



RESIDENTIAL ACCESSORY STRUCTURE, REMODEL & ADDITION BUILDING PERMIT CHECKLIST

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

- Completed Building Permit Application. Applications may be submitted online @ 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, lot dimensions, utility locations, well, septic tank, and leach lines.
- Septic Permit plot plan required if on a septic system. Please contact Yavapai Country 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 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.

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



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

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: _____

Yavapai County Development Services

Prescott Office
1120 Commerce Drive, Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432



Cottonwood Office
10 S. 6th 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

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

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' .

Document #

Sec

Town

Range

A P N

Zoning: _____

Stories: _____

Height: _____

Slope: _____%

FY: _____

RY: _____

EY: _____

IY: _____

LC: _____

Lot Area _____

Lot % _____

Density Used: _____

Scale: _____

North Arrow

Must be drawn to scale per checklist on back of this form.

LAND USE APPROVAL BY:

DATE:

TOTAL SHIELDED LUMENS: