



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

Commercial Tenant Improvement Application Checklist

Construction Address: _____

- Permit Application
- Deposit - \$107.00
- 18" x 24" Plans (minimum) – Drawn to ¼" Scale **(3 sets)** (Sets to Include: plot plan, landscaping, electrical, mechanical, plumbing and parking plans) – **Architect/Engineered Stamped**
- 8 ½ x 11 Plot Plan Town Form (Also required in the 3-Sets above)
- 8 ½ X 11 Floor Plan (1-copy)
- Contractor's License List/Statement
- All forms completed /signed – original signatures/dated by applicant
- Preliminary Review for completeness of plan at counter by Plan Review Division