



Town of Chino Valley
Development Services Department
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RESIDENTIAL SINGLE-FAMILY BUILDING PERMIT APPLICATION CHECKLIST

To submit for a building permit for a Residential Single-Family Residence please provide the following:

- Completed Building Permit Application.** NOTE: **Contractor State Bond Exemptions are required for job values over \$50,000.** Completed plans and documents must be submitted before the application will be accepted. Applications may be submitted online through the Citizenserve portal on the "Permits" page at <https://www.citizenserve.com/chinovalleyaz>.
- 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.
- Site Plan** Indicating all existing, proposed structures, setbacks from all property lines and other structures, easements, contours, lot dimensions, utility locations, well, septic tank, and leach lines.
- Authorization to Construct Septic Permit from Yavapai County,** or, if town services are available, a completed Residential Utilities Application.
- Structural Plans for Metal buildings and/or any single-story structures with walls higher than ten (10) feet (including RV garages) are required to be sealed by an Engineer licensed by the Arizona State Board of Technical Registration.**
- Truss Calculations** with layout sheet.
- Completed REScheck**
- Manuals S, J and D**
- Complete "Exempt from Licensing" form** if an owner/builder is performing the work.
- 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 request to the town IVR system at **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.