



Town of Chino Valley
Development Services Department
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RESIDENTIAL SINGLE FAMILY BUILDING PERMIT APPLICATION REQUIREMENTS

To submit for a building permit for a residential single-family residence please provide the following:

- Completed Building Permit Application. NOTE: **Contractor State Bond Exemptions are required for job values over \$50,000.** Completed plans and documents must be submitted before the application will be accepted. Applications may be submitted online through the portal on the “Permits” page on the town website www.chinoaz.net.
- Two (2) sets of detailed plans drawn to scale, including elevations, sections, and floor plans.
- 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.
- Proof of Submittal for Septic Permit from Yavapai County. No permit shall be issued without an Approved Work Authorization for Septic from Yavapai County or, if town services available, a Residential Utilities Request form.
- 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**
- Electrical, Plumbing, and Mechanical plan** if applicable
- Complete **“Exempt from Licensing”** form if an owner/builder is performing the work.
- 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 online through the portal on the “Permits” page on the town website www.chinoaz.net. Requests made before midnight can be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.