



RESIDENTIAL ACCESSORY STRUCTURE/ REMODEL/ ADDITION BUILDING PERMIT CHECKLIST

To submit for a building permit for an accessory structure please provide the following:

- Completed Building Permit Application. **Applications may be submitted online @ www.citizenserve.com Citizens Access Portal (CAP)**
- Two (2) sets of detailed building plans drawn to scale.
- Site Plan – Drawn on **8 ½ x 11** sheet showing all existing, proposed structures, setbacks from all property lines and other structures, easements, lot dimensions, utility locations, well, septic tank, and leach lines.
NOTE: A septic permit plot plan may be used to meet site plan submittal requirement. Please contact Yavapai County Department of Environmental Services at (928) 771-3214 for a copy.
- Detailed Plans – To include elevations, sections, and floor plans.
- Structural Plans – Drawn on a minimum of **11 x 17**. Include foundation plan, floor framing, roof framing, wall sections, details, and **two (2) sets** of engineered truss specifications and layout if applicable. **Metal buildings &/or any single story structures with walls higher than ten (10) feet (including RV garages) are required to be sealed by an Engineer approved by the Arizona State Board of Technical Registration.**
- Electrical, Plumbing, and Mechanical plan if applicable.
- Completed Exemption from licensing form if the work is being performed by an owner/builder.
- Non-Refundable deposit based upon an estimated plan check fee to be determined at the time of submittal.
- Electronic copy of completed application.

GENERAL INFORMATION

All plans are required to meet the 2012 IBC, 2012 IRC, 2012 IFGC, 2012 IMC, 2012 IPC, and 2011 NEC.

- Construction must begin within 180 days of the date of permit issuance. Substantial progress must be demonstrated every 180 days or the permit will expire.

Inspection requests can be scheduled by texting or calling the Citizenserve Interactive Voice Response (IVR) Inspection Request Line at (928) xxx-xxxx Requests made before 6:00 AM will be scheduled for the same day. Requests after 6:00 AM, inspections will be performed the next business day unless prior arrangements have been made. A valid permit and approved construction plans must be on site for an inspection to be performed.

- **NOTE:** State Bond Exemptions are required for job values over \$50,000. Completed plans and documents must be submitted before the application will be accepted.