



Town of Camp Verde
Community Development Department- Building Division
♦ 473 S. Main Street, Suite 108 ♦ Camp Verde, Arizona 86322
♦ Telephone: 928.554.0050 ♦ www.campverde.az.gov ♦

RESIDENTIAL APPLICATION - SHED/CARPORT UNDER 500 SF

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

To process this residential permit application, the following information must be submitted:

- Completed Application Packet** - including project information, property information, property owner information, applicant information, contractor information, plot plan sketch and *if applicable*:
 - Designation of Agent
 - Lumens calculations
- One (1) Electronic PDF Set of Construction Documents (Plans)**
- Two (2) Sets of Construction Documents (Plans)**
 - Plans must be submitted on a minimum of 8 ½" x 11" and on a maximum of 36" x 48" size paper. Plans shall be legible and easy to read, and of sufficient clarity to indicate the location, nature and extent of the work proposed OR manufacturers brochure or pre-designed plans.
 - Cover Sheet** – Including the Following Information:
 - Contacts (Principal, Company Name, Address & Phone Number)
 - Parcel Number & Address
 - Owners Name, Address & Phone Number
 - Site Plan** - Including A 8.5" x 11" Plot Plan Drawn to Scale Or Dimensioned Indicating The Following:
 - Assessor's Parcel Number and Project Address
 - Direction of North
 - Parcel Diagram (Including Property Lines and Dimensions)
 - Label front of property.
 - Label adjacent streets or alleys.
 - Indicate location and dimensions of easements that apply with proof of legal access.
 - Indicate ingress/egress (driveway locations).
 - Indicate existing topographical contours (solid line) and proposed contours (dashed line).
 - Indicate the location of any terrain features that affect placements including washes, creeks or ditches within twenty (20) feet of the building site.
 - Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
 - Indication location of septic tank and leach lines (including dimensions, size and setback or distance from proposed building).
 - Indicate location of well.
 - Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building).
 - Indicate any required cut and fills and cubic yards of each.
 - Indicate proposed fence locations(s) with an 'x' and include linear footage, height and type of material to be used.
 - Foundation Plan** – Including Section of Footing & Foundation
 - Framing Plan** – Including Cut Sections Detailing Floor, Wall, and Roof Framing.
- Deposit** will be collected upon submittal of application in accordance with the current adopted fee schedule.

Additional Information May Be Required as Determined by The Building Official. A Separate Permit Will Be Required for All Deferred Submittal Items.

Note: All contractors must have a valid ROC License in the State of Arizona. A Town issued Business License is also required to perform services in the Town of Camp Verde.

Note: 9-495. Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939





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OFFICIAL USE ONLY:

PERMIT NUMBER: _____

TIME/DATE STAMP: _____

APPLICATION FOR PERMIT

PROJECT INFORMATION:

PROJECT TYPE: RESIDENTIAL COMMERCIAL ADDITION ALTERATION/REMODELING DEMOLITION NEW OTHER

DESCRIPTION OF PROJECT: _____ VALUATION: \$ _____

HAS CONSTRUCTION STARTED ON THIS PROPERTY: YES NO SQUARE/LINEAR FOOTAGE: _____ BLDG. HEIGHT: _____

PROPERTY INFORMATION:

PARCEL NUMBER: _____ - _____ - _____ PHYSICAL ADDRESS: _____

DITCH INFORMATION (IF APPLICABLE):

DITCH NAME: _____ PROPOSED PROJECT'S DISTANCE FROM DITCH: _____

ENERGY SOURCE

PROPANE NATURAL GAS ALL ELECTRIC

SANITATION SERVICE PROVIDED BY:

CAMP VERDE WASTE WATER (SEWER) PERMIT # _____ SEPTIC SYSTEM PERMIT # _____

Note: Sewer connection permits must be obtained directly from the Camp Verde Waster Water Division. Please contact the Waste Water Division at (928) 567-6794. Septic permits must be obtained directly from Yavapai County Development Services. Please contact Yavapai County at (928) 639-8151 or www.yavapai.us.

WATER SERVICE PROVIDED BY:

CAMP VERDE WATER COMPANY VERDE LAKES WATER COMPANY WELL – PERMIT NUMBER: _____

Note: Well licensing information can be obtained through Arizona Department of Water Resources (ADWR). Please contact ADWR at (602) 771-8500 or www.azwater.gov.

PROPERTY OWNER INFORMATION:

OWNER(S) NAME: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: (_____) _____ - _____ E-MAIL: _____

Note: If you recently purchased this property and Yavapai County does not yet reflect you as the current property owner, you will be required to show proof of ownership documentation at the time of application submittal.

