



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

## 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.** 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.
- 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
- Electrical, Plumbing, and Mechanical plan if applicable
- Complete Exempt 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 2018 IBC, 2018 IRC, 2018 IFGC, 2018 IMC, 2018 IPC, and 2017 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.

**Inspections** - Requests can be scheduled by texting or calling the Citizenserve Interactive Voice Response (IVR) Inspection Request Line at (855) 855-8919. Requests made before midnight will be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.



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 1982 Voss Dr.  
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**BUILDING PERMIT APPLICATION**

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

|                    |                    |                          |                |              |               |            |
|--------------------|--------------------|--------------------------|----------------|--------------|---------------|------------|
| RESIDENTIAL PERMIT | ____ New Structure | ____ Drive Way           | ____ Accessory | ____ Remodel | ____ Addition | ____ Solar |
| 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: \_\_\_\_\_



### DRIVEWAY PERMIT

#### 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**.

This form is available to complete and submit at [WW.CITIZENSERVE.COM](http://WW.CITIZENSERVE.COM) Citizen Access Portal (CAP)

- A Pre-inspection is required to determine the size of the culvert required (if Any) and if any ditch grading is necessary.
- A final inspection of the driveway is required before the structure may receive final approval and a Certificate of Occupancy granted.

Inspection requests can be scheduled by texting or calling the Interactive Voice Response (IVR) Inspection Request Line at (855) 855-8919. Requests made before midnight will be scheduled for the next work day.

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

| OWNER                             |  |
|-----------------------------------|--|
| First Name: _____                 | Last Name: _____   |
| Mailing Address: _____            | City: _____ State: _____ Zip: _____  |
| Phone Number: _____               | Email: _____   |
| Address of Installation: _____    |  |
| Parcel Number: _____              | Lot Number: _____ Subdivision: _____   |
| Type of Installation: (Check One) | <input type="checkbox"/> New <input type="checkbox"/> Relocate <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Widen |
| CONTRACTOR                        |  |
| Company Name: _____               | Contact: _____   |
| Mailing Address: _____            | City: _____ State: _____ Zip: _____  |
| Phone #: _____                    | Cell: _____ Email: _____   |

**By Signing Below, the Applicant Accepts Responsibility For:**

- Calling 1-800-STAKE IT (782- 5348) prior to digging
- Allowing 15 workdays 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.
- **Permit Fee: \$30.00** may be paid online or in person at the Customer Service counter when applying for the permit.
- 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.

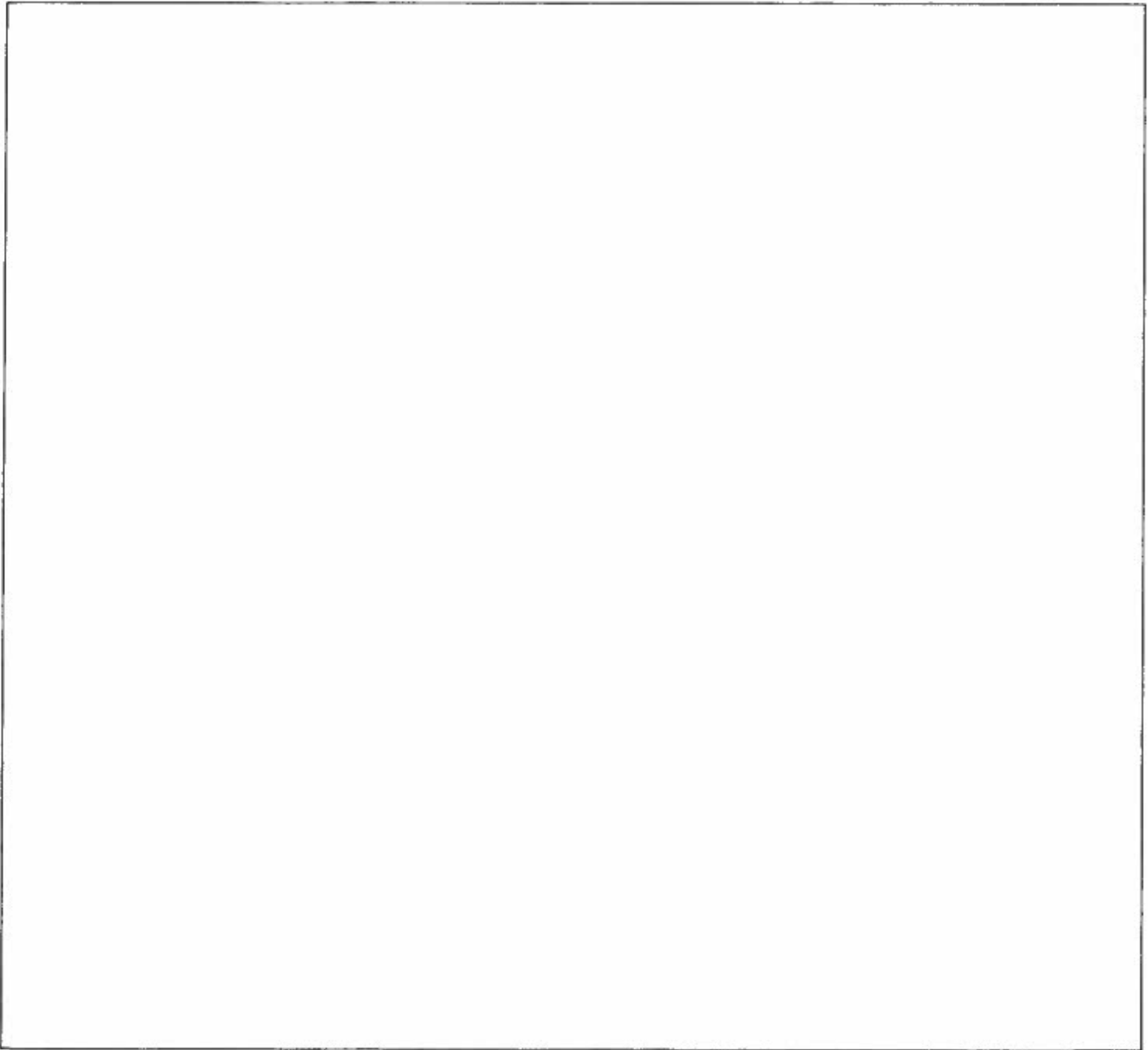
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

