



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

Accessory Structures Application Checklist

Permit #: _____ Construction Address: _____

Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Plans – 1/4" per foot minimum (2 sets)*
<input type="checkbox"/>	<input type="checkbox"/>	8 ½ X 11 Site Plan (Town of P.V. Form – Original Signature by Applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Contractor’s License List/Statement
<input type="checkbox"/>	<input type="checkbox"/>	Certification of Site Specific Soil Conditions (Engineering specifications may also be required)
<input type="checkbox"/>	<input type="checkbox"/>	All Forms Completed/Signed – Original Signatures/Dated By Applicant
Possibly Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Deposit - \$_____ (For structures over 250 sq. ft.)
<input type="checkbox"/>	<input type="checkbox"/>	Truss Specifications - Calculations and Layout Sheets (2 sets) – (Garages and Workshops)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage and Grading Plan – Town Form (Required for structures Over 400 Sq. Ft. and/or 50% of the lot and/or larger than the home)
<input type="checkbox"/>	<input type="checkbox"/>	Bond Exemption Certificate (If the valuation exceeds \$50,000)

Taken in/Reviewed by: _____ Date: _____

(This application checklist must be returned with completed application)



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ACCESSORY STRUCTURE PERMIT APPLICATION

PERMIT#: _____ CONSTRUCTION ADDRESS: _____

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

OWNER'S NAME: _____ PHONE # _____

ADDRESS: _____

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: _____

ATTACHED: YES NO (Circle One)

COVERED PATIO _____ DECK _____ COVERED DECK _____ PORCH _____ AWNING _____

SHED _____ RAMADA _____ CARPORT _____ GARAGE _____ WORKSHOP _____ REMODEL _____

SQ.FOOTAGE: _____ HEIGHT: _____ VALUATION: \$ _____

SETBACKS: FRONT: _____ REAR: _____

SIDE: _____ (L) SIDE: _____ (R)

