Development Services
7501 E. Skoog Blvd.
Prescott Valley, Arizona 86314
Phone (928)759-5535
Fax (928)772-7829
email: permitting@prescottvalley-az.gov

Commercial Tenant Improvement Application Checklist

Construction Address: _____

- ☐ Permit Application
- ☐ Deposit - $107.00
- ☐ 18" x 24" Plans (minimum) – Drawn to ¼" Scale **(3 sets)** Architect/**Engineered Stamped - (Sets to Include: Site plan, landscaping, electrical, mechanical, plumbing and parking plans)**
- ☐ 8 ½ x 11 Site Plan Town Form
- ☐ 8 ½ X 11 Floor Plan (1-copy)
- ☐ Contractor's License List/Statement
- ☐ All forms completed /signed – original signatures/dated by applicant
- ☐ Preliminary Review for completeness of plan at counter by Plan Review Division

COMMERCIAL TENANT IMPROVEMENT CONSTRUCTION PERMIT

Development Services
7501 E. Skoog Blvd.
Prescott Valley, Arizona 86314
Phone (928)759-5535
Fax (928)772-7829
email: permitting@prescottvalley-az.gov

CONSTRUCTION ADDRESS: _____ **PERMIT#:**_____

PARCEL #:_____-_____-_____ **UNIT#:**_____ **LOT#:** _____

TENANT/ BUSINESS NAME: _____

OWNER'S NAME: _____

ADDRESS: _____**PHONE #** _____

EMAIL ADDRESS: _____

Please be advised that information supplied on this application is public record and may be released upon request.

CONTRACTOR:

BUSINESS NAME: _____BUS. LIC. #:_____

CONTRACTOR'S LIC. #: _____PHONE:_____

FAX #:_____EMAIL: _____

ADDRESS: _____

BUILDING AREA SQUARE FOOTAGE BREAKDOWN:

Office: _____ Storage:_____

Warehouse: _____ Manufacturing: _____

Retail: _____ Shell Only: _____

Other: _____ ***Unit Designation (A, B, C-1, 2, 3):***_____

NEW_____ REMODEL_____#UNITS _____ #BLDGS_____

Total Square Footage: _____ **Valuation: $**_____

SETBACKS: FRONT_____ REAR_____

SIDE_____(L) SIDE_____(R)

DESCRIPTION OF WORK: _____

_____

_____

NAME (PRINTED):_____

SIGNATURE: _____ **DATE:** _____

TOWN OF PRESCOTT VALLEY SITE PLAN

PLEASE INDICATE NORTH

PERMIT #: _____

APPLICANT: _____

ADDRESS: _____

CERTIFICATION

I/We certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.

