



## Development Services Department

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Phone (928)759-5535

Fax (928)772-7829

email: devserv@prescottvalley-az.gov

### Commercial Application Checklist

- Permit Application (all forms signed)
- Deposit - \$321.00
- 18" x 24" Plans (minimum) – Drawn to Scale (**3 sets**) (Sets to include Plot Plan, landscaping, electrical, mechanical, plumbing, parking plans, Civils) – **Architect/Engineered Stamped over 3,000 sq. ft.**
- (**3 sets**) Civils - **SEPARATE** from Building Plans
- Survey and site plan drawn and stamped by a licensed Architect, Engineer, or licensed Surveyor
- 8 ½ x 11 Site/Plot Plan (on Town of Prescott Valley Form)
- TIA – Traffic Impact Analysis
- SWIPP Plan – Over One (1) Acre
- Drainage and Grading Plan – Architect/Engineered Stamped - **CIVILS**
- Sewer Connection Plan – **CIVILS (Backflow Prevention Device)**
- Soils Report – Architect/Engineered Stamped (**2 copies**)
- Temporary Utility Agreement
- Contractor's License List/Statement
- Engineered** Truss Specifications - Calculations and Layout Sheets (**2 copies**)
- Structural – Calculations and Layout Sheets (**2 copies**)
- Complete Water Tap Installation Application – **All New Construction**
- Bond Exemption Certificate (**If the valuation is \$50,000 or over**)
- All forms completed/signed – original signatures/dated by applicant

\* The architect or engineer of record shall list the deferred submittals on the plans.

Rev. 12/6/21



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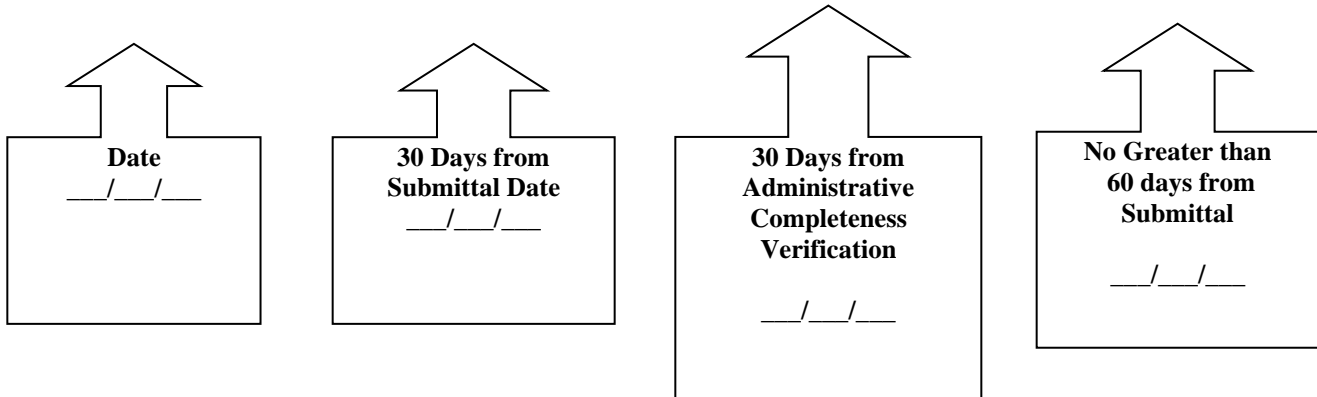
email: devserv@prescottvalley-az.gov

**Per: State Senate Bill 1598**

**Commercial Plan Review**

Must be signed at time of acceptance

<b>Application Submittal</b> Date	<b>Administrative Completeness Review/Verification</b>	<b>Substantive Review Period</b>	<b>Approve/Deny Building Permit Application</b>
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I have been advised of the potential maximum review period for this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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**COMMERCIAL  
CONSTRUCTION PERMIT  
APPLICATION**

**CONSTRUCTION ADDRESS:** \_\_\_\_\_ **PERMIT#:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **UNIT#:** \_\_\_\_\_ **LOT#:** \_\_\_\_\_

