



Town of Chino Valley  
Development Services  
1982 Voss Dr.  
Chino Valley, AZ 86323  
(928)636-4427/Fax 636-6937

## RESIDENTIAL SINGLE FAMILY BUILDING PERMIT APPLICATION REQUIREMENTS

To submit for a building permit for a new site built home please provide the following:

- Completed Building Permit Application. **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.**
- Complete Grading Permit Application..  
**Applications may be submitted at [www.citizenserve.com](http://www.citizenserve.com) Citizens Access Portal (CAP)**
- Two (2) sets of detailed 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, contours, 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 in some cases.  
**Please contact Yavapai County Department of Environmental Services at (928) 771-3312 for a copy.**
- Detailed Plans – To include elevations, sections, and floor plans.
- Structural Plans – Drawn on a minimum of **18” x 24”**. Include foundation plan, floor framing, roof framing, wall sections, details, and **two (2) sets** of engineered truss specifications and layout if applicable. **Metal buildings and/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.**
- Separate sheet for braced wall lines with calculation sheet
- Completed 2012 RESCheck
- Manual S, J and D  
Drainage Report and Grading Plan if applicable
- 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.

### GENERAL INFORMATION

**All plans are required to meet the 2012 IBC, 2012 IRC, 2012 IFGC, 20012IMC, 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 (855) 855-8919 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.



**BUILDING PERMIT APPLICATION**

Permit # \_\_\_\_\_

RESIDENTIAL PERMIT	___ New Structure	___ Accessory	___ Remodel	___ Addition	___ Solar	___ Other	_____
COMMERCIAL PERMIT	___ New Structure	___ Tenant Improvements	___ Addition	___ Solar	___ Other	_____	_____

Applicant's Name: \_\_\_\_\_ Date \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_ Parcel \_\_\_\_\_  
 Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Scope of work**

Project Description: \_\_\_\_\_ Project Valuation: \$ \_\_\_\_\_

***A BOND Exemption form is required if the job value exceeds \$50,000 excluding the land, and work done by owner builder.***

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot number: \_\_\_\_\_

Property owner: \_\_\_\_\_ email Address: \_\_\_\_\_

How many structure are you building? \_\_\_\_\_ Number of stories: \_\_\_\_\_ Total Site Built Square Footage: \_\_\_\_\_

Single Family: SF \_\_\_\_\_ Accessory SF: \_\_\_\_\_ Addition SF: \_\_\_\_\_ Porch/Patio SF: \_\_\_\_\_

Covered/Uncovered Deck SF: \_\_\_\_\_ Carport SF: \_\_\_\_\_ Barn SF: \_\_\_\_\_ Shed SF: \_\_\_\_\_ Other: \_\_\_\_\_

Commercial Building SF: \_\_\_\_\_ Commercial Remodel SF: \_\_\_\_\_ Commercial Other SF: \_\_\_\_\_

***Used Manufactured Homes /Factory Built - copy of the title is required to be submitted with the permit application***

Factory Built Building; Make: \_\_\_\_\_ Year: \_\_\_\_\_ Vin # \_\_\_\_\_ Size: \_\_\_\_\_

Manufactured Home: Make: \_\_\_\_\_ Year: \_\_\_\_\_ Vin# \_\_\_\_\_ Size: \_\_\_\_\_

**Owner Builder** (Residential Only) \_\_\_\_\_ Exempt \_\_\_\_\_

**Engineer/Architect:** \_\_\_\_\_ Address: \_\_\_\_\_

**General Contractor:** \_\_\_\_\_ State Lic. # \_\_\_\_\_ Town Bus. Lic # \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_ State Lic. # \_\_\_\_\_ Town Bus. Lic # \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_ State Lic. # \_\_\_\_\_ Town Bus. Lic # \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Plumbing: Contractor:** \_\_\_\_\_ State Lic.#: \_\_\_\_\_ Town Bus. Lic# \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# Yavapai County Development Services

