



<https://www.chinoaz.net/>

Chino Valley Development Services
Building Division
1982 Voss Drive, Chino Valley, Az. 86323
Phone 928-636-3483

Building Division A Home of My Own Submittal Requirements

SUBMITTAL REQUIREMENTS FOR “A HOME OF MY OWN”

“A Home of my Own” standard plans cannot be used If the following conditions exist:

- Sloped lots: Plans are designed for slab on grade only. Engineered pads on sloped lots are acceptable.
- If the Geotechnical report requires a different foundation design, e.g. Post Tension Slab.
- If applicant or owner wants to deviate from the approved plans. This would include, but not be limited to, the following:
 - Footprint changes
 - Reconfiguration - exterior or interior walls
 - Slab to wood floor system
 - Structural changes
 - Change in roof truss manufacturer or design

THE MINIMUM CONTENT REQUIREMENTS FOR PLAN SUBMITTALS ARE AS FOLLOWS:

- All supporting documentation must be submitted electronically in PDF Format through the Citizenserve permit portal on the “Permits” page on the town website www.chinoaz.net – Submit all documents that are provided to you by Yavapai County for “A Home of my Own.” <https://www.yavapai.gov/Development-and-Permits/Development-Services/Residential-Homes/A-Home-of-My-Own-Program> Plans will not be accepted if documents/pages are missing or altered.
- Include **this signed document** and the **completed Options Sheet** in PDF format.
- Site Plan- Use Town of Chino Valley Site Plan located in forms. You may use the example on the back of the form as a guide. Please indicate all existing and proposed structures, all utilities, septic system, gas yard lines, electric yard lines and water yard lines with dimensions of separation and dimensions to all property lines. Please include adjacent street names if applicable.
- Authorization to Construct Septic Permit from Yavapai County, or, if town services are available, a completed Residential Utilities Application.
- Completed REScheck.
- Manuals S, J and D
- Yavapai County has provided three truss manufacturers to choose from - submit all three or one set of sealed calculations of your choice, including the truss layout sheet.
- Non-Refundable deposit based upon an estimated plan review fee to be determined at the time of submittal.



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Separate permits are required, but not limited to, the following:

- Onsite Wastewater System
- Grading
- Off-Grid Generator or Solar Systems
- Grid-tied Backup Generators
- Accessory Structures (Detached Sheds, Garages, Guest Houses, etc.)
- Fence

Note: All construction costs are to be incurred by the owner/applicant - including but not limited to:

- Geotechnical report (if applicable)
- Special Inspections (if applicable)
- Septic System (separate permit required)
- Well (separate permit required)
- Utility Hook Up (if available)

Alterations or modifications to plans will not be accepted (before or during construction) - no exceptions. If changes are made, the original permit will be voided and a new custom home permit with new plans are required. The new permit will be processed as a custom home and is subject to all applicable fees and processing times (reduced fees and review time will no longer apply).

I have read and agree to follow the above requirements.

Signature required by owner or agent: _____ **Date:** _____