**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

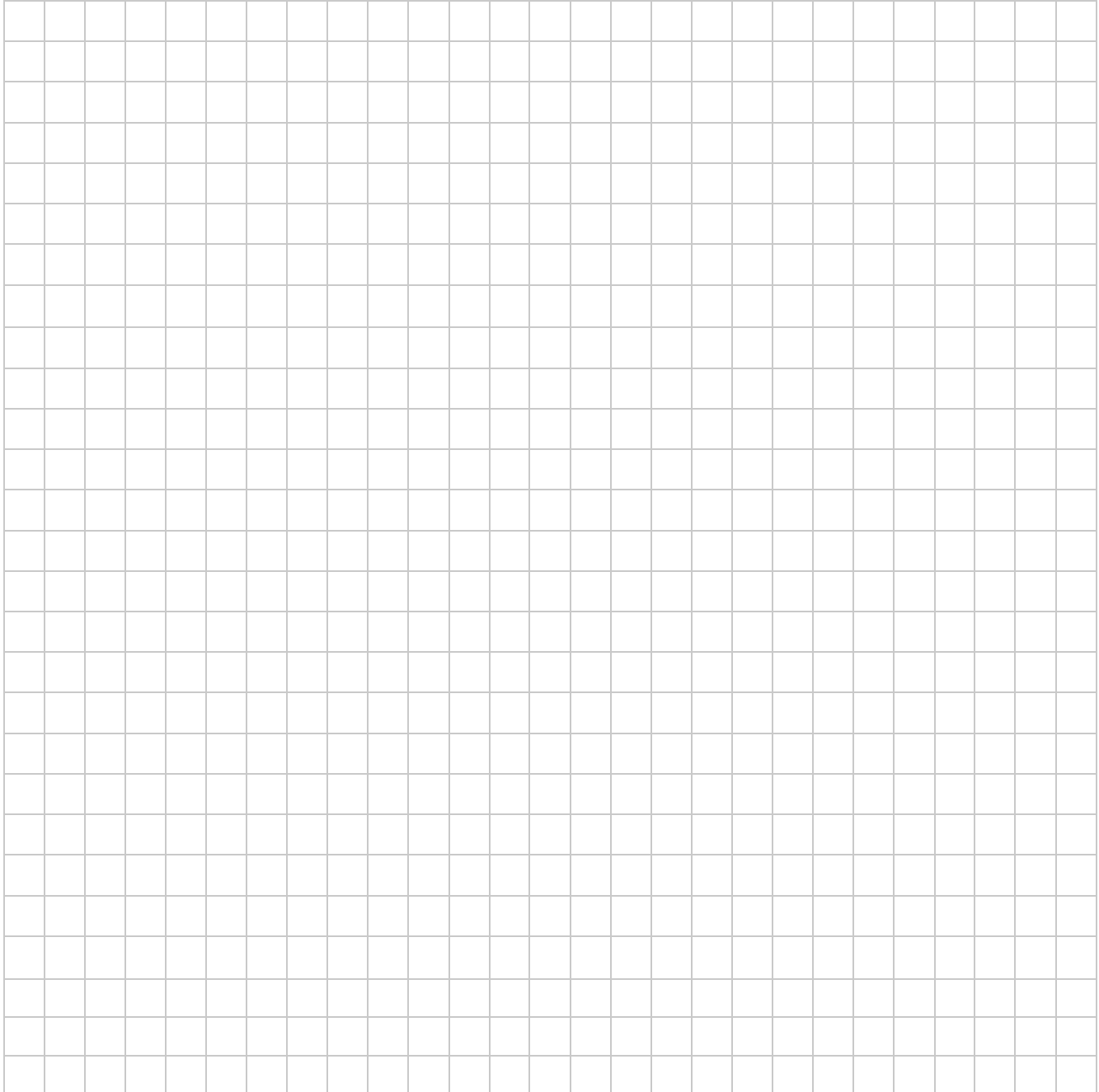
\_\_\_\_\_  
Date

## 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?