**Prescott Office**  
 1120 Commerce Drive, Prescott, AZ 86305  
 (928) 771-3214 Fax: (928) 771-3432



**Cottonwood Office**  
 10 S. 6<sup>th</sup> Street, Cottonwood, AZ 86326  
 (928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

## Environmental Unit Building Project Submittal-Chino Valley

<p><b>PROPERTY INFORMATION</b></p> <p>Assessor's Parcel Number _____</p> <p>ADDRESS _____</p> <p>CITY _____</p> <p>SUBD _____ LOT _____</p> <p>Onsite Wastewater Treatment Facility (Septic) Permit Number: _____</p>	<p><b>PROPERTY OWNER INFORMATION</b></p> <p>APPLICANT _____</p> <p>ADDRESS _____</p> <p>Owner <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/></p> <p>CONTACT PHONE _____</p> <p>CONTACT EMAIL _____</p>
<p><b>PROJECT DESCRIPTION (TYPE OF WORK TO BE DONE):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

**Minimum Submittal Requirements:**

- Plot plan that includes:
  - 8 ½" X 11" format **only**
  - Onsite wastewater treatment facility (septic system)
  - Buildings
  - Wells
  - Dimensions
  - Assessor's Parcel Number
- Floor plan of all new and existing buildings with water using fixtures-
  - 8 ½" X 11" **only**
  - Assessor's Parcel Number



## Yavapai County Coordinated Permit Process Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50' ; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Area Map for parcels exceeding 2 acres or with dimensions over 300' .


Document #

Sec

Twn

Rng

A P N

**Must be drawn to scale per checklist on back of this form.**

Zoning: \_\_\_\_\_

Stories: \_\_\_\_\_

Height: \_\_\_\_\_

Slope: \_\_\_\_\_%

FY: \_\_\_\_\_

RY: \_\_\_\_\_

EY: \_\_\_\_\_

IY: \_\_\_\_\_

LC: \_\_\_\_\_

Lot Area \_\_\_\_\_

Lot % \_\_\_\_\_

Density Used: \_\_\_\_\_

Scale: \_\_\_\_\_

North Arrow

LAND USE  
APPROVAL BY:

DATE:

TOTAL SHIELDED LUMENS:



**The Town of Chino Valley**  
**Public Works – Engineering Department**  
**DRIVEWAY PERMIT**

APPLICATION FOR PERMIT TO USE TOWN OF CHINO VALLEY ROADS  
OR DEDICATED STREETS

The undersigned herewith applies for a permit to enter upon and use a portion of the right-of-way of Town of Chino Valley roads or dedicated streets for the purpose of **INSTALLING A DRIVEWAY**.

**Permit Fee: \$30.00**

The Following inspections are required:

- 1. Pre-inspection to determine the size of the culvert and any ditch grading.**
- 2. Final inspection. Call 24 hours in advance at (928) 636-7140.**

**PLEASE PRINT ALL INFORMATION - APPLICATION NEEDS TO BE FILLED OUT COMPLETELY**

<b>OWNER</b>			
First Name: _____	Last Name: _____		
Mailing Address: _____	City: _____	State: _____	Zip: _____
Phone Number: _____	Anticipated Completion Date: _____		
Address of Installation: _____			
Parcel Number: _____	Lot Number: _____	Subdivision: _____	
Type of Installation: (Check One)	<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replace <input type="checkbox"/> Widen
<b>CONTRACTOR</b>			
Company Name: _____	Contact: _____		
Mailing Address: _____	City: _____	State: _____	Zip: _____
Phone Number: _____	Anticipated Completion Date: _____		

By Signing Below, the Applicant Accepts Responsibility For:

- Notifying the one-call notification center 48 hours prior to digging at: **1-800-STAKE IT** (782- 5348)
- Allowing 10 to 15 days processing time.
- Installing the driveway in accordance with the applicable section of the Town of Chino Valley standards and specifications for road and bridge construction.
- A \$30.00 fee will be collected by the Building Department.
- Any grading or landscaping in the roadway easement shall be limited to shaping ditch and pipe installation.
- Note: Landscaping placed within the right-of-way is done so at the owner's risk. The town shall not be liable for any damage, removal, or replacement costs if work is required within any areas so landscaped.
- Calling at 24 hours in advance to schedule an inspection.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**PAYMENT INFORMATION**

