



Development Services Department

7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
permitting@prescottvalley-az.gov
Phone 928-759-3050

COMMERCIAL T.I. APPLICATION CHECKLIST

1. Sign in or create an account with GoPost and upload the following:

- ☐ Permit Packet | Town Forms **(1 File)**
 - Commercial T.I. Application Page
 - Proof of Valid Contractor's License
- ☐ Plans (Architect or Engineer stamped if over 3000 sf or over 20 Occ. load) **(1 File)**
 - Site Plan - Plumbing - Parking
 - Landscape Plan - Electrical - Lighting
 - Civils - Mechanical - Floor Plan
- ☐ Structural Calculations and Layout Sheet (if applicable) **(1 File)**
- ☐ Agent Letter/Letter of Authorization with signature (if tenant) **(1 File)**

2. Contact the Permitting Office (928) 759-5535 to pay the application deposit amount of \$107.00.

COMMERCIAL T.I. APPLICATION

**Construction Address :**

Assessors Parcel # : _____ Unit : _____ Lot : _____

Name of Owner :

Phone : _____

Address : _____ E-mail : _____

Contractor :

Phone : _____

Address : _____ E-mail : _____

Contractor's License # : _____ Business License # : _____

Building Area Square Footage Breakdown :

Total Square Footage : _____ New : _____ Remodel : _____ Valuation : _____

Office : _____ Storage : _____ Warehouse : _____

Manufacturing : _____ Retail : _____ Shell Only : _____

Other : _____

Unit Designation (A,B,C,1,2,3) : _____ Number of Units : _____ Number of Buildings : _____

Setbacks of Building : Front : _____ Rear : _____ Side (L) : _____ Side (R) : _____

Description of Work :

Name of Applicant/Agent:

Phone: _____

Address of Applicant: _____ E-mail: _____

Applicant/Agent : ☐ Owner ☐ Architect ☐ Contractor ☐ Other _____

Main Point of Contact : (Will receive all communications) _____

Phone: _____ Email: _____

Issuance of this permit shall not be construed as an adoption of the construction documents as the minimum standard of construction, and that the construction authorized by this permit shall be in strict compliance with all Codes, Statutes, Regulations and Ordinances applicable thereto as the minimum of construction, and that the Town of Prescott Valley reserves the right to enforce same notwithstanding the issuance of this permit. Please be advised that information supplied on this application is public record and may be released upon request.

Print Name of Applicant/Agent

Signature

Date

PROOF OF VALID CONTRACTOR'S LICENSE



SECTION I

The undersigned does hereby swear and affirm that the applicant for a building permit identified in the attached application **(check one)**.

☐ **General Contractor**

Is currently licensed as a contractor under the provisions of Chapter 11 of Title 32, Arizona Revised Statutes (A.R.S. §32-1168-1169), as identified in Section II and will perform work with such subcontractors as are also all identified in Section II.

☐ **Owner/Builder**

Owns the property which is not intended for sale or rent and **(check one or both)**

☐ Will perform the work themselves; or jointly with employees who are paid on a time worked basis, not by the job

☐ Will perform the work with duly licensed contractors, all of whom are identified in Section II

☐ **Developer**

Owns property for sale or rent upon which a residential structure or addition is to be constructed by the duly licensed contractor or contractors, all of whom are identified in Section II.

SECTION II

CONTRACTOR/SUBCONTRACTOR NAME

CONTRACTOR LICENSE #

PHONE #

GENERAL CONTRACTOR

ELECTRICAL

PLUMBING

MECHANICAL

FRAMING

GRADING/EXCAVATION

CEMENT/CONCRETE

ROOFING

INSULATION

LATHING

STUCCO

GLASS/STORE FRONT

PAINTING

MASONRY/BLOCK

DRYWALL

LANDSCAPING

MANUFACTURED HOME (AZDH #)

This certification is required under state law to be completed and signed by all applicants for a building permit. Under state law, the filing of an application containing false or incorrect information with the intent to avoid the state licensing requirements constitutes unsworn falsification, a class 6 felony.

Construction Address: _____

Print Name of Applicant/Agent

Signature

Date