**

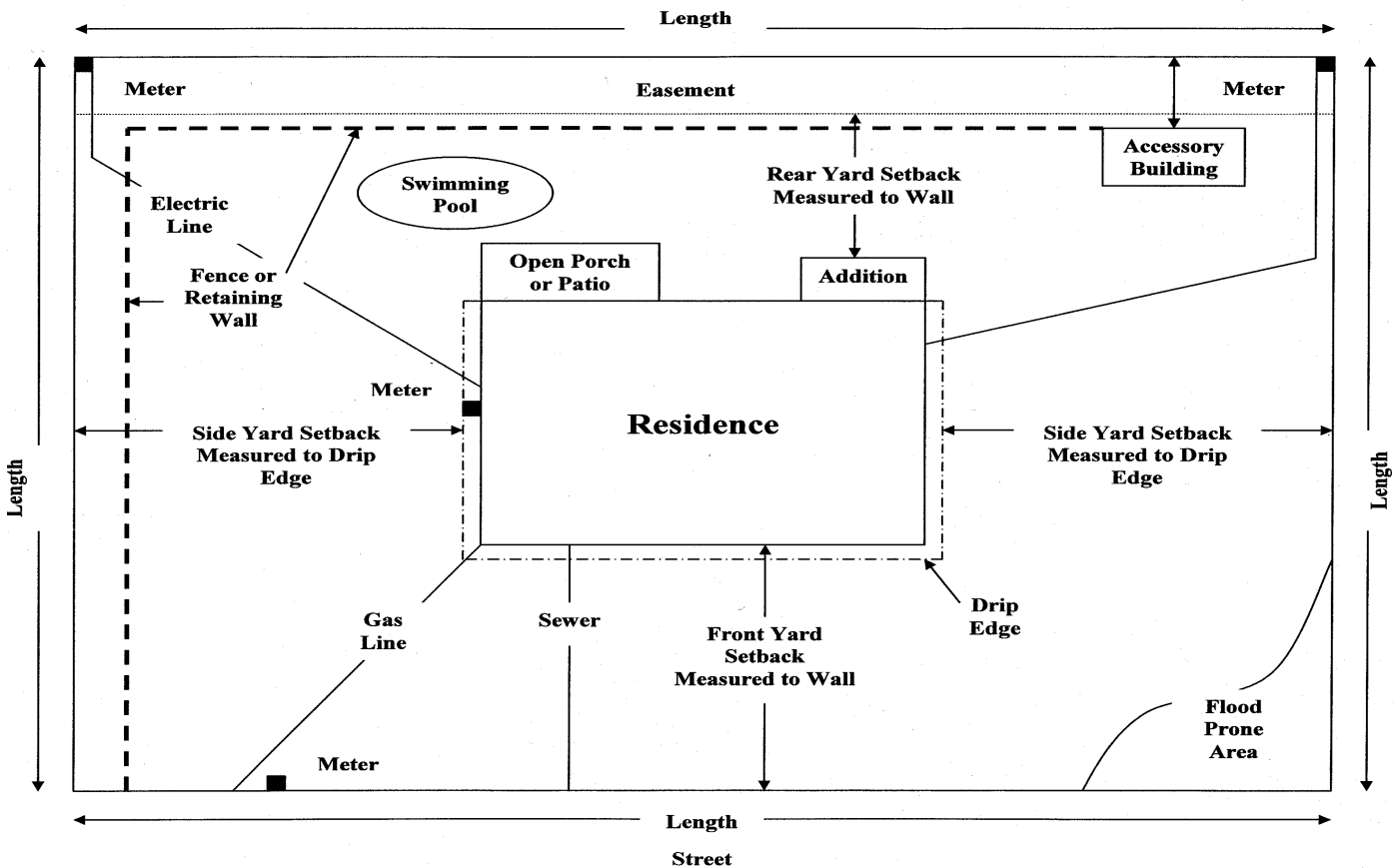
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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.