Date Paid: _____	Amount Paid: _____	Check #: _____
Receipt No: _____	Clerk Initial: _____	Comments: _____

**Sketch Plan** - In the space below Please draw a site plan illustrating the following:

- An outline of property lines with dimensions
- Location and outline of proposed driveway , with dimensions
- All easements and right of way on the property
- All adjacent streets and the street names
- Any water course that crosses the property (drainage, channels, streams, washes)

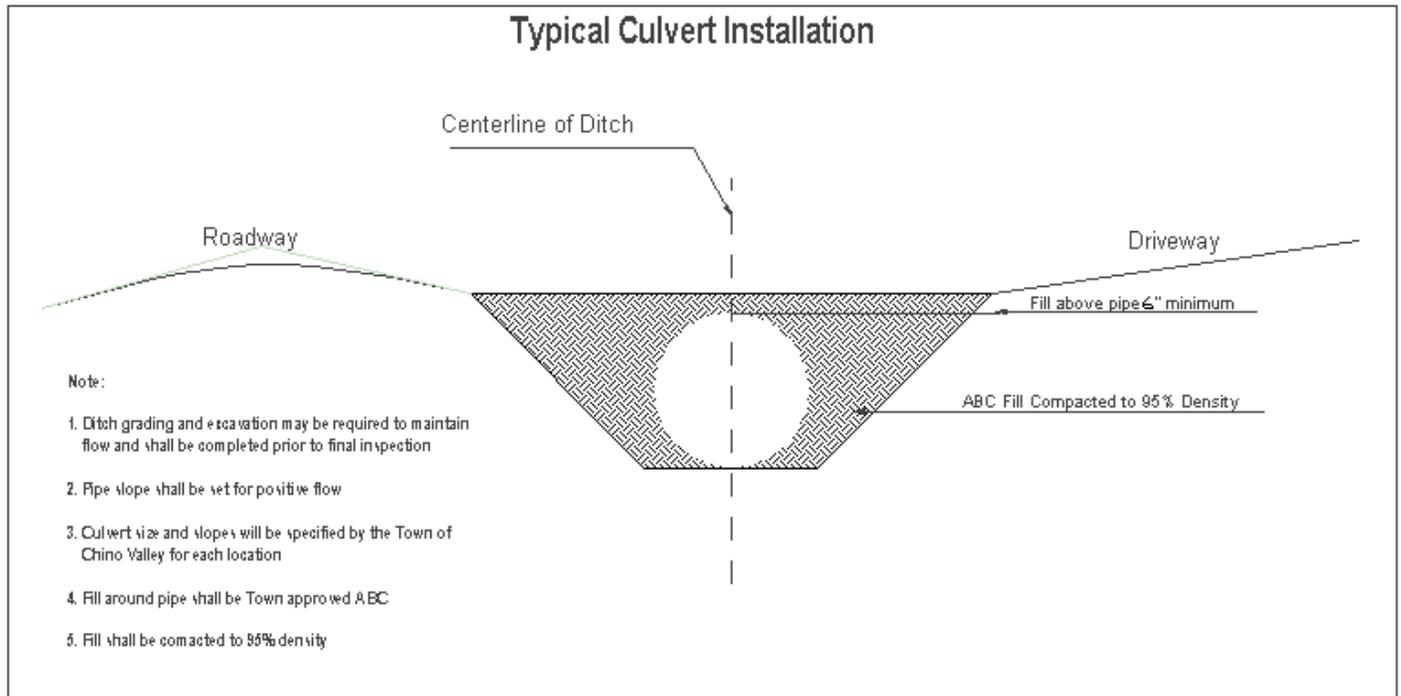
Please be as accurate as possible as any of the above information that is not shown in the sketch will result in a delay of obtaining a Driveway Permit.



