



## Development Services Department

7501 E. Skoog Blvd.  
Prescott Valley, AZ 86314  
[permitting@prescottvalley-az.gov](mailto:permitting@prescottvalley-az.gov)  
Phone 928-759-3050

# MISCELLANEOUS ELECTRICAL APPLICATION PROCESS

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

- Permit Packet | Town Forms **(1 File)**
  - Miscellaneous Electrical Application
  - Proof of Valid Contractors License
  - Electric Service Entrance Verification Sheet (if applicable)

If adding, removing, or altering electric

- Site Plan with 1-Line Diagram **(1 File)**

If Electrical Services greater than 400 amps

- Site Plan with 1-Line Diagram **(1 File)**
- Engineering approval/calculations **(1 File)**

If adding or changing a Generator

- Site Plan **(1 File)**
  - 3-Line Diagram
  - Location of generator and distances from existing structures
  - Fuel storage type, size, location, distances from existing structures
  - Pipe sizing for LPG or natural gas line
- Manufacturer's Specifications and install instructions for generator and all system components **(1 File)**

## 2. Wait for our Permitting team to contact you to let you know your permit has been approved and is ready for payment.

## MISCELLANEOUS ELECTRICAL APPLICATION



**Construction Address :** \_\_\_\_\_

Assessors Parcel # : \_\_\_\_\_ Unit : \_\_\_\_\_ Lot : \_\_\_\_\_

**Name of Owner :** \_\_\_\_\_ **Phone :** \_\_\_\_\_

Address : \_\_\_\_\_ E-mail : \_\_\_\_\_

**Contractor :** \_\_\_\_\_ **Phone :** \_\_\_\_\_

Address : \_\_\_\_\_ E-mail : \_\_\_\_\_

Contractor's License # : \_\_\_\_\_ Business License # : \_\_\_\_\_

**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: \_\_\_\_\_

**Description of Work :**

Valuation of labor and materials : \_\_\_\_\_ Square Footage : \_\_\_\_\_

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 #
<b>GENERAL CONTRACTOR</b>		
<b>ELECTRICAL</b>		
<b>PLUMBING</b>		
<b>MECHANICAL</b>		
<b>FRAMING</b>		
<b>GRADING/EXCAVATION</b>		
<b>CEMENT/CONCRETE</b>		
<b>ROOFING</b>		
<b>INSULATION</b>		
<b>LATHING</b>		
<b>STUCCO</b>		
<b>GLASS/STORE FRONT</b>		
<b>PAINTING</b>		
<b>MASONRY/BLOCK</b>		
<b>DRYWALL</b>		
<b>LANDSCAPING</b>		
<b>MANUFACTURED HOME (AZDH #)</b>		

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

# APPLICATION AND INSPECTION VERIFICATION CHECK SHEET FOR "ELECTRIC SERVICE ENTRANCE" MINIMUM PERMIT REQUIREMENTS



## 2017 NATIONAL ELECTRIC CODE

**1. Service Entrance:**  New  Replacement  Resize

**2. Location:**

Building Mount  Overhead  Underground  Pole Mount  Pedestal  Other \_\_\_\_\_

Residential |  Single Family  Duplex \_\_\_\_\_ (Units)  Triplex \_\_\_\_\_ (Units)  Apartments \_\_\_\_\_ (Units)  
 Manufactured/Mobile  Other \_\_\_\_\_

Commercial | Current Occ. of Unit: \_\_\_\_\_

Other | Description: \_\_\_\_\_

**3. Service Entrance Unit:**

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Max Amps: \_\_\_\_\_

Separate Meter Socket Box  All-In-One Panel Box  Subpanel \_\_\_\_\_ (Number)

**4. Grounding:**  UFER  Rod  Plate

**5. Electrical Phase:**  Single  3 (Three)

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- Electrical Service Entrance and related equipment shall be installed per current code requirements along with manufacturer's specifications and installation instructions. **Manufacturer's documents shall be on site for review by the inspector.**
- Installation of new and/or resized service panel(s) requires submittal of a one line service entrance diagram and panel schedule for each service entrance panel and/or subpanel affected.
- Verification of electrical service entrance location requires approval by Arizona Public Service (APS), prior to installation. A minimum working space of 36 inches wide by 78 inches tall 3 feet deep shall be provided in front of each panel(s). Meter(s) & breaker(s) shall be set no higher than 6 feet 7 inches above level finish grade/floor. Legible use labeling of all breakers required. Unused openings closed equivalent to original. Unused breakers blanked off with an approved product.
- These requirements shall apply to new install systems as well as modifications to existing systems.

**Please acknowledge your understanding and acceptance of these requirements above by signing and dating below:**

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Print Name of Applicant/Agent

Signature

Date