



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 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: _____