**Please mark the edges of the proposed driveway on the ground with flags or an appropriate substitute. LOT NUMBER NEEDS TO BE MARKED CLEARLY ON PROPERTY.**

OFFICE USE	
<b>Pre-Inspection</b> Date: _____	<b>Final Inspection</b> Date: _____
Approved By: _____	Approved By: _____
<input type="checkbox"/> No Culvert Required <input type="checkbox"/> Culvert Required – Size _____	
Comments:     	

## Town of Chino Valley Typical Culvert Installation





# SINGLE FAMILY RESIDENCE SITE PLAN EXAMPLE

**Town of Chino Valley**  
Development Services  
1982 Voss Dr., Dept 203  
Chino Valley, AZ 86323  
928-636-4427

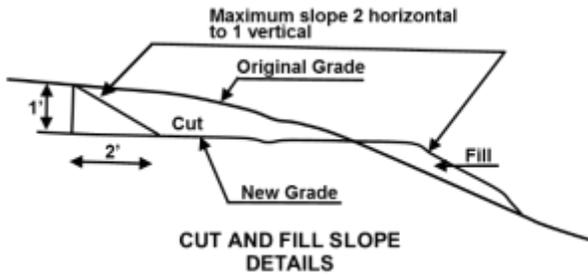
**INSTRUCTIONS FOR USE**

Provide a scale down drawing, not less than 1"=40' of the property

1. Contour lines of existing grades (use dashed lines for these.)
2. Contour line of proposed final grades (use solid lines for these.)
3. Show the location of all cuts and fills
4. Show the location of all structures on the property. Include dimensions and distances to property lines.
5. Show the location of wells and sewage disposal systems.
6. Show all physical features such as washes, stream beds, backs, etc.
7. Provide the location of all roadways, easements and utility lines.
8. Specify the elevation differences between the contour lines.
9. Water must enter and exit the property in the same manner as before the proposed grading.

