



Development Services Department

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Phone (928)759-5535

Fax (928)772-7829

email: devserv@prescottvalley-az.gov

Residential Application Checklist

Construction Address: _____

- Permit Application (**Need separate Grading permit if over 50 cubic yards**)
- 18" x 24" Plans (minimum) – Drawn to 1/4" Scale (**2 sets**) (Sets to Include: plot plan, landscaping, electrical, mechanical, plumbing, drainage and grading)
- 8 1/2 X 11 Survey (1-copy) (Footprint only if in a subdivision)
- 8 1/2 x 11 Site Plan (on Town of Prescott Valley Form Original Signature by Applicant)
- 8 1/2 X 11 Floor Plan (1-copy)
- Drainage and Grading Plan 8 1/2 X 11 – (Town Form)
- Sewer Connection Plan – (Town Form)
- Culvert Application – (Town Form if applicable)
- Soils Waiver Certification (Engineering Specifications may also be required)
- Temporary Utility Agreement
- Water Meter Application
- Contractor's License List/Statement OR Owner/Builder Written Declaration
- Truss Specifications – Calculations and Layout Sheets (**2 sets**)
- Manufactured Floor System – Calculations and Layout Sheets (**2 sets**)
- Review for completeness and all forms completed /signed – original signatures/dated by applicant
- Preliminary Review for completeness of plan at counter by Plan Review Division
- Manual J's or other approved HVAC calculations (**2 sets**)
- Conditional letter of map revision "CLOMR" (**If in the flood zone**)



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RESIDENTIAL CONSTRUCTION PERMIT APPLICATION

CONSTRUCTION ADDRESS: _____ PERMIT#: _____

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

OWNER'S NAME: _____ Phone #: _____

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: _____

TOTAL SQUARE FOOTAGES:

Livable _____ Garages _____ Covered Deck _____ Uncovered Deck _____

Porches _____ Patios _____ Basement _____ Finished _____ Unfinished _____

VALUATION: \$ _____ / TOTAL SQ. FT. OF JOB _____

SETBACKS: FRONT: _____ REAR: _____
SIDE: _____ (L) SIDE: _____ (R)

DESCRIPTION OF WORK: _____

NAME (PRINTED): _____

SIGNATURE: _____ DATE: _____



Development Services Department

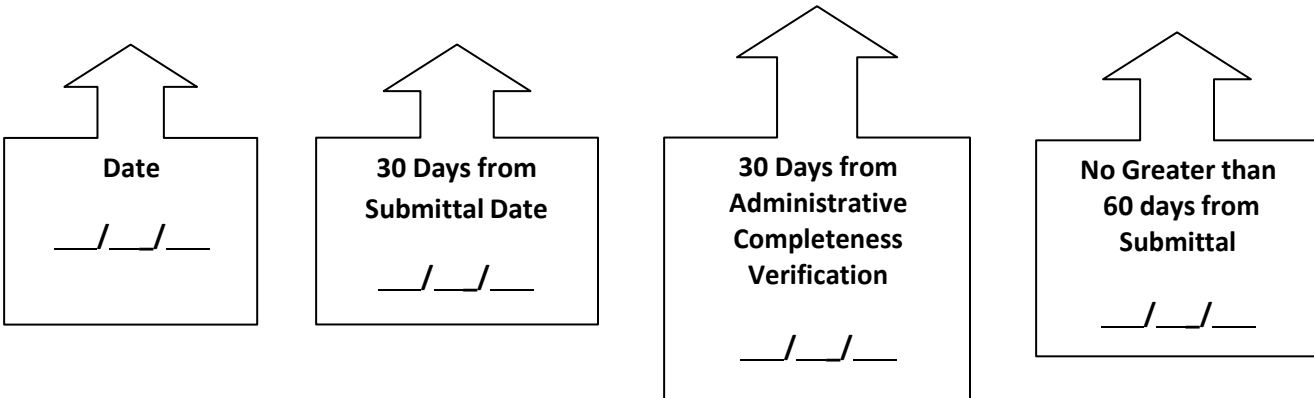
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Per: Arizona Revised Statutes §9-831 et. seq.

