



Town of Chino Valley
Development Services Department
1982 Voss Drive
Chino Valley, AZ 86323
(928) 636-4427
dpadmin@chinoaz.net

RESIDENTIAL ACCESSORY STRUCTURE, REMODEL & ADDITION BUILDING PERMIT CHECKLIST

To submit for a building permit for a residential accessory structure please provide the following:

- Completed Building Permit Application. Applications may be submitted online through the portal shown on the “Permits” page of the town webpage www.chinoaz.net
- 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, lot dimensions, utility locations, well, septic tank, and leach lines.
- Septic Permit plot plan required if on a septic system. Please contact Yavapai County Department of Environmental Services at (928) 771-3214 for a copy with their approval stamp.
- Detailed Plans** – To include elevations, sections, and floor plans.
- Structural Plans** – Drawn on a minimum of **11 x 17**. Include foundation plan, floor framing, roof framing, wall sections, details, and **two (2) sets** of engineered truss specifications and layout if applicable. Separate sheet for braced wall lines with calculation sheet. **Metal buildings &/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
- Electrical, Plumbing, and Mechanical plan** if applicable, including manual S, J and D.
- Completed Exemption from licensing form if the work is being performed by an owner/builder.
- Non-Refundable plan review fee based upon an estimated plan review 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 using the portal located on the “Permits” page of the town website www.chinoaz.net. Requests made before midnight can be scheduled for the next business day or the day selected. A valid permit and approved construction plans must be on site for an inspection to be performed.

- NOTE: State Bond Exemptions are required for job values over \$50,000.