



BUILDING REQUIREMENTS AND DESIGN CRITERIA

This document is not meant to modify any Federal or State laws or Town Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Official will prevail.

Building Codes

All Federal, State and local requirements are applicable to projects constructed within the Town's jurisdiction whether specifically listed herein or not. The Town of Chino Valley, Arizona, has adopted the following codes and/or standards regulating building construction for all plan review submitted on or after July 1, 2019 and for all work (of any plan review or permit issuance date) starting on or after July 1, 2019:

- 2018 International Residential Code
- 2018 International Building Code
- 2018 International Existing Building Code
- 2017 National Electrical Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2012 International Energy Conservation Code

Design Criteria for the Town of Chino Valley

- Roof Snow Load 30lb (Non-reducable)
- Wind Speed 115mph (3 second gusts) Exposure C
- Seismic Design Category C
- Frost Line Depth 18 inches

Building Permit Application

Before a building permit will be issued, all plans and documents related to the building permit application must be approved by the Building Department and all applicable fees paid to the Town of Chino Valley. Permit must be posted on site, and one copy of all approved plans and inspection reports must remain on site, during the entire duration of every project until the certificate of occupancy is issued.

Contractors

All Contractors performing work within the Town of Chino Valley's jurisdiction must be properly registered with the Town and provide proof of commercial general liability insurance for claims of property damage or bodily injury. **Construction or building without a permit, or without prior approved registration with the Town, is subject to a fine and doubling of permit fee.**

Plan Review

The Town will first verify submittal documents are complete and contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from Town zoning and adopted Code requirements.

Inspections

Before any inspections are requested, a sanitary facility (port-a-john), trash container, posted address numbers, approved plans and applicable silt fences must be properly placed on the work site. **Inspections can be scheduled by calling the IVR (Interactive Voice Response) at (855) 855-8919 or login at www.citizenserve.com.** **Inspection request received before midnight will be scheduled for the next day.** The final building inspection and all other required inspections for certificate of occupancy must be approved and the certificate of occupancy issued before occupying the building.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers meeting code requirements must be displayed before final inspection. A portable sanitary restroom for your workers **MUST** be on your property until the final inspections are approved. Construction dumpsters or other appropriate means to contain debris must be on site throughout construction. For commercial projects a silt fence is required. Construction area shall be maintained safe and sanitary until job completion. **NO** construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time. Erosion control (silt fencing) must be in place prior to the first inspection.

Citizen Access Portal

Easy access to the Town of Chino Valley's Citizen Access Portal (CAP) is found at the official Town website (www.chinoaz.net) by clicking on one of the many links provided under Development Services. Most required documents, forms and information related to construction and code enforcement are available at the CAP. Simply create an account, enter all required information and select your own username and password to allow you to submit applications, request inspections, view job status and inspection results as well as other helpful tools. All applications must be submitted on the most current forms, or through the CAP. Use this site as your first resource for information. If you don't find what you need, please call (928) 636-4427 for the Building Division of Development Services.