Residential Plan Review

Must be signed at time of acceptance

Application Submittal	Administrative Completeness Review/Verification	Substantive Review	Approve/Deny
Date		Period	Building Permit Application



I have been advised of the potential maximum review period for this application.

Signed: _____

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

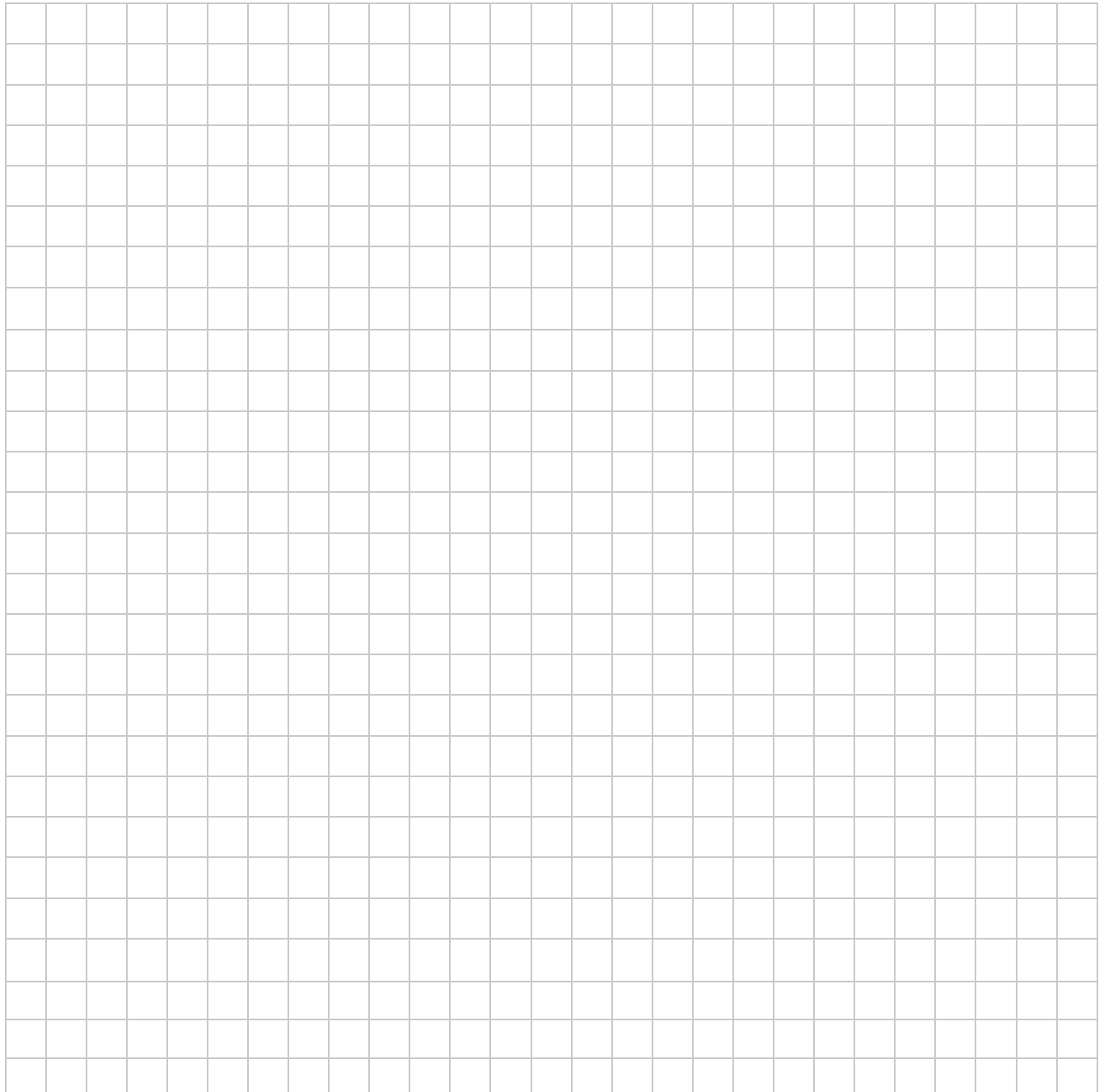
Date

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.