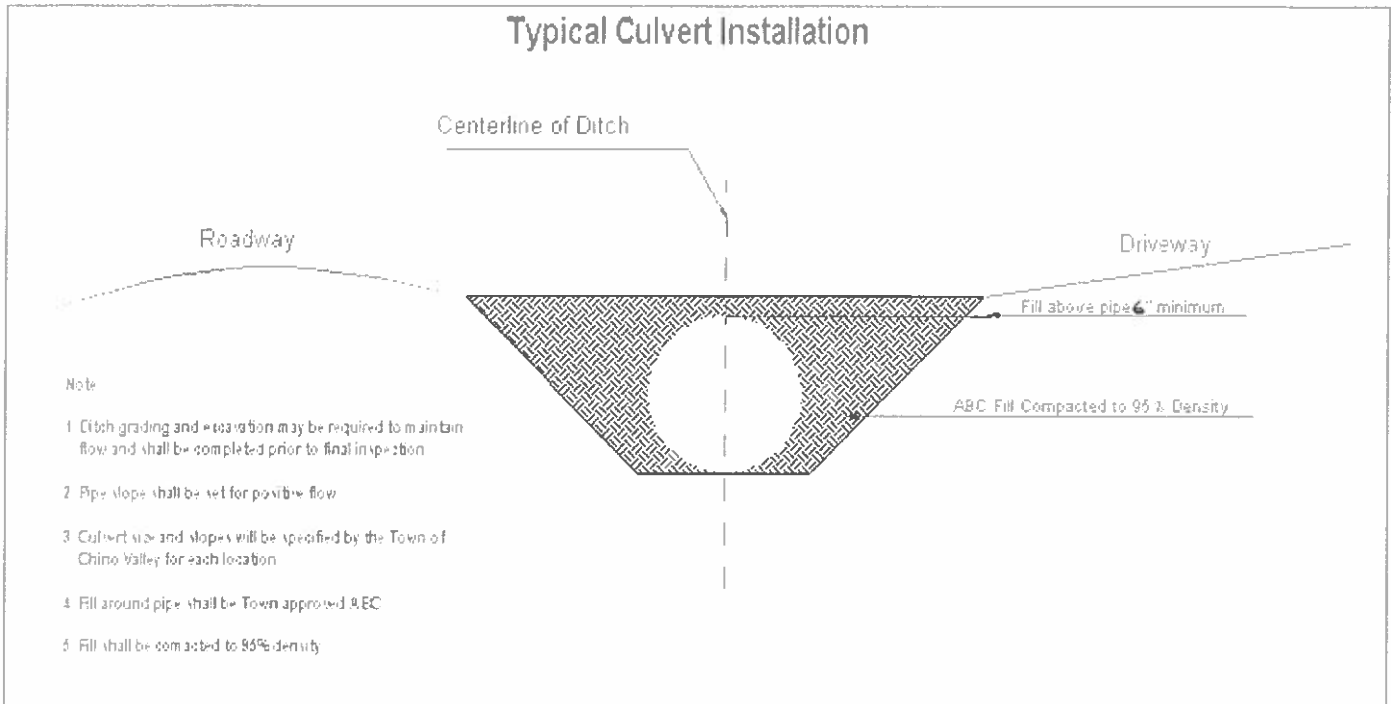
- An outline of property lines with dimensions
- Location and outline of proposed driveway , with dimensions
- All easements and right of way on the property
- All adjacent streets and the street names
- Any water course that crosses the property (drainage, channels, streams, washes)

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.

Town of Chino Valley  
Typical Culvert Installation



# 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

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

### 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' .

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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: \_\_\_\_\_



Town of Chino Valley  
 Application for ***Residential*** Utility Services  
 Finance Department  
 202 N. State Route 89  
 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 <i>Only</i> : 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    |   |                                 |   |
| Owner/Landlord Deposits:                         | Sewer \$125.00  | 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. The PropertyOwner/Landlord, Agent and Tenant will be notified if service is disconnected for non-payment.

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





Development Services Department  
1982 N. Voss Drive #203  
Chino Valley, AZ 86323

928-636-4427  
FAX 928-636-6937  
www.chinoaz.net

## Contractor Notification: Water Service

To All Contractors that are requesting water service,

The Town of Chino Valley Utility Department would like to request that all water service lines are installed in accordance with the following:

When a contractor is installing a meter set and meter box, they shall install a customer shut off valve downstream of the meter as depicted in the diagram below. This will provide the contractor/customer a point to control the water flow to the property.

Once the meter set, meter box and customer shut off valve has been properly installed, an inspection must be requested by the contractor for a water meter release. A Building Inspector will inspect and release the meter provided it is plumbed as set forth in the diagram below. Once released, the Utility Department will install a meter

The curb stop will be left on supplying water to the property. the water flow must be controlled by the customer shut off valve, **NOT THE CURB STOP**. The meter box should not be accessed by contractors or subs. Please keep the lids on the meter boxes and use only the customer shut off valve to control the water.

