



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

RESIDENTIAL ACCESSORY STRUCTURE, REMODEL & ADDITION BUILDING PERMIT APPLICATION CHECKLIST

To submit a building permit application for a Residential Accessory Structure, Remodel or Addition please provide the following:

- Completed Building Permit Application.** Applications must be submitted online using the Citizenserve portal on the “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 detailed set of building plans including, foundation, floor, elevations, building sections, roof, braced wall lines, structural calculations if applicable, electrical, plumbing, and mechanical if applicable.
- Site Plan** indicating all existing, proposed structures, setbacks from all property lines and other structures, easements, lot dimensions, contours, utility locations, well, septic tank, and leach lines.
- Existing Septic** plot plan required if septic system is existing. Please contact Yavapai County Department of Environmental Services for a copy with their approval stamp.
- Truss Calculations** with layout sheet.
- Metal buildings &/or any single-story structures with bearing walls exceeding ten (10) feet in height (including RV garages,)** are required to be sealed by an Engineer licensed by the Arizona State Board of Technical Registration. Separate sheet for braced wall lines with calculation sheet.
- Manuals S, J and D.**
- Completed Exemption from licensing form** if the work is being performed by an owner/builder.
- Non-Refundable deposit** based upon an estimated plan review fee to be determined at the time of submittal.

GENERAL INFORMATION

All plans must comply with 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 request to the town IVR system at **855.855.8919**. Requests made before midnight can be scheduled for the next business day or the day. A valid permit and approved construction plans must be on site for an inspection to be performed.