**DRAINAGE AND GRADING PLAN  
CUSTOM GRADED**

**Development Services Department**

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Prescott Valley, Arizona 86314  
Phone (928)759-5535  
Fax (928)772-7829  
email: devserv@prescottvalley-az.gov

**Permit #:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Assess. Parcel #:** \_\_\_\_\_

**Unit/Lot:** \_\_\_\_\_ / \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Ph.:** \_\_\_\_\_ **Fx.:** \_\_\_\_\_

(If a larger drawing is available, please reference that drawing by title and date. Attach this sheet to that drawing)

*Please indicate North*

*Suggested Scale: 1 inch equals 20 feet*

**CERTIFICATE**

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 and Title**

\_\_\_\_\_  
**Company Name**

**Contractor's License No.:** \_\_\_\_\_

- B General Residential
- B-04 General Residential Engineering
- CR-2 Excavating, Grading & Oil Surfacing
- KA Dual Engineering
- KB-1 Dual Building
- KB-2 Dual Residence & Small Commercial
- K-2 Excavating, Grading & Oil Surfacing



Permit # \_\_\_\_\_

## DRAINAGE & GRADING FINAL CERTIFICATION

In accordance with Town of Prescott Valley requirements, \_\_\_\_\_ has accomplished  
Professional/Contractor

the following work at \_\_\_\_\_ and certifies that the drainage and  
Property Address Unit/Lot

grading meets the intent and substantially conforms to the approved engineering plans, International Building and Residential Codes, as adopted by the Town, and Town of Prescott Valley drainage and grading standards applicable at the time of Town approval of development.

1. Visual observation of the lot relative to the overall site grading and drainage.
2. Limited vertical elevation survey.
3. Follow-up visual observation and/or additional surveying if necessary to verify that any problem areas noted on the initial visit have been modified to conform to the drainage details shown on the approved drainage and grading plans.

DESCRIPTION	ELEVATION	
	Measured on site for final	On approved D&G plan
Finished Floor (FF)		
Finished Pad (PAD)		
Top/Curb @ NW corner		
Top/Curb @ NE corner		
Finished Grade @ SE corner		
Finished Grade @ SW corner		
Positive drainage away from foundation all sides and to designated outfall	Yes _____/ft	
Conforms to Approved Engineering Plans As Shown On The Attached Drawing/Plan		Yes/No
Means to divert roof water runoff a minimum of five feet from building has been installed, daylighted and flows into a positive drainage away from building.		Yes/No
*NOTE: If No, please provide a detailed explanation and sketch (to scale) on a separate sheet.		Yes/No

Note: Plan elevations shown are based on approved plans dated \_\_\_\_\_ and do not reflect as-built conditions.

Note: Return walls not in.

Professional Engineer Stamp

New structure construction on a vacant (site never built on) lot. The pad elevation will not exceed one (1) foot above the existing lot grade and that the finished lot grade will not exceed the grade of the abutting lots or the surrounding area. Furthermore, I have inspected the lot contour elevations and the new structure construction; lot grading will not have an adverse drainage impact on the abutting lots or the surrounding areas, and there will be no lot-to-lot drainage and no off-site drainage is being blocked-off.

This certification relates only to the conditions present at the time of the observation or follow up observations. Any grading or landscaping performed, by any party including the owner or their separate contractor, should preserve these drainage and grading patterns.



**CERTIFICATION**

- I certify that I will comply with Chapter 7 of the Town Code as adopted by the Town of Prescott Valley and all D&G applicable standards at the time of permit issuance. I affirm a State Board Registered Professional or an approved licensed contractor has certified compliance with the submitted Drainage and Grading Plan through this affidavit prior to requesting a final inspection request and Certificate of Occupancy.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Company Name

Professional/Contractor's  
License No.:

- \_\_\_\_\_
- B General Residential
  - B-04 General Residential Engineering
  - CR-2 Excavating, Grading & Oil Surfacing
  - KA Dual Engineering
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**CERTIFICATION OF SITE SPECIFIC SOIL CHARACTERISTICS AND  
CONDITIONS**

PERMIT#: \_\_\_\_\_ CONSTRUCTION ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ UNIT#: \_\_\_\_\_ LOT#: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

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 approved lean concrete slurry 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 Engineering 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.**

- 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. See attached soils report.

