



Town of Chino Valley
Development Services Department
1982 Voss Drive
Chino Valley, AZ 86323
(928) 636-3480
permitting@chinoaz.net

EXPEDITED BUILDING PERMIT APPLICATION CHECKLIST

To submit an Expedited Building permit application, please provide the following:

- Completed Building Permit Application.** NOTE: Specify subtype, electric only, mechanical only, plumbing only, or fireplace-freestanding/woodstove. All supporting documents must be submitted before the application will be accepted. Applications may be submitted online using the Citizenserve portal located on the “Permits” page at <https://www.citizenserve.com/chinovalleyaz> .
- Contractor Information** or completed “Exempt from Licensing” form if an owner/builder is performing the work.
- Site Plan – If adding yard lines** - Sheet showing all existing, proposed structures, setbacks from all property lines and other structures, easements, contours, lot dimensions, utility locations, well, septic tank, and leach lines.
- Detailed project description including material to be used**
- Manufacturers specifications for ALL mechanical equipment and fireplaces**
- Project valuation**
- Mechanical, Electrical, Plumbing plan** if applicable
- Non-Refundable deposit** based upon an estimated plan review fee to be determined at the time of submittal.

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.