_____

Signature of owner or authorized representative **Date**

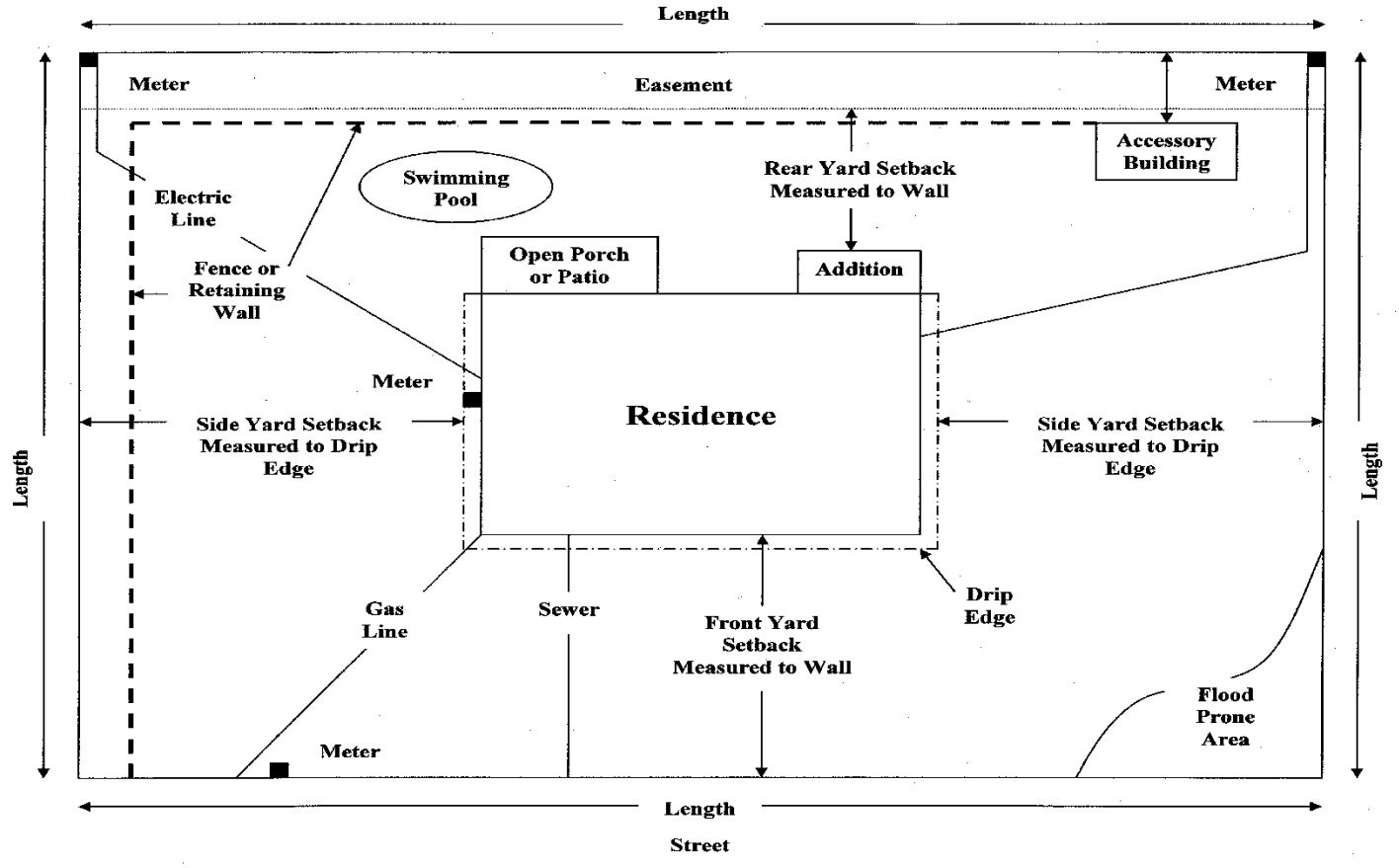
ALL SIDE YARD SETBACKS MEASURED TO ROOF DRIP LINE

(Show roof drip line with dashed line and indicate side yard setback to roof drip line)

SUGGESTED SCALE: 1 INCH EQUALS 20 FEET

4 squares = 1 inch

TOWN OF PRESCOTT VALLEY – SITE PLAN EXAMPLE	
What is the purpose of site plan/plot plan requirements? Site Plan/Plot Plan requirements enable the Planning and Zoning Department to provide detailed review where new developments will occur to minimize land use conflicts, prevent incompatible uses and ensure that the standards and purposes of the Zoning District are met.	**When is a site plan/plot plan required?** A site plan/plot plan is necessary for any building, structure or use to be constructed in any Zoning District in the Town. No building permit will be issued until the proposed site plan/plot plan has been approved by the Planning and Zoning Department.
What information is contained on a site plan/plot plan? Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information: **1.** Northerly direction. **2.** Lot or parcel dimensions. **3.** All buildings and structures existing and proposed, including dimensions. **4.** All building setbacks and space between buildings. **5.** Indicate roof drip line with dashed line. **6.** Location and name of adjacent streets. **7.** Location of sewer line, incoming water yard line and meter, electric yard line and meter and gas yard line and meter. **8.** Location of water courses or floodplain, if applicable. **9.** Location and dimension of easements.	**What information is contained on a multi-family, commercial, industrial, or public development site plan/plot plan?** The following information is required for the applications listed above: **1.** Landscaping as required by Zoning Ordinance. **2.** Off-street parking, site access and circulation areas as required by Zoning Ordinance. **3.** Pedestrian and service access and areas. **4.** Location of exterior lighting. **5.** Location of all signage. **6.** Location of outside storage and activities. **7.** Location of fire hydrants, if applicable. **8.** Any other information that may assist Staff in determining the effect of the development on surrounding property.



SITE PLAN REQUIREMENTS

Prescott Valley Town Code **Article 13-03-050.C.** refers to site plans:

13-03-050.C. Site Plan.

C. Contents: The owner or owners of property proposed for development shall submit to the Town of Prescott Valley a Plot Plan indicating precisely what is planned for the property, and may include the following information as determined necessary by the officer charged with administering this Chapter:

1. Lot dimensions;

2. All buildings and structures existing and proposed (including dimensions); Indicate roof over-hang on the site plan with a dashed line;

3. Yards and spaces between buildings from overhang and from wall; Setbacks;

4. Landscaping, screening and outdoor lighting as required by Article 13-26 of the Zoning Chapter;

5. Off-street parking as required by Article 13-24;

6. Vehicular, pedestrian and service access;

7. Signs and lighting, including location;

8. Outdoor storage and activities;

9. Location and name of adjacent rights-of-way;

10. Easement locations and size;

11. Other data as may assist in determining the effect of the development on surrounding property.

Development Services
7501 E. Skoog Blvd.
Prescott Valley, Arizona 86314
Phone (928)759-5535
Fax (928)772-7829
email: permitting@prescottvalley-az.gov

PROOF OF VALID CONTRACTOR'S LICENSE
A.R.S. SECTION §32-1168-1169

Construction Address: _____ Permit #: _____

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, 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 themselves; or jointly with employees who are paid on a time worked basis, not by the job and/or

☐ 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			

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.

_____

Signature **Address**

Printed Name **Date**

Revised 04/04/2022