



## COMMERCIAL NEW STRUCTURE/ T-I/ ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION CHECKLIST

*To submit for a building permit for the above mentioned structures, please provide the following:*

- Completed Building Permit Application. **Applications may be submitted online @ [www.citizenserve.com](http://www.citizenserve.com) Citizens Access Portal (CAP). Note: State Bond Exemptions are required for job values over \$50,000.**
- 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 additions(s). Yavapai County Environmental Services is located at 1120 Commerce Dr. Prescott, AZ 86305 – (928) 771-3214
- Three (3) sets of 24x36” architectural, structural and mechanical plans drawn to scale  
Two (2) sets of 24x36” grading, drainage and landscape plans drawn to scale (1”=30’-0” min. scale).
  - Site Plan** - Including: all existing and proposed structures, parking calculations, parking layout (on and off site), adjacent streets, setbacks, easements, lot dimensions, utility locations, well, septic tank, leach lines, site access (vehicular, pedestrian and service), and existing and proposed landscape areas.
  - Grading & Drainage Plans** - Including: existing and proposed contours, septic/sewer, site drainage, detention ponds and new curb cuts. Include elevations and cross section drawings illustrating any grading and fill activity.
  - Architectural Plans** - Including: building type, occupancy, exits, floor plans, building sections, elevations and details and fire resistive construction methods.
  - Structural Plans** - Including: foundation plan, floor framing plan, roof framing plan, wall sections, details and (2) sets of engineered truss specifications and layout, if applicable. Metal buildings are required to be sealed by an Arizona State Board of Technical Registration licensed structural engineer.
  - Electrical, Plumbing & Mechanical Plans** – Including: Fixture types, sizes and locations; Outdoor lighting with Photometric Analysis; Pertaining details, specifications and calculations.
  - Landscape Plans** – Including: existing/proposed structures & parking; adjacent streets, setbacks and easements; utilities (underground utilities and overhead power lines); Planting/irrigation material locations, sizes and quantities.
- Water Resource Data** - Such as, location of private well; or indicate if served by the City of Prescott. 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 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.