



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

LAND USE PERMIT APPLICATION CHECKLIST

To submit a Land Use permit application, please provide the following:

- Completed Land Use Permit Application.** NOTE: All supporting documents must be submitted before the application will be accepted. Applications may be submitted online using the Citizenseve portal located on the “Permits” page at <https://www.citizenseve.com/chinovalleyaz> . Choose the blue circle(Building Permit) then choose Land Use.
- Site Plan** – 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**

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 Citizenseve 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.