Prepared by: \_\_\_\_\_

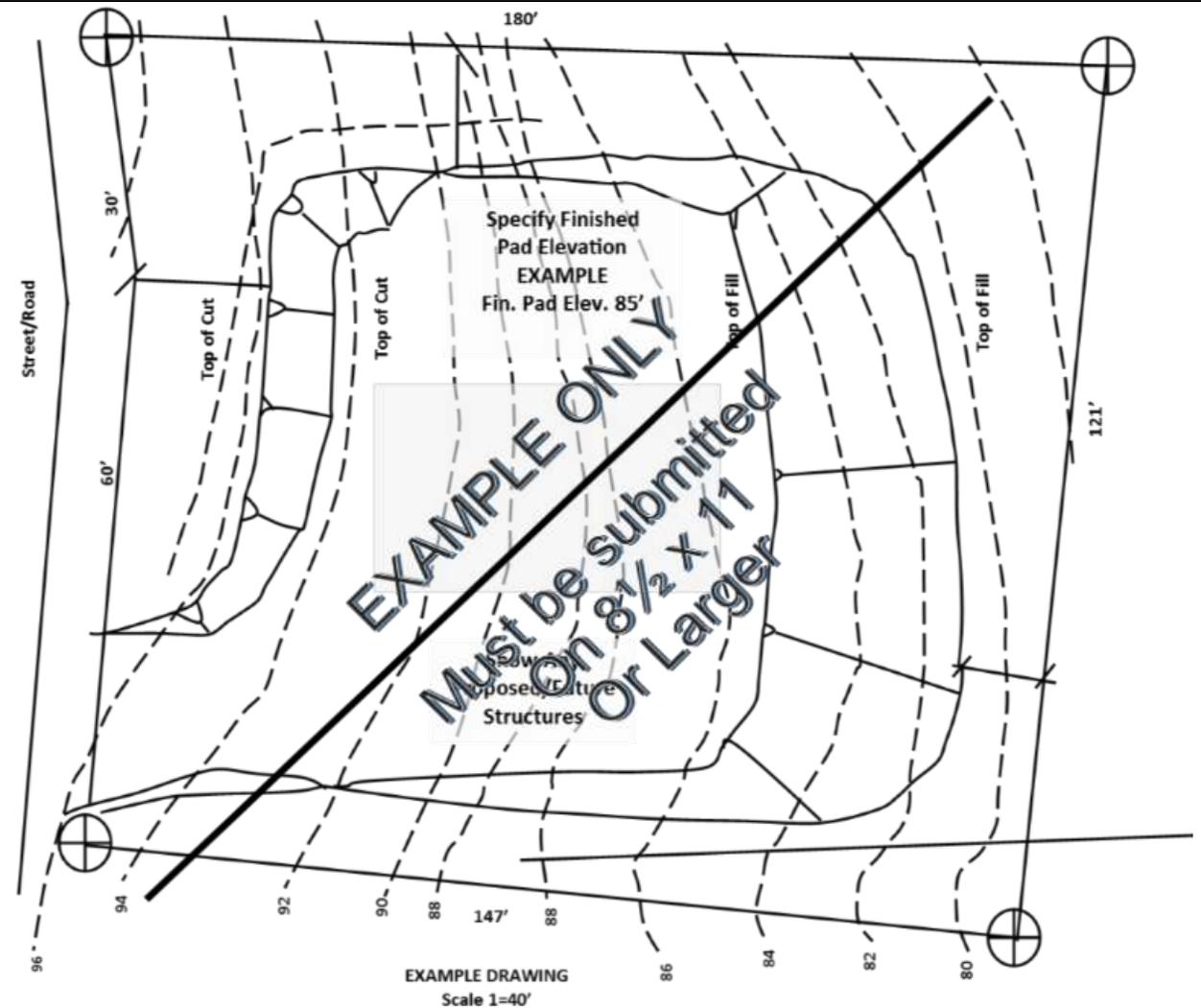
Date: \_\_\_\_\_



2016Nov

APN: \_\_\_\_\_

Date: \_\_\_\_\_





Town of Chino Valley  
 Application for **Residential** Utility Services  
 Public Works Department  
 1982 Voss Drive  
 Chino Valley, Arizona 86323  
 (928) 636-6084 / [utilitybilling@chinoaz.net](mailto:utilitybilling@chinoaz.net)

Service Address:
Requested Turn on Date:
Service Requested: Water <input type="checkbox"/> Sewer <input type="checkbox"/>
New Construction Only: Meter Size $\frac{3}{4}$ " <input type="checkbox"/> 1" <input type="checkbox"/>

APPLICANTS INFORMATION			
Owner/Landlord <input type="checkbox"/>	Tenant <input type="checkbox"/>	Agent <input type="checkbox"/>	
Name:	2 <sup>nd</sup> Applicant:		
Address:	City:	State:	Zip:
Home Phone #:	Email:		
Employers Name:	Work Phone #:		
Employers Address:	City:	State:	Zip:
Social Security #:	Alternative #:		
OWNER/LANDLORD INFORMATION ---- REQUIRED			
Name:			
Mailing Address:	City:	State:	Zip:
Phone #:	Email:		
AGENT INFORMATION ----- PROOF OF AGENCY REQUIRED			
Agents Name:	Agency:		
Address:	City:	State:	Zip:
Phone #:	Email:		
DEPOSIT INFORMATION – Refundable after 1 year, Ordinance No. 10-735			
Owner/Landlord Deposits: Sewer \$128.28 Water: \$75.00 Service Fee: \$25.00 <b><i>non-refundable</i></b>			
Tenant: Sewer/Water: \$250.00 Service Fee: \$25.00 <b><i>non-refundable</i></b>			

Amount Paid: \_\_\_\_\_ Type of Payment:  Cash  Credit Card  Check No. \_\_\_\_\_

***This is a contract, please read carefully.*** The undersigned referred to as Property Owner/Landlord, Agent or Tenant at the above service address, hereby agrees to pay all cost and fees due under this agreement. The Property Owner/Landlord, Agent or Tenant further agrees to be governed by the Town Code Ordinances Chapter 50, 51 & 52 pertaining to water and/or sewer services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_