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.

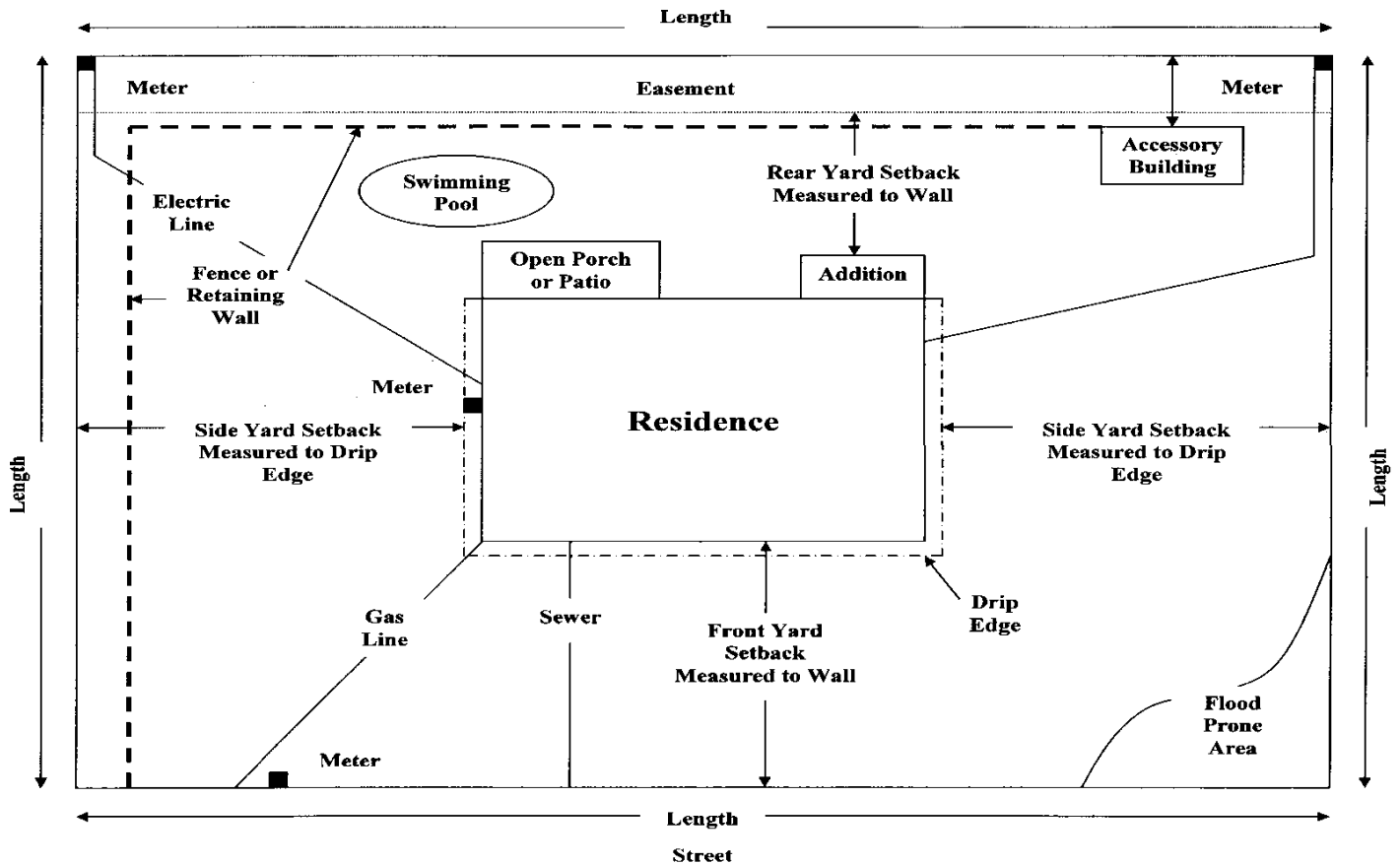
When is a site plan/plot plan required?

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 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.



