACTOR

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

ROC Lic. # \_\_\_\_\_ Town Business Lic. # \_\_\_\_\_

### OTHER CONTRACTORS

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

ROC Lic. # \_\_\_\_\_ Town Business Lic. # \_\_\_\_\_

### OTHER CONTRACTORS

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

ROC Lic. # \_\_\_\_\_ Town Business Lic. # \_\_\_\_\_



Development Services Department  
1982 N. Voss Drive #203  
Chino Valley, AZ 86323

928-636-4427  
FAX 928-636-6937  
www.chinoaz.net

## Contractor Notification: Water Service

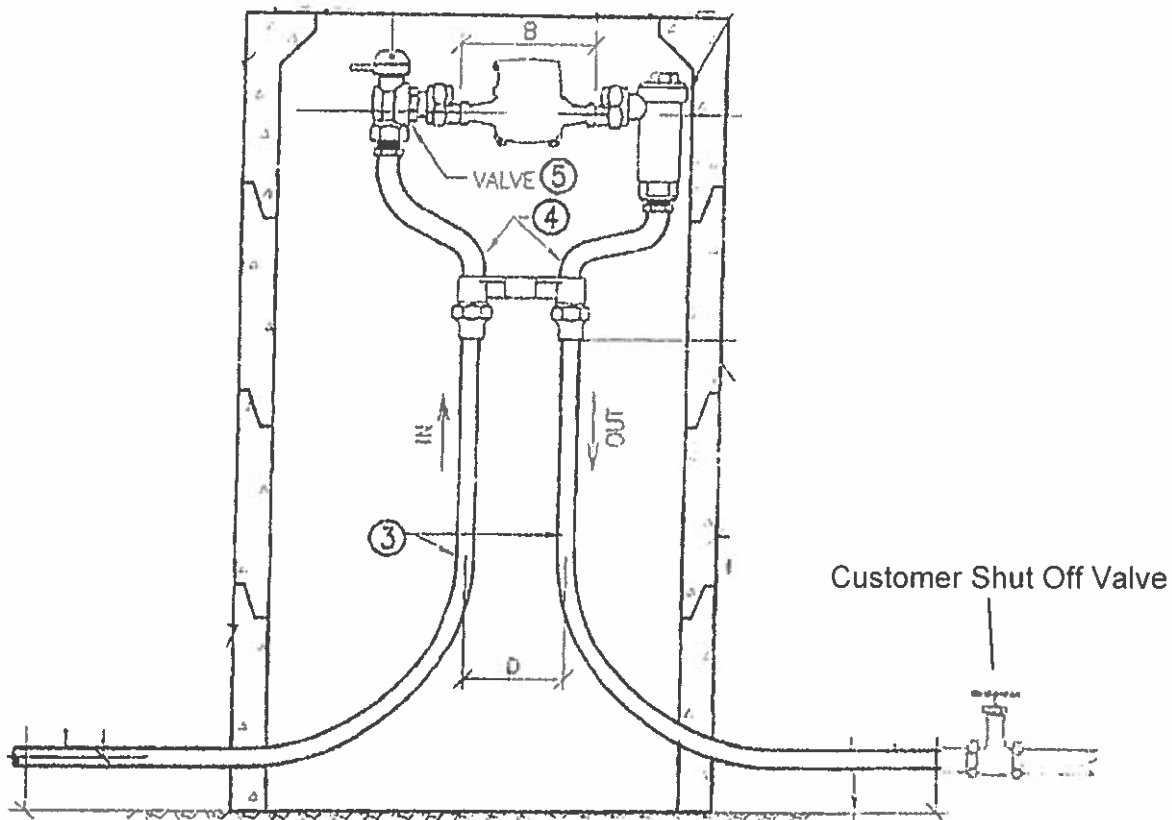
To All Contractors that are requesting water service,

The Town of Chino Valley Utility Department would like to request that all water service lines are installed in accordance with the following:

When a contractor is installing a meter set and meter box, they shall install a customer shut off valve downstream of the meter as depicted in the diagram below. This will provide the contractor/customer a point to control the water flow to the property.

Once the meter set, meter box and customer shut off valve has been properly installed, an inspection must be requested by the contractor for a water meter release. A Building Inspector will inspect and release the meter provided it is plumbed as set forth in the diagram below. Once released, the Utility Department will install a meter

The curb stop will be left on supplying water to the property. the water flow must be controlled by the customer shut off valve, **NOT THE CURB STOP**. The meter box should not be accessed by contractors or subs. Please keep the lids on the meter boxes and use only the customer shut off valve to control the water.



