



PRESCOTT VALLEY Permits Application
Checklist

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: _____

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 (1 copy) – (Garages and Workshops)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage and Grading Plan – Town Form (Over 50% or larger than the home)
<input type="checkbox"/>	<input type="checkbox"/>	Soils Waiver Affidavit (Engineering specifications may also be required) – (Over 400 sq. ft.)
<input type="checkbox"/>	<input type="checkbox"/>	Bond Exemption Certificate (If the valuation exceeds \$50,000)

Taken in/Reviewed by: _____ Date: _____

(This application checklist must be returned with completed application)



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ACCESSORY STRUCTURE PERMIT APPLICATION

PERMIT#: _____ **CONSTRUCTION ADDRESS:** _____

PARCEL #: _____ - _____ - _____ **UNIT#:** _____ **LOT#:** _____

OWNER'S NAME: _____

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** _____ **P ORCH** _____ **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: _____

CERTIFICATE

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

ALL SIDE YARD SETBACKS MEASURED TO ROOF DRIP LINE

(Show roof drip line with dashed line and indicate side yard setback to roof drip line)

SUGGESTED SCALE: 1 INCH EQUALS 20 FEET

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?

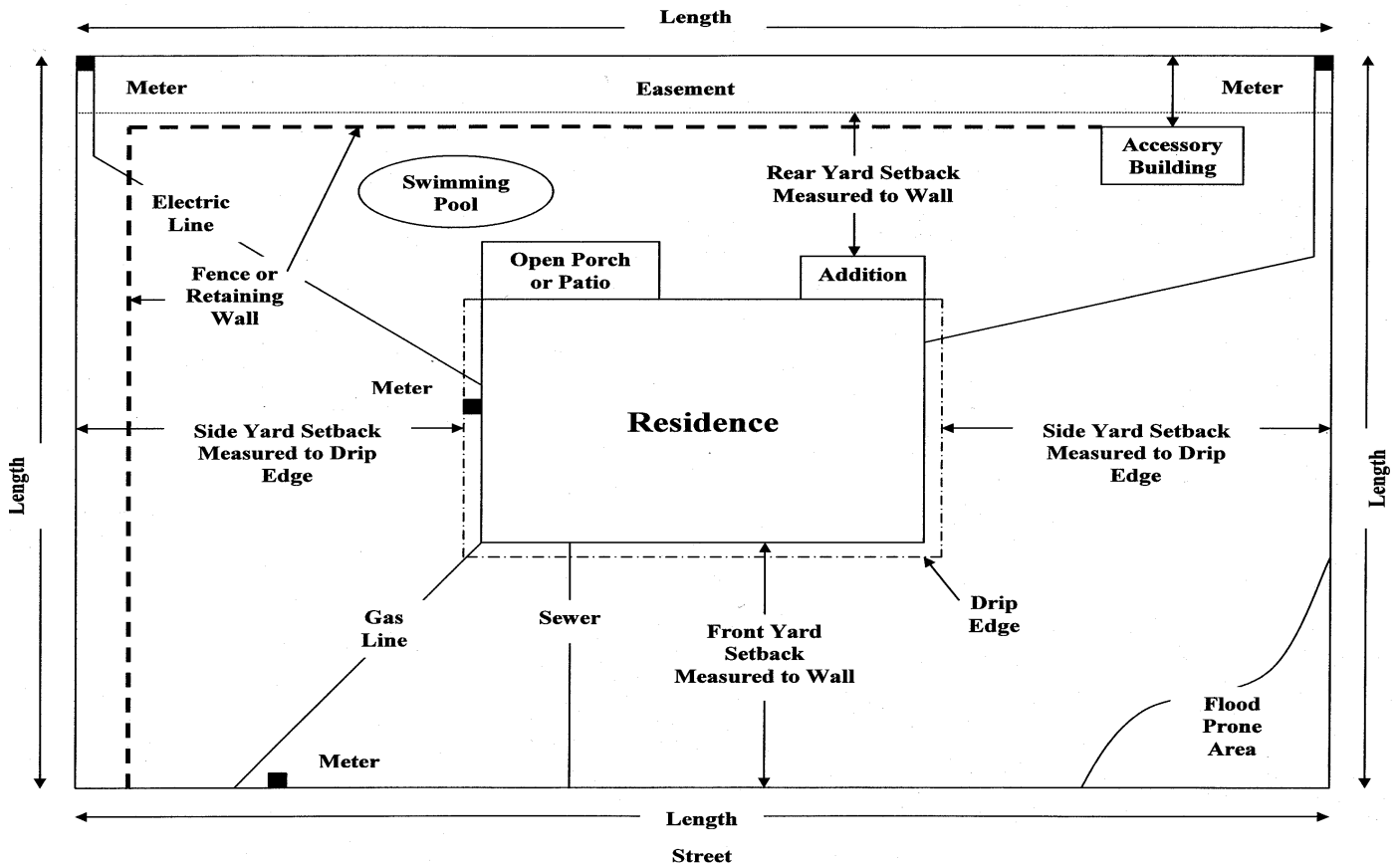
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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.