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June 12, 2006

Re: New Drainage & Grading Policy for Building Permits

Dear Contractor's:

On May 15, 2006 the Building Board of Appeals voted unanimously to implement a new policy regarding drainage and grading plans submitted with building permit applications. Effective July 1, 2006, all requests for building permits which require a drainage and grading plan may be designed by contractors which hold one of the following licenses:

1. B General Residential Contractor
2. B-04 General Residential Engineering Contractor
3. CR-2 Excavating, Grading & Oil Surfacing
4. KA Dual Engineering
5. KB-1 Dual Building
6. KB-2 Dual Residence & Small Commercial

If you are a licensed contractor that does not hold one of the above listed licenses or an owner builder you will be required to have an engineered drainage and grading plan for each individual lot from a registered Arizona Engineer.

Contractors that hold one of these licenses may both design and certify their own drainage and grading plan; however, the Town may still require an engineer's review and certification after a contractor has submitted a drainage and grading plan, should we deem this necessary.

Attached to this letter is a sample of the format for the Certification (Exhibit A) and a list of items that must be shown on both the plan and the certification when applying for a building permit and requesting a final inspection. Please be advised that **NO CONTRACTOR MAY REQUEST A BUILDING FINAL INSPECTION OR TEMPORARY CERTIFICATE OF OCCUPANCY ON ANY HOME WHICH DOES NOT ALREADY HAVE A CERTIFICATION OF THE DRAINAGE AND GRADING PLAN FOR THAT PROJECT SUBMITTED AND APPROVED BY THE BUILDING DEPARTMENT PRIOR TO REQUESTING THE BUILDING FINAL.**

If you have any questions regarding the new drainage and grading submittals and/or certification policy please contact Woody Lewis, Building Official for the Town of Prescott Valley 928-759-3050.

Drainage and Grading Plan Checklist for Custom Graded Residential Development

- D-1** Plot plan on approved drainage and grading plan showing the following:
- A. Lot dimension
 - B. Direction north
 - C. Accurate scale (engineering scale – 1:10, 1:20, 1:30)
 - D. Structure locations with setbacks to foundations, eaves and drip lines
 - E. Location of driveways and walkways
 - F. Location of accessory structures (fences, walls, sheds, etc.)
 - G. Easements and Utilities
 - H. Utilities
- D-2** Elevations:
- A. Benchmark in road, either top of curb, centerline of street, or edge of pavement (all other elevations are to be relative to benchmark)
 - B. Lot corners plus high and low points of lot
 - C. Building pad (if applicable)
 - D. Finished floor elevations of all structures for all levels
 - E. One foot native and finished grade contours (only required if property has or will have more than six feet of elevation change across the lot in any direction)
 - F. Driveway critical points (adjacent to structure, street, high & low elevations, etc.)
 - G. Critical swale and channel points (invert, top of banks etc.); including street gutter or ditch, if applicable
 - H. Edge of road or top of curb elevations along the street
 - I. Limiting dimensions, depth and slope of cut and fill
- D-3** Flow directions (indicated by arrows):
- A. Slope away from structure
 - B. Swales from grade break to drain points
 - C. Driveway slopes from side to side and lengthwise (indicate by percent slope and elevations).
- D-4** Special features:
- A. Retaining walls (height, width, length, and precise location)
 - B. Erosion protection (type, size, and location)
 - C. Fall protection (type, height, and location)
 - D. Channels (cross sections, location, and slope) – This item applies when a regional historic drainage either crosses or borders the property.
 - E. Driveway grated troughs (dimensions and location), if required
 - F. Berms, knolls, or embankments – raised as opposed to cut for swales and channels (dimensions and location)
 - G. Pipes – other than R. O. W. culvert (diameter, length, location, slope, and material)
 - H. Brow ditches (cross section and slope)
 - I. If required by the building official or their designee, a cross section drawing through the parcel showing cut and fill, structure, drainage, finished grades, finished floor elevations, etc.
- C-1** Seven inch wood/earth separation.
- C-2** Slope away from structure – Six inch in ten foot minimum or per PV DCSS.
- C-3** 2% minimum swale flow line slope to designated drain points. Minimum swale flow line 4 % if C-2 cannot be met or per PV DCSS.
- C-4** No run off discharge across side property lines unless an obvious and unavoidable historic side drain point exists.
- C-5** Two foot minimum cut, fill, swale setback from property lines. Minimum setback from easement boundaries varies, see Code provisions.
- C-6** Two horizontal: one vertical maximum slope ratio without a geo tech/soils report, cut or fill.
- C-7** Cut or fill slopes steeper than 2 horizontal /1 (2:1) vertical ratio require erosion protection.
- C-8** Cut or fill slopes steeper than 1 horizontal /1 vertical (1:1) require a retaining wall.

