



Community Development Department
 7501 E. Civic Circle
 Prescott Valley, Arizona 86314
 Ph (928)759-3050
 Fax (928)759-5511
 email: comdev@pvaz.net

Accessory Structures Application Checklist

Construction Address: _____

Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Plans – 1/4" per foot minimum (2 sets)*
<input type="checkbox"/>	<input type="checkbox"/>	8 ½ X 11 Plot Plan (on Town of P.V. Form – Original Signature by Applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Contractor's License List/Statement
<input type="checkbox"/>	<input type="checkbox"/>	All Forms Completed/Signed – Original Signatures/Dated By Applicant
Possibly Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Deposit - \$_____ (For structures over 250 sq. ft.)
<input type="checkbox"/>	<input type="checkbox"/>	Truss Specifications - Calculations and Layout Sheets (2 copy) – (Garages and Workshops)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage and Grading Plan – Town Form (Over 50% or larger than existing the home)
<input type="checkbox"/>	<input type="checkbox"/>	Soils Waiver Affidavit (Engineering specifications may also be Required if Over 400 sq. ft.)
<input type="checkbox"/>	<input type="checkbox"/>	Bond Exemption Certificate (If the valuation is \$50,000 or over)

(This application checklist must be returned with completed application)



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ACCESSORY STRUCTURE PERMIT APPLICATION

CONSTRUCTION ADDRESS: _____ PERMIT#: _____

PARCEL #: _____ UNIT#: _____ LOT#: _____

OWNER'S NAME: _____ PHONE # _____

ADDRESS: _____

**Please be advised that information supplied on this application is public record and may be released upon request.*

CONTRACTOR:

BUSINESS NAME: _____ BUS. LIC. #: _____

CONTRACTOR'S LIC. #: _____ PHONE #: _____

FAX #: _____ EMAIL: _____

ADDRESS: _____

COVERED PATIO ____ DECK ____ COVERED DECK ____ PORCH ____ AWNING ____

SHED ____ RAMADA ____ CARPORT ____ GARAGE ____ WORKSHOP ____

REMODEL ____

SQ.FOOTAGE: _____ HEIGHT: _____ VALUATION: \$ _____

SETBACKS: FRONT: _____ REAR: _____

SIDE: _____ (L) SIDE: _____ (R)

* A plot plan describing the size and location of the structure must accompany this form.

**Required setbacks are based on overall height of the structure.

DESCRIPTION OF WORK: _____

NAME (PRINTED): _____

SIGNATURE: _____ DATE: _____

TOWN OF PRESCOTT VALLEY PLOT PLAN

PLEASE INDICATE NORTH

PERMIT #: _____

APPLICANT: _____

ADDRESS: _____

AFFIDAVIT

We certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads), correct setback distances, legal access and easements, cuts, fills drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.

Signature of owner or authorized representative

Date

SUGGESTED SCALE: 1 INCH EQUALS 20 FEET

PLOT PLAN MUST BE DRAWN ON THIS FORM FOR RECORD KEEPING

TOWN OF PRESCOTT VALLEY - PLOT PLAN EXAMPLE

What is the purpose of site plan/plot plan requirements?

Site Plan/Plot Plan requirements enable the Planning and Zoning Department to provide detailed review where new developments will occur to minimize land use conflicts, prevent incompatible uses and ensure that the standards and purposes of the Zoning District are met.

When is a site plan/plot plan required?

A site plan/plot plan is necessary for any building, structure or use to be constructed in any Zoning District in the Town. No building permit will be issued until the proposed site plan/plot plan has been approved by the Planning and Zoning Department.

What information is contained on a site plan/plot plan?

