



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
(includes duplexes over 3,000 square feet and all
tri-plexes and four-plexes)

- Permit Application
- Deposit - \$300.00
- 18" X 24" Plans (minimum) – Drawn to Scale **(3 sets)** (Including separate landscaping, electrical, mechanical, plumbing, parking plans, Civils and PDF of Egress plan) – Architect/Engineered Stamped
- (3 sets)** Civils - **SEPARATED** from Building Plans
- Survey; or site plan drawn and stamped by a licensed architect or engineer
- 8 ½ X 11 Site Plan (on Town of Prescott Valley Form)
- TIA – Traffic Impact Analysis
- SWIPP Plan – Over One (1) Acre
- Drainage/Detention
- Drainage and Grading Plan – Architect/Engineered Stamped - **CIVILS**
- Sewer Connection Plan – **CIVILS (Backflow Prevention Device)**
- Engineered Soils Report – Architect/Engineered Stamped
- Temporary Utility Agreement
- Contractor’s License List/Statement
- Engineered** Truss Specifications - Calculations and Layout Sheets **(2 copies)**
- Structurals – Calculations and Layout Sheets **(2 copies)**
- Complete Water Tap Installation Application – **All New Construction**
- Preliminary Review for completeness of plan at counter by Plans Review Division
- All Forms Completed/Signed – Original Signatures/Dated By Applicant



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**COMMERCIAL
CONSTRUCTION PERMIT
APPLICATION**

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

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

OWNER'S NAME: _____

ADDRESS: _____ **Phone#** _____

**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: _____

BUILDING AREA SQUARE FOOTAGE BREAKDOWN:

Office: _____ **Storage:** _____

Warehouse: _____ **Manufacturing:** _____

Retail: _____ **Shell Only:** _____

Other: _____ **Unit Designation(A, B, C-1, 2, 3):** _____

NEW _____ **REMODEL** _____ **#UNITS** _____ **#BLDGS** _____

Total Square Footage: _____ **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

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.

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.

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 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.



**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 **Present Phone #**



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 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**



**Commercial Water Tap
Installation Application**

7501 E. Civic Circle
Prescott Valley, AZ 86314
(928) 759-3020
928-759-5533 fax

Permit # _____
Unit _____ Lot _____
Parcel # _____
Municipal _____
District _____
County _____

Applicants Name: _____ Phone #: _____

Business Name: _____

Mailing Address: _____ City/St _____ Zip _____

Service Address: _____ City/St _____ Zip _____

Do you own the property where the tap is to be completed? Yes No

If not, name of current owner: _____ Phone #: _____

Mailing Address of Owner: _____ City/State _____ Zip _____

Note: Allow at least two weeks for installation of water tap

The undersigned (referred to as "Customer/User"), hereby certifies that he/she is authorized to order the above requested water tap and agrees to pay all costs or fees due under this agreement, including, but not limited to, attorney's fees and court costs. Customer/User also agrees to be governed by the Code/Ordinances/Regulations pertaining to water taps. Customer/User further agrees as follows:

Fee Schedule for Water Taps - Town of Prescott Valley Water District & Municipal Water System

Tap Size	Labor Cost
3/4"	\$78.75
1"	\$78.75
2"	\$136.50
4"	\$199.50
6"	\$199.50
8"	\$231.00
10"	\$294.00
12"	\$294.00

***This fee schedule represents the labor cost for tapping the main line only.**

The requesting party is responsible for the materials, labor, installation and pressure test of the tapping sleeve and valve off the existing main line.

1. It is understood by the parties hereto, that the water tap and service connection paid for, hereby remain the property of the Prescott Valley Water District or the Town of Prescott Valley.
2. Duly authorized agents shall have access at all reasonable hours to the premises for the purpose of installing the water tap and any time to appraise or remedy emergency situations.

Customer/User Signature _____ Date _____

Town District Use Only

Date Received: _____ Tap Labor Cost: _____ Tap Size: _____ LID _____