



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

COMMERCIAL NEW STRUCTURE / T-I/ ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION REQUIREMENTS

To submit for a building permit for a new commercial structure or remodel please provide the following:

- Completed Building Permit Application. **Applications may be submitted online @ www.citizenserve.com Citizens Access Portal (CAP)**
- Copy of an approved and stamped septic system permit application from Yavapai County Environmental Services showing the placement of the new building(s) and/or addition(s). Yavapai County Environmental Services is located at 1120 Commerce Dr. Prescott, AZ, (928) 771-3214.
- Three (3) sets of detailed plans drawn to scale. Two (2) sets of engineered drainage/grading plans drawn to scale.
- Site Plan – showing all existing, proposed structures, setbacks, easements, lot dimensions, utility locations, well, septic tank, leach lines, off street parking, vehicular, pedestrian and service access, landscaping, elevation and cross section drawings illustrating any grading and fill activity, and adjacent streets.
- Drainage and Grading Plan – Elevation contours, septic/sewer, drainage, detention, cut & fill, curb-cuts.
- Architectural Plans- Including elevations, sections, floor plans, occupancy, building type, exiting, and fire resistive construction.
- Structural Plans – Including foundation plan, floor framing plan, roof framing plan, wall sections, details, and two (2) sets of engineered truss specifications and layout if applicable. Metal buildings are required to be sealed by an Engineer approved by the Arizona State Board of Technical Registration.
- Electrical, Plumbing, Mechanical, Parking, Outdoor Lighting with Photometric Analysis, Landscaping Plans.
- Water Resources Data i.e., location of private well or indicate served by the City of Prescott. Also include Water budget if applicable.
- Access approval from Arizona Department of Transportation (ADOT) for projects located on State Route 89.
- Completed Driveway Application – If ADOT approval is not required.

GENERAL INFORMATION

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

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.

All forms must be filled out completely. All contractors and sub-contractors must furnish Registrar of Contractors License Number and have a current Town of Chino Valley Business License.

- Drainage and grading plans are reviewed and approved by the Town Engineer.
 - Before any grading or construction on a parcel is started, a culvert, approved by the Public Works Department must be installed if applicable.
 - Plans require Chino Valley Fire District (CVFD) approval.
 - Please provide a copy of the Arizona Department of Revenue's Bond Exemption Certificate for all projects values in excess of \$50,000.00.
 - Building permit fees are due upon permit issuance.
 - Address numbers must be: 5 inches high and $\frac{3}{4}$ inch broad stroke minimum, contrasting colors, and readable from the street before inspection.
 - Inspection requests can be scheduled by calling (928) 636-4427. One working day notice is required for all inspections. Permit and approved plans must be on the premises.
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