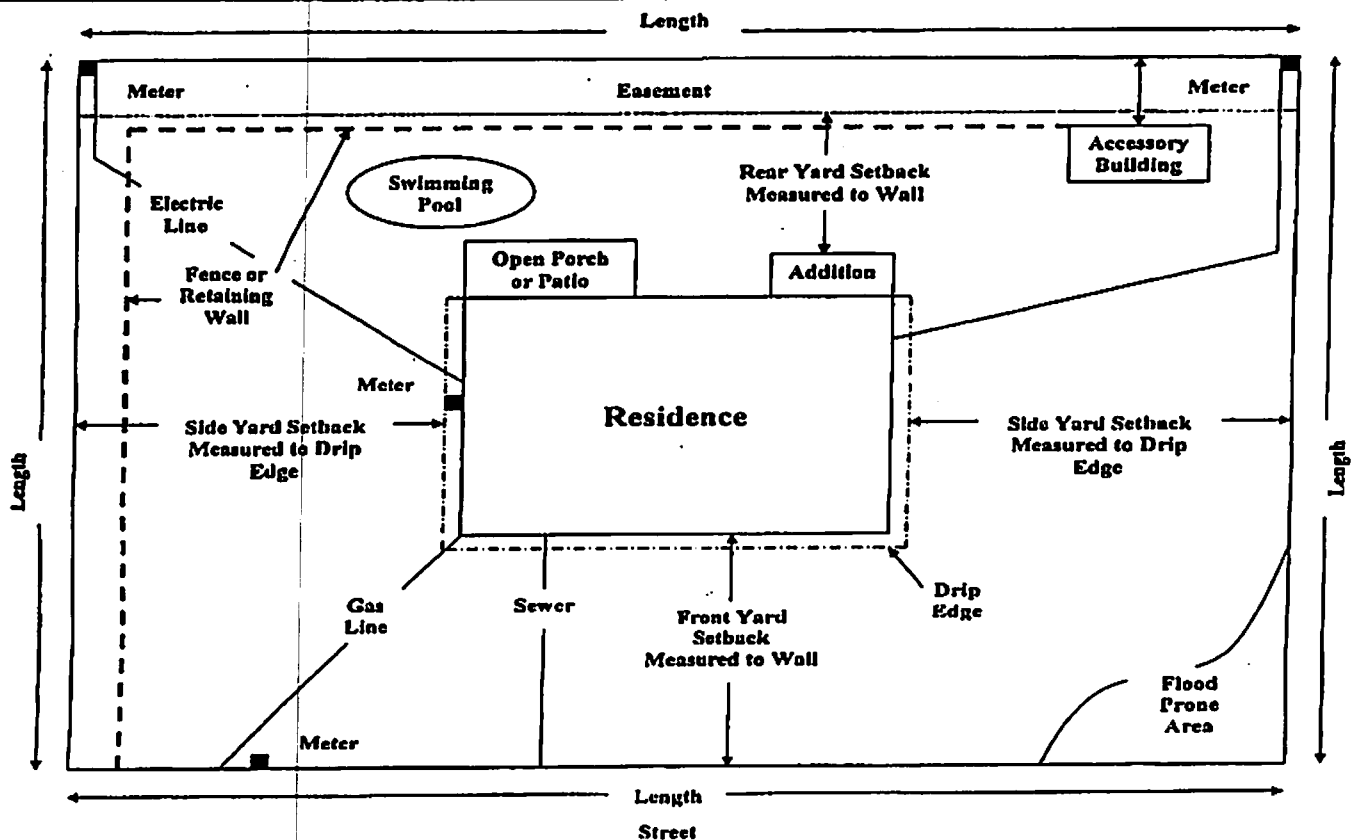
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

1. Northerly direction.
2. Lot or parcel dimensions.
3. All buildings and structures existing and proposed, including dimensions.
4. All building setbacks and space between buildings.
5. Indicate roof drip line with dashed line.
6. Location and name of adjacent streets.
7. Location of sewer line, incoming water yard line and meter, electric yard line and meter and gas yard line and meter.
8. Location of water courses or floodplain, if applicable.
9. Location and dimension of easements.

What information is contained on a multi-family, commercial, industrial or public development site plan/plot plan?

The following information is required for the applications listed above:

1. Landscaping as required by Zoning Ordinance.
2. Off-street parking, site access and circulation areas as required by Zoning Ordinance.
3. Pedestrian and service access and areas.
4. Location of exterior lighting.
5. Location of all signage.
6. Location of outside storage and activities.
7. Location of fire hydrants, if applicable.
8. Any other information that may assist Staff in determining the effect of the development on surrounding property.





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PROOF OF VALID CONTRACTOR'S LICENSE
A.R.S. SECTION 32-1168-1169

Construction Address: _____ **Permit #:** _____

SECTION I. The undersigned does hereby swear and affirm that the applicant for a building permit identified in the attached application (check one).

- General Contractor.** Is currently licensed as a contractor under the provisions of Chapter 11 of Title 32, Arizona Revised Statutes, as identified in Section II and will perform work with such subcontractors as are also all identified in Section II.
- Owner/Builder.** Owns the property which is not intended for sale or rent and (check one or both)
 - Will perform themselves; or jointly with employees who are paid on a time worked basis, not by the job and/or
 - will perform the work with duly licensed contractors, all of whom are identified in Section II
- Developer** Owns property for sale or rent upon which a residential structure or addition is to be constructed by the duly licensed contractor or contractors, all of whom are identified in Section II.

SECTION II	Contractor/Subcontractor Name	Contractor License #	Phone #
General Contractor			
Electrical			
Plumbing			
Mechanical			
Framing			
Grading/Excavation			
Cement/Concrete			
Roofing			
Insulation			
Lathing			
Stucco			
Glass/Store Front			
Painting			
Masonry/Block			
Drywall			
Landscaping			
Manufacture Home			

THIS AFFIDAVIT IS REQUIRED UNDER STATE LAW TO BE COMPLETED AND SIGNED BY ALL APPLICANTS FOR A BUILDING PERMIT. UNDER STATE LAW, THE FILING OF AN APPLICATION CONTAINING FALSE OR INCORRECT INFORMATION WITH THE INTENT TO AVOID THE STATE LICENSING REQUIREMENTS CONSTITUTES UNSWORN FALSIFICATION, A CLASS 6 FELONY.

