



COMMERCIAL TENANT IMPROVEMENT (T.I.) BUILDING PERMIT APPLICATION CHECKLIST

To submit a building permit application for a Commercial T.I. please provide the following:

- Completed Building Permit Application.** Applications must be submitted online using the Citizenserve portal located on our “Permits” page at <https://www.citizenserve.com/chinovalleyaz> . **Note: State Bond Exemptions are required for job values over \$50,000.**
- Upload to Citizenserve,** a complete set of building plans including, foundation, floor, elevations, building sections, roof, braced wall lines, structural calculations and details, mechanical, electrical, plumbing, and landscape.
- Site/Plot 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.
- Authorization to Construct Septic Permit from Yavapai County,** or proof of existing septic system showing the placement of the new building(s) and/or additions(s) If town services are available a completed town utilities application.
- Grading & Drainage Plans** (If Applicable)– 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.
- Water Resource Data** – Such as, location of private well, or indicate if served by the City of Prescott. Include water budget, if applicable.
- 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 2024 IBC, 2024 IRC, 2024 IFGC, 2024 IMC, 2024 IPC, 2012 IECC and 2023 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 - Can be scheduled through your Citizenserve portal or by calling or texting your inspection requests to **855.855.8919**. Requests made before midnight can be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.