SITE PLAN REQUIREMENTS

Prescott Valley Town Code **Article 13-03-050.C.** refers to site plans:

13-03-050.C. Site Plan.

- C.** Contents: The owner or owners of property proposed for development shall submit to the Town of Prescott Valley a Site Plan indicating precisely what is planned for the property, and may include the following information as determined necessary by the officer charged with administering this Chapter:
1. Lot dimensions;
 2. All buildings and structures existing and proposed (including dimensions); Indicate roof over-hang on the site plan with a dashed line;
 3. Yards and spaces between buildings from overhang and from wall; Setbacks;
 4. Landscaping, screening and outdoor lighting as required by Article 13-26 of the Zoning Chapter;
 5. Off-street parking as required by Article 13-24;
 6. Vehicular, pedestrian and service access;
 7. Signs and lighting, including location;
 8. Outdoor storage and activities;
 9. Location and name of adjacent rights-of-way;
 10. Sewer Connection Plan;
 11. Easement locations and size;
 12. Other data as may assist in determining the effect of the development on surrounding property.



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

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

A.R.S. §32-1169, stipulates that any building permit issuing authority must require each applicant for a building permit to provide a signed statement that the applicant is currently licensed and include that applicant's current license number. The undersigned applicant for a Building Permit from the Town of Prescott Valley hereby certifies the applicant is a contractor licensed by the State of Arizona.

Company Name: _____

License #: _____ **AZ Privilege License#:** _____

Bond Exemption Certificate (if the valuation exceeds \$50,000)

The names of the following contractor's must be supplied in order for this application to meet submittal requirements.

General: _____ License #: _____

Framing: _____ License #: _____

Electrical: _____ License #: _____

Mechanical: _____ License #: _____

Plumbing: _____ License #: _____

Other: _____ License #: _____

If the applicant for a permit purports to be exempt from licensure, then the applicant must sign a statement containing the basis of the asserted exemption. The issuing authority may also require that the applicant provide a statement signed by the Registrar of Contractors to verify any purported exemption.

Basis of Exemption: _____

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**



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

DRAINAGE AND GRADING PLAN

Permit #:

Address:

Assess. Parcel #:

Unit/Lot:

Contact:

Ph.

Fx.

Please indicate North

Suggested Scale: 1 inch equals 20 feet

CERTIFICATE

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.

I/We certify that this parcel is located within a subdivision with an engineered Drainage and Grading Plan prepared by the subdivisions Engineer. This engineer, prior to final approval for this structure shall certify compliance with this plan relating to Drainage and Grading. Through this certification the developer and engineer assume all responsibility for drainage and grading. The Town of Prescott Valley may review this certification and inspect this parcel prior to final. Any deficiencies or discrepancies between this inspection or issues brought forward by the owner, shall be adequately addressed by the developer or engineer prior to permit final or issuance of a certificate of occupancy.

Signature of owner or authorized representative/Date

DRAINAGE AND GRADING

1. 2:1 slope maximum or 1:1 slope with erosion control (i.e., rip rap, grout slopes, etc.).
2. Set-backs for top of cut or toe of slope:
 - 2 ft. to property lines
 - 1 ft. to easement lines
3. **6" in 10 ft. slope away from structure minimum.** Swales should be sloped to the ditch or property line.
4. Stem wall 13" above high elevations of natural grade or provide a grading and drainage plan for cutting a pad.
5. A drainage and grading plan consists of the elevation corners of the lot and the structure at natural grade. Also provide elevations at the center of the road midway in front of the lot. These elevations will be compared to the finished floor elevation.



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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 _____

Field Inspection Follow Up:

Site visit confirms above information. Date: _____ By: _____ Foundation bearing soils as described Date: _____

No site fills placed on site. Date: _____ By: _____ Foundation type, width & depth ok Date: _____ By: _____

Fills placed & certified.

Date: _____ By: _____ Floor subgrade prepared as directed Date: _____ By: _____



TOWN OF PRESCOTT VALLEY

7501 E. CIVIC CIRCLE
PRESCOTT VALLEY, AZ 86314
(928) 759-3015 • FAX 759-3110

Owner-Builder Written Declaration

I am an owner-builder who declares the following to subcontractors working on the project described below: I am improving the property named below for sale; and I will be liable for the city or town privilege tax for such contracting activity; and I have a valid city or town privilege license number as shown below. This declaration is made in accordance with Model City Tax Code section 415(c)(2).

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 of Town of: _____ Privilege License #: _____

PROJECT INFORMATION

- E. Job Address: _____
(Full address of job)
- F. Subdivision Name: _____
- G. Lot Number: _____ Book/Map/Parcel: _____
- H. Check the Project Type:
 Residential structure Lot without structure
 Other- describe: _____

SUBCONTRACTOR INFORMATION

- I. Issued to: _____
(Name of subcontractor)

(Full address of subcontractor, including phone number)

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: _____