*** A site/plot plan describing the size and location of the structure must accompany this form.**

****Required setbacks are based on overall height of the structure.**

DESCRIPTION OF WORK: _____

NAME (PRINTED): _____

SIGNATURE: _____ DATE: _____

TOWN OF PRESCOTT VALLEY SITE PLAN

PLEASE INDICATE NORTH

PERMIT #: _____

APPLICANT: _____

ADDRESS: _____

CERTIFICATE

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

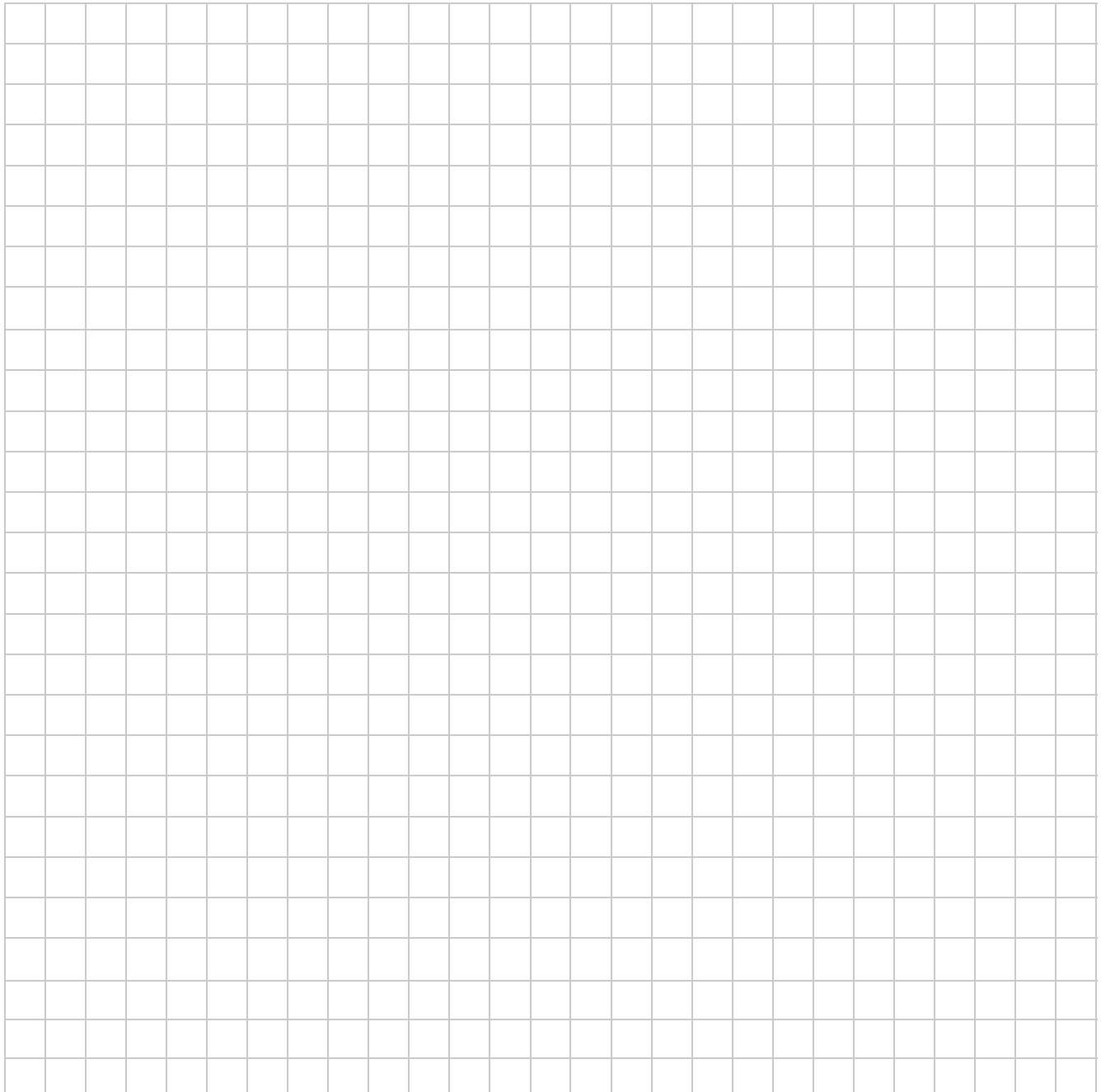
Date

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?

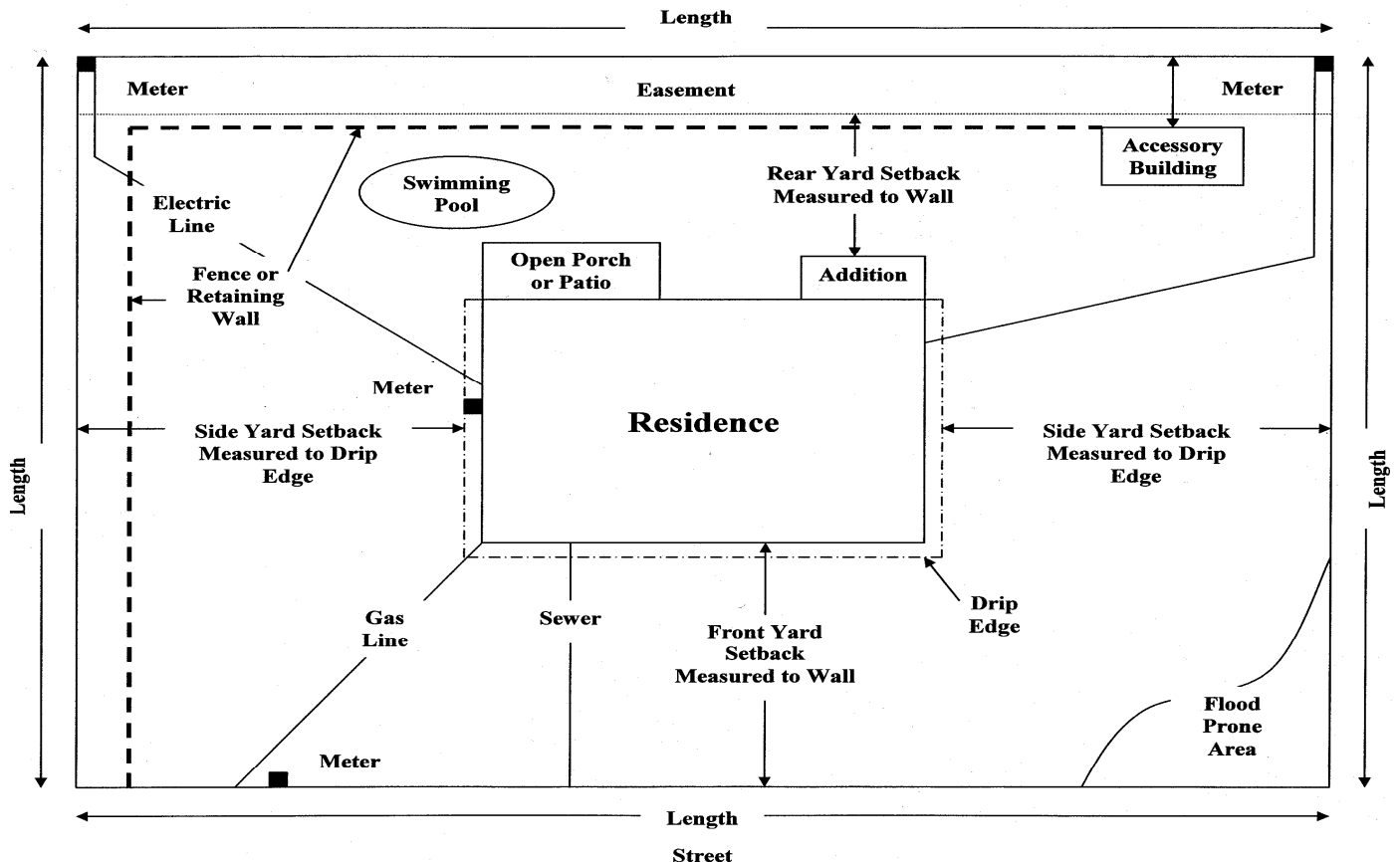
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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 Site 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. Sewer Connection Plan;
 11. Easement locations and size;
 12. Other data as may assist in determining the effect of the development on surrounding property.



