



Multi-Family Application Checklist
(All one or two story structures which exceed
3,000 square footage of floor area)

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

Construction Address: _____

- Permit Application
- Deposit - **\$100.00**
- 8 ½" X 11" Plot Plan (minimum) – Drawn to Scale ¼ " equals 1'(2 sets)
(Including separate landscaping, electrical, mechanical, plumbing and parking plans) – Architect/Engineered Stamped per A.R.S. 32-144.
- 8 ½" X 11" Survey (Stamped by a licensed surveyor or engineer if surveying is within engineer's scope of work)
- 8 ½" X 11" Plot Plan (On Town of Prescott Valley Form)
- Contractor's License List/Statement
- Sewer Connection Plan
- Culvert Application
- Drainage and Grading Plan – Town Form
- Soils Waiver Affidavit (Engineering Specifications may also be required)
- Temporary Utility Agreement
- Truss Specifications – Calculations and Layout Sheets (2sets)
- Manufactured Floor System – Calculations and Layout Sheets (2 sets)
- Bond Exemption Certificate
- All Forms Completed/Signed – Original Signatures/Dated By Applicant



Community Development Department

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

MULTI-FAMILY CONSTRUCTION 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: _____

TOTAL SQUARE FOOTAGES:

LIVEABLE _____ GARAGES _____ COVERED DECK _____ UNCOVERED _____

PORCHES _____ PATIOS _____

BASEMENT _____ FINISHED _____ UNFINISHED _____

TOTAL SQ.FOOTAGE OF JOB: _____ VALUATION: \$ _____

SETBACKS: FRONT: _____ REAR: _____

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

DESCRIPTION OF WORK: _____

NAME (PRINTED): _____

SIGNATURE: _____ DATE: _____

TOWN OF PRESCOTT VALLEY PLOT PLAN

PLEASE INDICATE NORTH

PERMIT #: _____

APPLICANT: _____

ADDRESS: _____

AFFIDAVIT

I/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 plat has been approved by the Planning and Zoning Department.

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

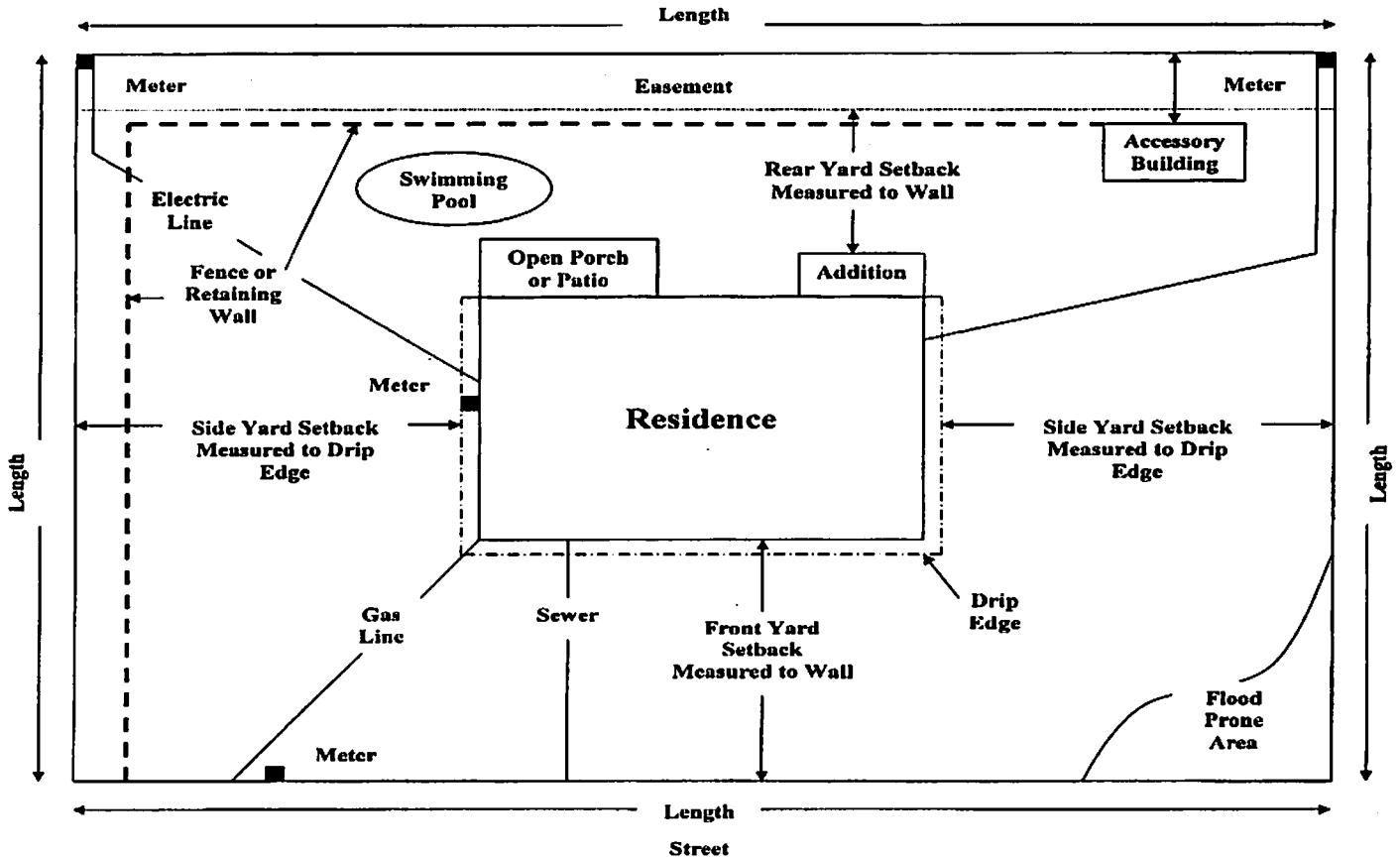
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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.





