Development Services Department

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

NEW RESIDENTIAL APPLICATION CHECKLIST

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

- [ ] Permit Packet | Town Forms **(1 File)**
  - New Residential application page
  - Proof of Valid Contractor's License
  - Drainage and Grading Plan
  - Certification of Site Specific Soil Conditions
  - Temporary Utility Agreement
  - Water Meter application
  - Sewer Connection Plan
- [ ] Separate Right-of-Way Permit must be submitted
- [ ] Building Plans (Architect or Engineer stamped if over 3000 sf) **(1 File)**
  - Site Plan
  - Mechanical, Electrical, Plumbing
  - Landscape Plan
  - Drainage and Grading (with culvert detail)
  - Floor Plan
  - Foundation Plan
  - Framing Plan
  - Elevations
- [ ] Manual Js or other approved HVAC calculations **(1 File)**
- [ ] Truss specifications, calculations, and layout sheets **(1 File)**
- [ ] Manufactured floor system calculations and layout sheets **(1 File)**
- [ ] Survey **(1 File)**

If over 5000 square feet and/or fire sprinklers are required

- [ ] Fire Sprinkler Plan **(1 File)**

If within FEMA Flood Zone

- [ ] An Approved Conditional Letter of Map Revision (CLOMR) and/or written statement from Town Floodplain Administrator **(1 File)**

2. Wait for our team to reach out with either corrections or to let you know your permit has been approved and is ready for payment.

NEW RESIDENTIAL APPLICATION

PRESCOTT VALLEY

Construction Address : _____

Assessors Parcel # : _____ Unit : _____ Lot : _____

Name of Owner : _____ Phone : _____

Address : _____ E-mail : _____

Contractor : _____ Phone : _____

Address : _____ E-mail : _____

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

New Project Square Footage Breakdown :

Livable : _____ Garage : _____ Covered Deck : _____

Patio (Cover) : _____ Finished Basement : _____ Uncovered Deck : _____

Porch : _____ Unfinished Basement : _____ **Total Square Ft :** _____

Valuation : _____

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

PRESCOTT VALLEY

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**

DRAINAGE AND GRADING PLAN

PRESCOTT VALLEY

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

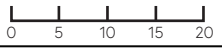
ADDRESS: _____

CONTACT: _____

☐ Check this box if you have provided a site plan on a separate document. **(Signature still required)**

Please indicate North

Suggested Scale: 1 inch equals 20 feet



CERTIFICATION

I certify that I have read and understand the Town's design details, standard criteria and special concerns and I will comply with all IBC and IRC codes as adopted by the Town and all Town Drainage and Grading (D&G) standards applicable at the time of permit issuance. I certify that all construction will conform to the approved D&G Plan and that no changes will be made without first obtaining approval of the Town of Prescott Valley. Prior to final approval for D&G, an engineer or approved licensed contractor shall certify compliance with this plan.

Signature **Date**

Printed Name

Company Name

Contractor's License No. _____

- ☐ **B General Residential**
- ☐ **B-4 General Residential Engineering**
- ☐ **C-2 Excavating, Grading & Oil Surfacing**
- ☐ **KA Dual Engineering**
- ☐ **KB-1 Dual Building**
- ☐ **KB-2 Dual Residence & Small Commercial**
- ☐ **K-2 Excavating, Grading & Oil Surfacing**

CERTIFICATION OF SITE SPECIFIC SOIL CHARACTERISTICS AND CONDITIONS

PRESCOTT VALLEY

Construction Address : _____

Assessors Parcel # : _____ Unit : _____ Lot : _____

Name of Owner : _____ Phone : _____

Address : _____ E-mail : _____

Please Answer **YES** or **NO** to All Conditions That Apply to This Site

☐ **YES** ☐ **NO** Expansive soils on site but concrete footings and stem walls will penetrate through the clay soils and bear upon underlying soils or be filled with **minimum 2000 PSI** concrete within 18 inches or more below finished grade.

☐ **YES** ☐ **NO** Footings will extend through fill and will penetrate through the clay soils and bear upon underlying soils.