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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 #
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 _____



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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 no larger than 8 ½ x 11)

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-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

DRAINAGE AND GRADING

1. 2:1 slope maximum or 1:1 slope with erosion control (i.e., rip rap, grout slopes, etc.).
2. Set-backs for top of cut or toe of slope:
 - 2 ft. to property lines
 - 1 ft. to easement lines
3. **6" in 10 ft. slope away from structure minimum.** Swales should be sloped to the ditch or property line.
4. Stem wall 13" above high elevations of natural grade or provide a grading and drainage plan for cutting a pad.
5. A drainage and grading plan consists of the elevation corners of the lot and the structure at natural grade. Also provide elevations at the center of the road midway in front of the lot. These elevations will be compared to the finished floor elevation.



Development Services Department
 Building Safety Division

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



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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:

- Based on the design submitted as shown on plans.

DEPARTMENT 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 & certified. Date: _____ By: _____ Floor subgrade prepared as directed Date: _____ By: _____



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Owner-Builder Written Declaration

I am an owner-builder who declares the following to subcontractors working on the project described below: I am improving the property named below for sale; and I will be liable for the city or town privilege tax for such contracting activity; and I have a valid city or town privilege license number as shown below. This declaration is made in accordance with Model City Tax Code section 415(c)(2).

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 of Town of: _____ Privilege License #: _____

PROJECT INFORMATION

- E. Job Address: _____
 (Full address of job)
- F. Subdivision Name: _____
- G. Lot Number: _____ Book/Map/Parcel: _____
- H. Check the Project Type:
 _____ Residential structure _____ Lot without structure
 _____ Other- describe: _____

SUBCONTRACTOR INFORMATION

- I. Issued to: _____
 (Name of subcontractor)

 (Full address of subcontractor, including phone number)

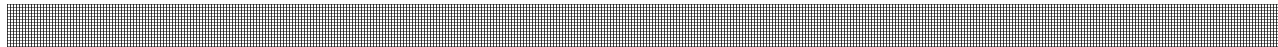
I certify that the above information is correct and that I understand that making a false or fraudulent claim to aid or abet another to obtain a city or town privilege tax exemption is a Class One Misdemeanor [pursuant to Model City Tax Code section 580].

Owner-Builder Signature: _____ Print Name: _____
 Title: _____ Date: _____



Development Services Department
Building Safety - Plans Examination

2018 International Building Code Series – Design Requirements



- 2018 International Residential Code**
- 2018 International Building Code**
- 2018 International Plumbing Code**
- 2018 International Mechanical Code**
- 2018 International Fuel Gas Code**
- 2017 National Electric Code**
- 2006 International Energy Conservation Code (Residential Only)**
- ANSI A117.1 2009 American National Standard (ADA)**
- 2010 ADA Standards for Accessible Design**

See Chapter 7 of the Town Code for the adopted changes to the Codes (www.prescottvalley-az.gov)

Floor live load.....	40 psf
Roof live load...30 psf (roof & ground snow, non-reducible)	
Basic wind speed.....	IRC -115 mph (3 sec.)
Basic wind speed.....	IBC -105 mph (3 sec.)
Termite area.....	moderate to heavy
High wind design criteria applicable.....	0
Winter design temperature.....	+15°F
Seismic design category.....	‘C’
Rainfall quantities in inches per hour.....	4
Weathering area.....	negligible
Frost line depth.....	18”
Wind exposure category.....	‘C’
Decay area.....	none to slight
Mean annual temperature.....	53°F
Flood hazard.....	Per Engineering
Mean elevation.....	5026 ft.
Energy Efficiency Zone.....	4 (Dry B)

Feel free to contact me or visit me at the Town Hall offices, if you should have any questions.

Russ Harsh

Senior Certified Plans Examiner
Town of Prescott Valley

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Fax (928) 583-6938
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