Town of Chino Valley  
 Application for **Commercial** Utility Services  
 Public Works Department  
 1982 Voss Drive  
 Chino Valley, Arizona 86323  
 (928) 636-6084 / [utilitybilling@chinoaz.net](mailto:utilitybilling@chinoaz.net)



Service Address:
Requested Turn on Date:
Service Requested: Water <input type="checkbox"/> Sewer <input type="checkbox"/>
New Construction <i>Only</i> : Meter Size 1" <input type="checkbox"/> 2" <input type="checkbox"/> 3" <input type="checkbox"/> 4" <input type="checkbox"/> Other:

<b>BUSINESS INFORMATION</b>					
Owner/Landlord	<input type="checkbox"/>	Tenant	<input type="checkbox"/>	Agent	<input type="checkbox"/>
Legal Business Name:					
Mailing address:					
Nature of Business:					
Employers ID number:					
Town business license number:					
<b>OWNER/LANDLORD INFORMATION ---- REQUIRED</b>					
Name:					
Mailing Address:	City:	State:	Zip:		
Phone #:	Email:				
<b>AGENT INFORMATION ----- PROOF OF AGENCY REQUIRED</b>					
Agents Name:	Agency:				
Address:	City:	State:	Zip:		
Phone #:	Email:				
<b>DEPOSIT INFORMATION – Refundable after 1 year, Ordinance No. 10-735</b>					
Owner/Landlord Deposits:	Sewer \$128.28	Water: \$75.00	Service Fee: \$25.00 <i>non-refundable</i>		
Tenant:	Sewer/Water: \$250.00 Service Fee: \$25.00 <i>non-refundable</i>				

Amount Paid: \_\_\_\_\_ Type of Payment:  Cash  Credit Card  Check No. \_\_\_\_\_

***This is a contract, please read carefully.*** The undersigned referred to as Property Owner/Landlord, Agent or Tenant at the above service address, hereby agrees to pay all cost and fees due under this agreement. The Property Owner/Landlord, Agent or Tenant further agrees to be governed by the Town Code Ordinances Chapter 50, 51 & 52 pertaining to water and/or sewer services.

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

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

# Yavapai County Development Services

**Prescott Office**  
1120 Commerce Drive, Prescott, AZ 86305  
(928) 771-3214 Fax: (928) 771-3432



**Cottonwood Office**  
10 S. 6<sup>th</sup> Street, Cottonwood, AZ 86326  
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

## Environmental Unit Building Project Submittal-Chino Valley

<b>PROPERTY INFORMATION</b> Assessor's Parcel Number _____  ADDRESS _____  CITY _____  SUBD _____ LOT _____  Onsite Wastewater Treatment Facility (Septic) Permit Number: _____	<b>PROPERTY OWNER INFORMATION</b>  APPLICANT _____  ADDRESS _____  Owner <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/>  CONTACT PHONE _____ CONTACT EMAIL _____
<b>PROJECT DESCRIPTION (TYPE OF WORK TO BE DONE):</b> _____ _____ _____ _____	

### Minimum Submittal Requirements:

- Plot plan that includes:
  - 8 ½" X 11" format only
  - Onsite wastewater treatment facility (septic system)
  - Buildings
  - Wells
  - Dimensions
  - Assessor's Parcel Number
- Floor plan of all new and existing buildings with water using fixtures-
  - 8 ½" X 11" only
  - Assessor's Parcel Number



**Yavapai County Coordinated Permit Process  
Plot Plan Sketch and Affidavit**

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50' ; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Area Map for parcels exceeding 2 acres or with dimensions over 300' .


Document #

Sec

Twn

Rng

A P N

Zoning: \_\_\_\_\_

Stories: \_\_\_\_\_

Height: \_\_\_\_\_

Slope: \_\_\_\_\_%

FY: \_\_\_\_\_

RY: \_\_\_\_\_

EY: \_\_\_\_\_

IY: \_\_\_\_\_

LC: \_\_\_\_\_

Lot Area \_\_\_\_\_

Lot % \_\_\_\_\_

Density Used: \_\_\_\_\_

Scale: \_\_\_\_\_

North Arrow

**Must be drawn to scale per checklist on back of this form.**

LAND USE APPROVAL BY:

DATE:

TOTAL SHIELDED LUMENS: