



Development Services Department  
1982 Voss Drive  
Chino Valley, AZ 86323

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[www.chinoaz.net](http://www.chinoaz.net)

## PLAN REVIEW & INSPECTION REQUIREMENTS

### Permit Application Submittal

Complete residential and commercial construction documents must be submitted directly to the Town of Chino Valley, including the required number of copies of all documents to expedite plan review and permit issuance.

### Plan Review

All projects will require a plan review deposit fee at the time of submittal and a Permit fee when the permit is issued. After plans are accepted for review, the applicant will be contacted if revisions are needed. You may check the status of your permit through your online account or by Email from the Development Services Link on the Town's home page.

### Inspection Requests

Before any inspections are requested, a sanitary facility (port-a-john), trash container, posted address numbers, approved plans and applicable silt fences must be properly placed on the work site. **Inspections can be scheduled by calling the IVR (Interactive Voice Response) at (xxx) xxx-xxxx or login at [www.citizenserve.com](http://www.citizenserve.com). Inspection request received before 6:00 A.M. Monday thru Thursday will be completed the same day. Requests received after 6:00 A.M. will be completed the next business day.** The final building inspection and all other required inspections for certificate of occupancy must be approved and the certificate of occupancy issued before occupying the building.

### Re-Inspection Fee

After two of the same inspections have failed, **\$80.00** must be paid prior to next inspection.

**We look forward to working with you to ensure that our community is provided a safe and durable built environment.**