- C-9 Slopes steeper than 2 horizontal/1 vertical (2:1) and between 30 inches and 10 feet high require fall protection. Slopes steeper than 3 horizontal/1 vertical (3:1) and higher than 10 feet require fall protection.
- C-10 Retaining walls with a vertical fall greater than 30 inches require fall protection.
- C-11 15% maximum driveway slope with 15% maximum change.
- C-12 Driveways with garages below street and a down sloping driveway greater than 8% require an eight inch by eight inch grated trough with a 2% minimum cross slope.
- C-13 Slope out of garage – three inches in ten feet away minimum on high side, six inch in ten feet away minimum on low side.
- C-14 Driveways bordering a down slope greater than 3 horizontal / 1 vertical (3:1) and higher than 30 inches require a six inch vertical curb, or other visible physical or fall protection barrier.
- C-15 Finish floor to be 13 inches above native grade at high structure corner, or 12 inches above street centerline or top of curb at the lot midpoint, or 12 inches above 100-year water surface elevation, whichever is higher.
- C-16 An area drain with a three inch minimum pipe required to drain areas isolated by walkways.
- C-17 Gutters with piping five feet away from foundation required.
- C-18 Contractor responsible for stopping silt and mud from leaving the construction site using, at a minimum, straw waddles, hay bales or silt socks/fence at all points of discharge until all permanent erosion protection is in place and established.
- C-19 General contractor is liable for any damage to public infrastructure during the course of construction.
- C-20 A brow ditch interceptor is required at the crest of any cut slope higher than five feet and must be of sufficient capacity and flow characteristics to divert runoff from a ten year storm event around said cut slope.
- C-21 All pre-existing drainage conveyances bar ditches, washes, etc. to remain functional during construction.
- C-22 A certification , certifying full understanding with all required D& G requirements and promising to construct per the approved final D & G Plan must be signed before permit issuance.
- C-23 A certification form completed by a registered engineer or licensed contractor approved for such certification must be submitted to the Town prior to final inspection being scheduled.
- SC-1 Engineering:
- A. Property is impacted by a 100 year FEMA designated floodplain – Engineering required may be only an elevation certificate or may require a complete engineered drainage and grading plan.
 - B. Property is impacted by a flood prone or historic drainage way and concern is deemed by the Town to be severe enough to require an engineered drainage and grading plan – Engineering required may be only an elevation certificate or may require a complete engineered drainage and grading plan to include hydrology study, channel design, finish floor elevation, 100-year water surface elevation etc.
- SC-2 Extra height:
- A. Property at risk of flooding due to regional drainage exceeding 2.5 acres.
 - B. Additional elevation required for gravity sewer service.
 - C. Standard finish floor insufficient to meet any other standard criteria.
- SC-3 Extra depth for footings:
- A. Footing depth shall be below channel flow line if the foundation is within seven feet of the top of an embankment of any regional drainage conveyance (does not preclude soils engineering requirements).
 - B. Footing bearing pressure shall be below channel invert, water, sewer or storm drain pipes or other public utilities (45 degree rule).
 - C. Additional footing depth may be required if it is deemed by the Town to be in perilous proximity to a downward sloping embankment.

SC-4 Channelization – a channel design will be expected if a historic drainage with a basin exceeding 2.5 acres crosses the property.

SC-5 Fill import – if a regional drainage enters the property in an uncontrolled manner and an excavated channel is not a viable option for conveyance then a detailed fill placement plan will be expected to be incorporated into the drainage and grading plan .

