



Community Development Department
7501 E. Skoog Blvd.
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



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7501 E. Skoog Blvd.
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Phone (928)759-3050
Fax (928)759-5511
email: comdev@pvaz.net

Per: State Senate Bill 1598

Commercial Plan Review

Must be signed at time of acceptance

Application Submittal Date	Administrative Completeness Review/Verification	Substantive Review Period	Approve/Deny Building Permit Application
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↑
Date
//___

↑
30 Days from Submittal Date
//___

↑
30 Days from Administrative Completeness Verification
//___

↑
No Greater than 60 days from Submittal
//___

I have been advised of the potential maximum review period for this application.

Signed: _____

Date: _____



**COMMERCIAL
CONSTRUCTION PERMIT
APPLICATION**

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

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

OWNER'S NAME: _____

ADDRESS: _____ **Phone#** _____

EMAIL 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: _____

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 SITE PLAN

PLEASE INDICATE NORTH

PERMIT #: _____

APPLICANT: _____

ADDRESS: _____

CERTIFICATION

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 – SITE 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?

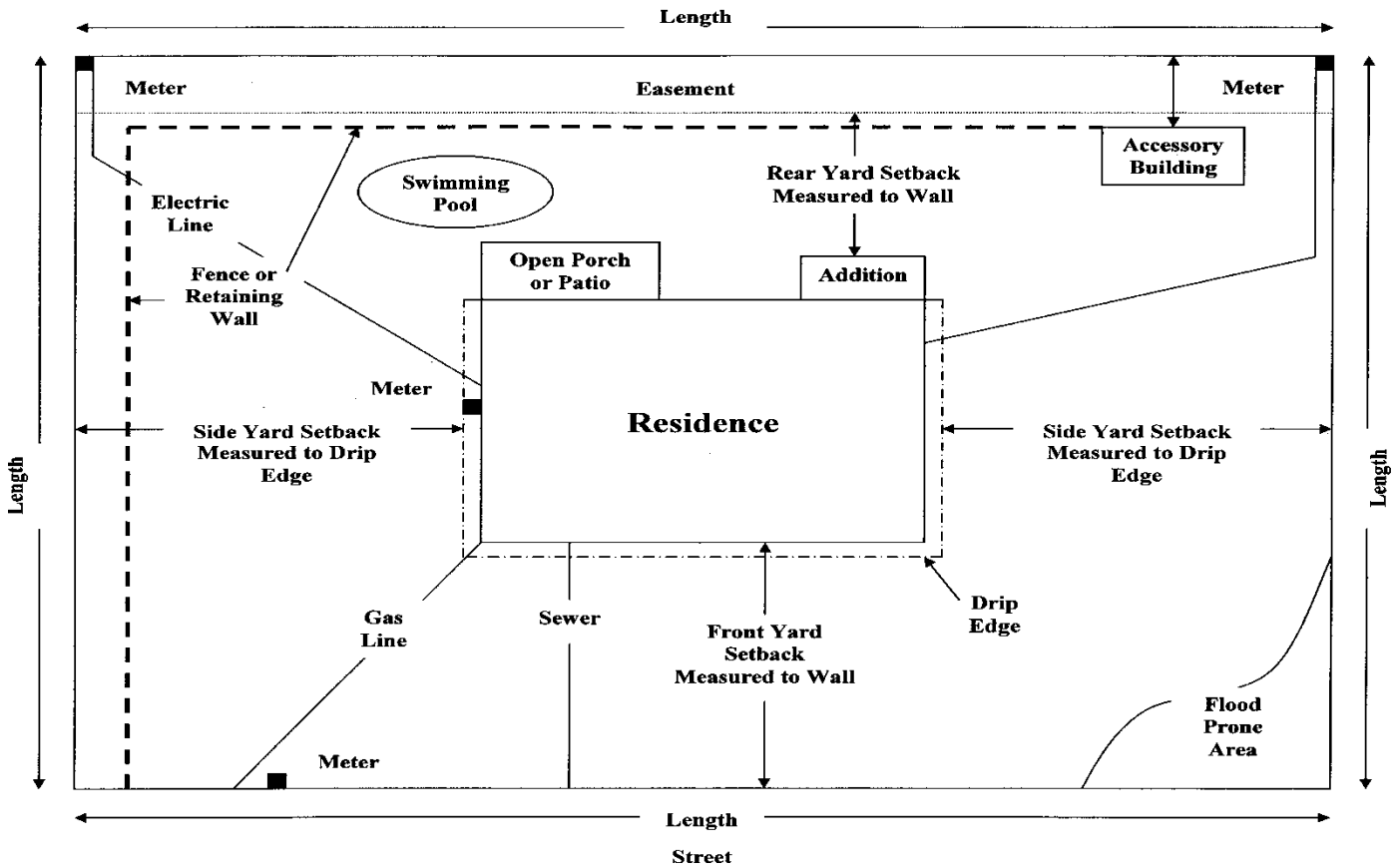
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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.





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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 CERTIFICATION 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