**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.**

NAME (PRINTED): \_\_\_\_\_ 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:

\_\_\_\_\_  
\_\_\_\_\_



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**TEMPORARY UTILITY FOR CONSTRUCTION AGREEMENT  
(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 365<sup>th</sup> 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.*

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Construction Address Construction Permit #

---

Owner/Authorized Agent Signature Present Phone #



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**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 #
<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>Manufacture Home</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.**

Signature \_\_\_\_\_ Address \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_



<b>Town Use Only:</b>	
CID	_____
LID	_____
UNIT	_____ LOT _____
PARCEL #	_____

**WATER METER & UTILITY SERVICE  
APPLICATION**

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

Date: \_\_\_\_\_ Permit Number \_\_\_\_\_

Business Name: (Commercial Property Only) \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Last First

Additional Name: \_\_\_\_\_  
Last First

Service Address: \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers: Home: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

**Are you the deeded owner of the property? Yes or No (circle one) If yes, the close of escrow date was** \_\_\_\_\_

Property Owner or Manager's Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Property Owner or Manager's Mailing Address: \_\_\_\_\_

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. The Applicant also agrees to the terms on the reverse of this form.

- 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.)
- A water meter charge per the following meter size is also tendered herewith: **(Note: Allow at least two weeks for installation)**  
**5/8" = \$512.00    3/4" = \$601.00    1" = \$708.00    1 1/2" = \$1595.00    2" = \$1826.00**
- 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.
- 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) \_\_\_\_\_

Development Services Staff Use Only	Utility Staff Use Only
Capacity Charge \$ _____	Cash _____ Check # _____ Credit Card _____ Trust _____
Water Resource Fee \$ _____	Date _____
Meter Charge \$ _____	Received By: _____
Total Received \$ _____	Rev 07.31.19



**Commercial Water Tap  
Installation Application**

7501 E. Skoog Blvd.  
Prescott Valley, AZ 86314  
(928) 759-3020  
928-759-5533 fax

Permit # \_\_\_\_\_  
Unit \_\_\_\_\_ Lot \_\_\_\_\_  
Parcel # \_\_\_\_\_  
Municipal \_\_\_\_\_  
District \_\_\_\_\_  
County \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St \_\_\_\_\_ Zip \_\_\_\_\_

Service Address: \_\_\_\_\_ City/St \_\_\_\_\_ Zip \_\_\_\_\_

Do you own the property where the tap is to be completed?     Yes     No

If not, name of current owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

**Note: Allow at least two weeks for installation of water tap**

The undersigned (referred to as "Customer/User"), hereby certifies that he/she is authorized to order the above requested water tap and agrees to pay all costs or fees due under this agreement, including, but not limited to, attorney's fees and court costs. Customer/User also agrees to be governed by the Code/Ordinances/Regulations pertaining to water taps. Customer/User further agrees as follows:

**Fee Schedule for Water Taps - Town of Prescott Valley Water District & Municipal Water System**

Tap Size	Labor Cost
3/4"	\$78.75
1"	\$78.75
2"	\$136.50
4"	\$199.50
6"	\$199.50
8"	\$231.00
10"	\$294.00
12"	\$294.00
<b>*This fee schedule represents the labor cost for tapping the main line only.</b>	

**The requesting party is responsible for the materials, labor, installation and pressure test of the tapping sleeve and valve off the existing main line.**

1. It is understood by the parties hereto, that the water tap and service connection paid for, hereby remain the property of the Prescott Valley Water District or the Town of Prescott Valley.
2. Duly authorized agents shall have access at all reasonable hours to the premises for the purpose of installing the water tap and any time to appraise or remedy emergency situations.

\_\_\_\_\_  
**Customer/User Signature**

\_\_\_\_\_  
**Date**

**Town District Use Only**

**Date Received:** \_\_\_\_\_ **Tap Labor Cost:** \_\_\_\_\_ **Tap Size:** \_\_\_\_\_ **LID:** \_\_\_\_\_