SC-6 Soil covering:

- A. If a swale flow line cannot be ten feet away from foundation (no six inch in ten feet slope away from structure) either the swale parallel to the structure shall be a minimum of 4% or the surface area between the foundation and swale flow line, and including the swale for up to ten feet away from the structure, shall be made impervious to surface water.**
- B. If a drainage channel is in close proximity to the foundation and may threaten to saturate the soil below footing depth, the channel shall be expected to be made impervious.**

Special Concerns Note: The Town of Prescott Valley may be used as an informational resource to determine if a particular parcel has special concerns. This inquiry process can be initiated either before or during the permit process; however, be aware that if a plot plan is not included, information may be incomplete. Please direct such inquiries to the Town of Prescott Valley at 759-3050 or by fax at 759-5514.



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DRAINAGE AND GRADING PLAN
CUSTOM GRADED

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



Development Services Department
 Building Safety Division

Permit # _____

DRAINAGE & GRADING FINAL CERTIFICATION

In accordance with Town of Prescott Valley requirements, _____ has accomplished the following work at _____ and certifies that the drainage and 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.

Professional/Contractor

Property Address

Unit/Lot

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
K-2 Excavating, Grading & Oil Surfacing
KB-1 Dual Building
KB-2 Dual Residence & Small Commercial



**Public Works
Department**
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
Phone 928-759-3070
Fax 928-759-5514

**APPLICATION TO INSTALL CULVERT
IN TOWN RIGHT-OF-WAY**

(Notify Town Upon Completion of Work at 928-759-3070)

OWNER'S NAME: _____

ADDRESS: _____ PHONE: _____

CONTRACTOR:

BUSINESS NAME: _____ BUS. LIC.#: _____
CONTRACTOR'S STATE SALES _____
LIC.#: _____ TAX#: _____

PHONE: _____

ADDRESS: _____

STREET ADDRESS FOR CULVERT: _____

UNIT: _____ LOT: _____ CARPORT/GARAGE # OF CARS: _____

USE(Residential, Commercial, Industrial): _____

CHECK ONE: PRIMARY CULVERT SECONDARY CULVERT

NAME(PRINTED): _____

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

Required Culvert Size: _____ Diameter: _____ Length: _____

Gauge: _____ Depth: _____ Cover: _____

Comments: _____

Approved
By: _____

Date: _____

APPLICATION EXPIRES AFTER 1-YEAR FROM APPROVAL DATE



**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

Town Use Only:
CID _____
LID _____

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.

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" = \$512.00 3/4" = \$601.00 1" = \$708.00 1 1/2" = \$1595.00 2" = \$1826.00

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 _____ Trust _____

Date _____

Received By: _____

Rev 07.31.19



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Email: works@prescottvalley-az.gov

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)



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**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

_____ Location information provided by the Town is for planning purposes only and may not be accurate.
 (Initials) 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:** _____



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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 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.

Construction Address

Construction Permit #

Owner/Authorized Agent Signature

Present Phone #



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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:



Development Services Department

7501 E. Skoog Blvd.
Prescott Valley, Arizona 86314
Phone (928)759-5535
Fax (928)772-7829
email: devserv@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			
Manufacture 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 _____



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email: devserv@prescottvalley-az.gov

Owner-Builder Written Declaration

I am an owner-builder who declares the following on the project described below. Owners of property who improve or build new structures on such property and who do the work themselves with their own employees or duly licensed contractors, per ARS 32-1121 A.5 Such property shall not be rented or sold before (one) year per state code and (two) years per Town of Prescott Valley Code.

A separate "Owner-Builder Written Declaration" is needed for each project.

OWNER-BUILDER INFORMATION

A. Owner Name: _____

B. Owner Address: _____
(Full address of owner)

C. Owner Phone: () _____

D. City _____

PROJECT INFORMATION

E. Job Address: _____

G. Lot Number: _____ Parcel _____

I certify that the above information is correct and that I understand that making a false or fraudulent claim to aid or abet another to obtain a city or town privilege tax exemption is a Class One Misdemeanor [pursuant to Model City Tax Code section 580].

Owner-Builder Signature: _____ Print Name: _____

Title: _____ Date: _____