Signature _____ Address _____
 Printed Name _____ Date _____



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**DRAINAGE AND GRADING PLAN
CUSTOM GRADED**

Permit #: _____ Address: _____ Assess. Parcel #: _____

Unit/Lot: _____ / _____ Contact: _____ Ph.: _____ Fx.: _____

(If a larger drawing is available, please reference that drawing by title and date. Attach this sheet to that drawing)

Please indicate North

Suggested Scale: 1 inch equals 20 feet

AFFIDAVIT

I certify that I have read and understand the Town's design details, standard criteria and special concerns and I will comply with all IBC and IRC codes as adopted by the Town and all Town Drainage and Grading (D&G) standards applicable at the time of permit issuance. I certify that all construction will conform to the approved D&G Plan and that no changes will be made without first obtaining approval of the Town of Prescott Valley. Prior to final approval for D&G, an engineer or approved licensed contractor shall certify compliance with this plan.

Signature _____

Date _____

Contractor's License No.: _____

- B General Residential
- B-4 General Residential Engineering
- C-2 Excavating, Grading & Oil Surfacing
- KA Dual Engineering
- KB-1 Dual Building
- KB-2 Dual Residence & Small Commercial
- K-2 Excavating, Grading & Oil Surfacing

Printed Name and Title _____

Company Name _____



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AFFIDAVIT OF SITE SPECIFIC SOIL CHARACTERISTICS AND CONDITIONS

PERMIT#: _____ CONSTRUCTION ADDRESS: _____

PARCEL #: _____ UNIT#: _____ LOT#: _____

OWNER'S NAME: _____

MAILING ADDRESS: _____ PHONE: _____

Please answer YES or NO to all conditions that apply to this site

- Yes No Expansive soils on site but concrete footings and stem walls will penetrate through the clay soils and bear upon underlying soils or be filled with approved lean concrete slurry within 18 inches or more below finished grade.
- Yes No Footings will extend through fill and will penetrate through the clay soils and bear upon underlying soils.
- Yes No Existing fills on site? If yes, Soils Engineering Report Required
- Yes No Proposed fill to be placed on site? If more than 12 inches a Soils Engineering Report Required

If the field conditions, as described in the above answers, are found to be different upon a field review, the Town may stop the project and require additional information or work tasks be accomplished prior to continuing with construction.

- I/We agree to abide by the additional requirements the Town has imposed as a condition of granting this request per design for expansive soils 1805.8 IBC. or alternatively.
- I/We will exercise the option to retain an Arizona registered engineer, experienced and currently practicing in the area of Geotechnical Engineering in the private sector in this area of the State of Arizona to submit a soils report and alternative design solutions for review and approval. See attached soils report.

I/We being the owner or duly authorized representative of the owner of the property located at the above address, hereby request the requirements of the International Building Code relative to soil reports be waived for the reasons stated above. As the owner or duly authorized representative of the owner for the aforementioned property, I/We authorize this document to become a part of the permanent record for this property.

NAME (PRINTED): _____ SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

AFFIDAVIT DENIED:

Your request for waiver of a soils investigation report cannot be granted for this project. Investigation of the site and Town records indicates problem soil conditions in the immediate area. A soils report and recommendations by an Arizona registered soils engineer will be required.

AFFIDAVIT GRANTED WITH THE FOLLOWING CONDITIONS:

Based on the design submitted as shown on plans.

DEPARTMENT AUTHORIZATION _____

DATE _____



TOWN OF PRESCOTT VALLEY

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Owner-Builder Written Declaration

I am an owner-builder who declares the following on the project described below. Owners of property who improve or build new structures on such property and who do the work themselves with their own employees or duly licensed contractors, per ARS 32-1121 A.5 Such property shall not be rented or sold before (one) year per state code and (two) years per Town of Prescott Valley Code.

A separate "Owner-Builder Written Declaration" is needed for each project.

OWNER-BUILDER INFORMATION

- A. Owner Name: _____
- B. Owner Address: _____
(Full address of owner)
- C. Owner Phone: () _____
- D. City _____

PROJECT INFORMATION

- E. Job Address: _____
- G. Lot Number: _____ Parcel _____

I certify that the above information is correct and that I understand that making a false or fraudulent claim to aid or abet another to obtain a city or town privilege tax exemption is a Class One Misdemeanor [pursuant to Model City Tax Code section 580].

Owner-Builder Signature: _____ Print Name: _____
Title: _____ Date: _____