Town of Prescott Valley
 7501 E. Civic Circle
 Prescott Valley, AZ 86314
 Phone (928) 759-3050 Fax 928-759-5511

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



DRAINAGE AND GRADING PLAN
CUSTOM GRADED

Public Works Department
7501 E. Civic Circle
Prescott Valley, Arizona 86314
Phone 928-759-3070
Fax 928-759-5511
email: works@pvaz.net

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**

Printed Name and Title

Company Name

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



SEWER CONNECTION PLAN
(SEWER TAPS IN RIGHT-OF-WAY REQUIRE A
PUBLIC WORKS PERMIT AND INSPECTION)

PUBLIC WORKS DEPARTMENT
7501 E. Civic Circle
Prescott Valley, Arizona 86314
Phone 928-759-3070
Fax 928-759-5514
email: works@pvaz.net

Owner's Name: _____ Address: _____ Phone: _____

Permit # _____

_____ Bldg. sewer located on same side of lot as public sewer. _____ Bldg. sewer depth & location provides for gravity flow to
Y/N Y/N public sewer.

_____ If Bldg. sewer location or gravity flow provisions are not in compliance, an Ordinance No. 268 waiver agreement must be
Y/N signed.

I, _____, being the owner or duly authorized representative of the owner, of the property located
at _____, Unit ____, Lot ____, Parcel _____ hereby certify that the location
and depth of the building sewer stub-out fully conforms with all provisions of the Town of Prescott Valley Ordinance No. 268.

Owner/Representative Acknowledgment **Date**

Public sewer stub-out located at: _____
Public sewer stub-out depth at: _____

DATE

For Office Use Only

DEPARTMENT APPROVAL



PUBLIC WORKS DEPARTMENT
7501 E. Civic Circle
Prescott Valley, Arizona 86314
Phone 928-759-3070
Fax 928-759-5514
email: works@pvaz.net

APPLICATION TO INSTALL CULVERT IN TOWN RIGHT-OF-WAY

Owner Name: _____ Contractor Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

.....
_____ Street address for Culvert _____ Unit _____ Lot _____

Carport/Garage # of Cars: _____ Primary Culvert _____ Secondary Culvert _____

Use (Residential, Commercial, Industrial): _____

Applicant's Signature _____ Date of Application _____

.....
FOR OFFICE USE ONLY

Required Culvert Size: Diameter _____ Length _____ Gauge _____
Depth _____ Cover _____

Comments:

Approved By: _____ Date: _____



AFFIDAVIT OF SITE SPECIFIC SOIL CHARACTERISTICS AND CONDITIONS

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

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:



Community Development Department

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

**TEMPORARY UTILITY FOR CONSTRUCTION AGREEMENT
(NEW COMMERCIAL/RESIDENTIAL PROJECTS)**

The undersigned does hereby understand and agree that the temporary power for construction connected to the electrical equipment in the location to be used for permanent power is for *construction purposes ONLY*. This electrical power is not to be used as electrical power for occupancy of the building until a certificate of occupancy has been issued.

The certificate of occupancy and a final utility clearance will be issued when the Town of Prescott Valley's Building, Public Works and Engineering and Planning and Zoning Departments requirements are completed, or arrangements have been made with the individual departments for completion of all their requirements. If the building should be occupied prior to the completion of the above requirements or compliance with this agreement, the Town of Prescott Valley Building Official shall, at his option have the right to order the temporary electrical power disconnected from the building, or portion of the building, which has been occupied without the proper certificate of occupancy or approvals. Neither the Town of Prescott Valley nor the utility company will be held liable for any damages caused by this loss of electrical power.

I agree that I must complete my construction project within 365 calendar days and receive a certificate of occupancy prior to the 365th day, and further that I will not allow 180 days to elapse without an inspection in compliance with Chapter Seven of the Town of Prescott Valley ordinances. Failure to comply with this requirement may result in certain penalties levied against me and the expiration of this permit.

Construction Address

Construction Permit #

Owner/Authorized Agent Signature

Phone #