☐ **YES** ☐ **NO** Existing fills on site? If yes, Soils Engineer Report Required.

☐ **YES** ☐ **NO** Proposed fill to be placed on site? If more than 12" outside of the building or more than 24" inside the building a Soils Compaction Report is Required.

If the field conditions, as described in the above answers, are found to be different upon a field review, the Town may stop the project and require additional information or work tasks be accomplished prior to continuing with construction.

CHECK ONE:

☐ I/We agree to abide by the additional requirements the Town has imposed as a condition of granting this request per design for expansive soils 1805.8 IBC, or alternatively,

☐ I/We will exercise the option to retain an Arizona registered engineer, experienced and currently practicing in the area of Geotechnical Engineering in the private sector in this area of the State of Arizona to submit a soils report and alternative design solutions for review and approval.

I/We being the owner or duly authorized representative of the owner of the property located at the above address, hereby request the requirements of the International Building Code relative to soil reports be waived for the reasons stated above. As the owner or duly authorized representative of the owner for the aforementioned property, I/We authorize this document to become a part of the permanent record for this property.

Print Name of Applicant/Agent **Signature** **Date**

FOR OFFICE USE ONLY

☐ **CERTIFICATION DENIED**

Your request for waiver of a soils investigation report cannot be granted for this project. Investigation of the site and Town records indicates problem soil conditions in the immediate area. A soils report and recommendations by an Arizona registered soils engineer will be required.

☐ **CERTIFICATION GRANTED WITH THE FOLLOWING CONDITIONS**:

☐ **BASED ON THE DESIGN SUBMITTED AS SHOWN ON PLANS**

Dept. Authorization **Date**

Field Inspection Follow Up:

☐ Site visit confirms above information	**Date**:	**By**:	☐ Foundation bearing soils as described	**Date**:	**By**:
☐ No site fills placed on site	**Date**:	**By**:	☐ Foundation type, width & depth ok	**Date**:	**By**:
☐ Fills placed and certified	**Date**:	**By**:	☐ Floor sub-grade prepared as directed	**Date**:	**By**:

TEMPORARY UTILITY FOR CONSTRUCTION AGREEMENT

PRESCOTT VALLEY

(NEW COMMERCIAL/RESIDENTIAL PROJECTS)

The undersigned does hereby understand and agree that the temporary power for construction connected to the electrical equipment in the location to be used for permanent power is for **construction purposes ONLY**. This electrical power is not to be used as electrical power for occupancy of the building until a certificate of occupancy has been issued.

The certificate of occupancy and a final utility clearance will be issued when the Town of Prescott Valley's Building, Public Works and Engineering and Planning and Zoning Departments requirements are completed, or arrangements have been made with the individual departments for completion of all their requirements. If the building should be occupied prior to the completion of the above requirements or compliance with this agreement, the Town of Prescott Valley Building Official shall, at his option have the right to order the temporary electrical power disconnected from the building, or portion of the building, which has been occupied without the proper certificate of occupancy or approvals. Neither the Town of Prescott Valley nor the utility company will be held liable for any damages caused by this loss of electrical power.

I agree that I must complete my construction project within 365 calendar days and receive a certificate of occupancy prior to the 365th day, and further that I will not allow 180 days to elapse without an inspection in compliance with Chapter Seven of the Town of Prescott Valley ordinances. Failure to comply with this requirement may result in certain penalties levied against me and the expiration of this permit.

Print Name of Applicant/Agent	**Signature**	**Date**

UTILITY FORMS

PRESCOTT VALLEY

PRESCOTT VALLEY

WATER METER & UTILITY SERVICE APPLICATION

7501 E. Skoog Blvd, Prescott Valley, AZ 86314
ca@prescottvalley-az.gov
Phone: 928-759-3020 Fax: 928-759-5533

Town Use Only:
CID_____
LID_____
UNIT_____LOT_____
PARCEL #_____
COMMERCIAL ☐ RESIDENTIAL ☐
IMPERVIOUS SQ FT_____
(COMMERCIAL ONLY)

