



Community Development Department

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

Commercial Application Checklist
Tenant Improvements Only

Construction Address: _____

Required:

- Permit Application
- Deposit - \$100.00
- 18" X 24" Plans (minimum) – Drawn to ¼ -1" Scale (**3 sets**)
(Plot Plan to including separate landscaping, electrical, mechanical, plumbing, parking plans) – Architect/Engineered Stamped
- 8 ½ x 11 Plot Plan
- Contractor's License List/Statement
- Preliminary Review for completeness of plan at counter by Plans Review Division
- All Forms Completed/Signed – Original Signatures/Dated By Applicant

Taken in/Reviewed by: _____ Date: _____

(This application checklist must be returned with completed application)

SIGNATURE: _____

NAME (PRINTED): _____

DATE: _____

DESCRIPTION OF WORK: _____
SETBACKS: FRONT _____ SIDE (L) _____ SIDE (R) _____ REAR _____

Total Square Footage: _____ Valuation: \$ _____
NEW: _____ REMODEL: _____ # UNITS: _____ # BLDGS: _____
Other: _____ Unit Designation(A, B, C-1, 2, 3): _____
Retail: _____ Shell Only: _____
Warehouse: _____ Manufacturing: _____
Office: _____ Storage: _____
BUILDING AREA SQUARE FOOTAGE BREAKDOWN:

ADDRESS: _____
FAX/EMAIL #: _____
CONTRACTOR'S LIC. #: _____ PHONE: _____
BUSINESS NAME: _____ BUS. LIC. #: _____
CONTRACTOR:

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

ADDRESS: _____
OWNER'S NAME: _____ Phone# _____
PARCEL #: _____ UNIT#: _____ LOT#: _____
CONSTRUCTION ADDRESS: _____ PERMIT#: _____

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**COMMERCIAL
CONSTRUCTION PERMIT
APPLICATION**



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 poles 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
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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**