Date: _____

Business Name: (Commercial Property Only) _____

Applicant Name: _____
Last First

Additional Name: _____
Last First

Service Address: _____ Zip _____

Mailing Address: _____ Zip _____

Telephone Numbers: ( ) _____ Additional Phone: ( ) _____

Commercial Only

Property Owner's Name: _____ Telephone: ( )_____

Project Manager's Name: _____ Telephone: ( ) _____

The undersigned referred to as Applicant, at the above service address, hereby certifies that he/she is authorized to order the above requested water meter and agrees to pay all costs and fees due under this agreement including, but not limited to, attorney's fees and court costs. The Applicant further agrees to be governed by the Ordinances/Regulations pertaining to water and/or sewer services.

1. A system capacity charge of $ _____ and a water resource fee of $_____ per residential dwelling unit has been tendered. For connections other than residential, the system capacity charge is determined by a formula utilizing estimated water usage as a proportion of typical single-family residential water usage. (For this purpose, the typical monthly water usage by single-family residential units is estimated as 6,000 gallons.)

2. A water meter charge per the following meter size is also tendered herewith: **(Note: Allow at least two weeks for installation)**

5/8" = $537.00 ☐ **3/4" = $601.00** ☐ **1" = $708.00** ☐ **1 1/2" = $1646.00** ☐ **2" = $1844.00** ☐

FIRELINE SIZE **1"** ☐ **2"** ☐ **4"** ☐ **6"** ☐ **8"** ☐ **12"** ☐ **NA** ☐

3. Deposits: Sewer $_____, Water $_____ are tendered herewith or Deposit waived due to account _____. Deposits shall be applied to an owner's utility account after 12 months of acceptable credit.

4. A non-refundable service fee of **$25.00** for technical and administrative services in providing the initial service to the customer.

Applicant Signature: _____ Date: _____

Federal Tax Identification #: (Commercial Business Only) _____

Community Development Staff Use Only

Capacity Charge $_____
Water Resource Fee $_____
Meter Charge $_____

Total Received $_____

Utility Staff Use Only

Cash _____ Check #_____ Credit Card_____

Received By: _____

Rev 2.24

Public Works Department
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
works@prescottvalley-az.gov
Phone: 928-759-3070
Fax: 928-759-5514

SEWER CONNECTION PLAN
(Page 1 of 2)

(SEWER TAPS IN RIGHT-OF-WAY REQUIRE A PUBLIC WORKS PERMIT AND INSPECTION)

Owner's Name: _____

Address: _____ **Phone:** _____

(FULLY DIMENSIONED SITE PLAN DRAWN TO SCALE REQUIRED BELOW)

Public Works Department
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
works@prescottvalley-az.gov
Phone: 928-759-3070
Fax: 928-759-5514

SEWER CONNECTION PLAN
(Page 2 of 2)

1.) BUILDING SEWER CHECKLIST

(circle one)

Y/N Bldg. sewer located on same side of lot as public sewer**.**
Y/N Bldg. sewer depth & location provides for gravity flow to public sewer.
Y/N If Bldg. sewer location or gravity flow provisions are not in compliance with Ordinance No. 268, waiver agreement must be signed.

2.) LOCATION DISCLAIMER

_____ (Initials) Location information provided by the Town is for planning purposes only and may not be accurate. Contractor shall expose and physically verify lateral location and depth prior to commencing footings and foundation work. Contractor shall also camera sewer lateral prior to connecting to verify integrity of lateral and continuity to the sewer main.

3.) PARCEL INFORMATION & OWNER ACKNOWLEDGMENT

I, _____, being the owner or duly authorized representative of the owner, of the property located **at**_____**, Unit: _____, Lot_____, Parcel#: _____, hereby** certify that the location and depth of the building sewer stub-out fully conforms with all provisions of the Town of Prescott Valley Ordinance No. 268.

Owner / Representative Acknowledgement_____Date:_____

DEPARTMENTAL USE ONLY

Public sewer stub-out located at: _____

Public sewer stub-out depth at: _____

Special notes regarding stub-out location: _____

DATE:_____ **DEPARTMENT APPROVAL:**_____