APPLICANT INFORMATION:

OWNER TENANT AGENT CONTRACTOR OTHER

APPLICANT NAME: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: (_____) _____ - _____ E-MAIL: _____

Attention Applicant: If you are not the property owner, you must have something in writing from the property owner granting you permission to act on their behalf as agent. Or the following Designation of Agent clause must be signed by the property owner:

DESIGNATION OF AGENT

WHEREAS, the above property owner is seeking to develop or improve real property within the municipal limits of the Town of Camp Verde, Yavapai County, Arizona, which will require the filing, processing, and payment of certain zoning, construction and inspection permits and reports, both from the Town and related agencies, and WHEREAS, the owner elects to designate an agent with authority to file and process all necessary permits and information related to property zoning and improvement, including the authority to pay fees and consent to inspections, NOW THEREFORE, the undersigned owner hereby designates:

_____, whose address is: _____,

whose phone number is: _____, whose email address is: _____,
 as agent to file the permit applications and related documents with the Town of Camp Verde, with such authority to continue until the application process is complete or as may be earlier revoked in writing.

OWNER NAME: _____ SIGNATURE: _____ DATE: _____

CONTRACTOR INFORMATION:

ARS §32-1169. Local proof of valid license; violation; penalty. A. Each county, city, or other political subdivision or authority of this state or any agency, department, board or commission of this state which requires the issuance of a building permit as a condition precedent to the construction, alteration, improvement, demolition or repair of a building, structure or other improvement to real property for which a license is required under this chapter, as part of the application procedures which it utilizes, shall require that each applicant for a building permit file a signed statement that the applicant is currently licensed under the provisions of the chapter with the applicant's license number and the applicant's privilege license number required pursuant to ARS Section §42-5005. If the applicant purports to be exempt from the licensing requirements of this chapter, the statement shall contain the basis of the asserted exemption and the name and license number of any general, mechanical, electrical or plumbing contractor who will be employed on the work. The local issuing authority may require from the applicant a statement signed by the registrar to verify any purported exemption. B. The filing of an application containing false or incorrect information concerning an applicant's contractor's license or transaction privilege license with the intent to avoid the licensing requirements of this chapter is unsworn falsification pursuant to ARS Section§13-2704.

I AM CURRENTLY A LICENSED CONTRACOR:

NAME: _____ COMPANY NAME: _____
ROC LICENSE NUMBER: _____ LICENSE CLASS: _____ TOWN BUSINESS LICENSE #: _____
SIGNATURE: _____ TITLE: _____ DATE: _____

Note: All contractors performing work within the Town of Camp Verde are required to obtain a Town Business License. Town Business Licenses can be obtained through the Clerk's Office at 473 S. Main St. Ste. 102, Camp Verde, AZ 86322.

EXEMPTION FROM LICENSING:

I am exempt from Arizona Contractors' License Laws on the basis of the license exemptions contained in ARS §32-1121A, namely:

- ARS §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ARS §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.
- Other – (Please Specify): _____

I understand that the exemption provided by ARS §32-1121A.14 (The Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1,000 or more.

I will be using the following licensed contractors on this project:

GENERAL CONTRACTOR	TOWN BUSINESS LICENSE NUMBER	ROC LICENSE NUMBER	LICENSE CLASS
ELECTRICAL CONTRACTOR	TOWN BUSINESS LICENSE NUMBER	ROC LICENSE NUMBER	LICENSE CLASS
MECHANICAL CONTRACTOR	TOWN BUSINESS LICENSE NUMBER	ROC LICENSE NUMBER	LICENSE CLASS
PLUMBING CONTRACTOR	TOWN BUSINESS LICENSE NUMBER	ROC LICENSE NUMBER	LICENSE CLASS

BUILDING CODE REQUIREMENTS:

2018 INTERNATIONAL BUILDING CODE (IBC) & APPENDIX J
2018 INTERNATIONAL EXISTING BUILDING CODE (IEBC)
2018 INTERNATIONAL FUEL GAS CODE (IFGC) & APPENDICES A, B, C, D
2017 NATIONAL ELECTRICAL CODE (NEC)
2018 INTERNATIONAL RESIDENTIAL CODE (IRC) & APPENDICES M, N, Q
TOWN CODE CHAPTER 7 – BUILDING

2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
2018 INTERNATIONAL FIRE CODE (IFC) & APPENDICES B, C, D
2018 INTERNATIONAL MECHANICAL CODE (IMC) & APPENDIX A
2018 INTERNATIONAL PLUMBING CODE (IPC) & APPENDIX F
2018 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISpsc)

Note: Applicant assumes all responsibility for complying with any deed restrictions (CC&R's) that may apply to the property.

OFFICIAL USE ONLY:

Building:	\$
Plan Review:	\$
Fire:	\$
Zoning:	\$
Investigation Fee:	\$
Subtotal:	\$
3% Tech:	\$
Total:	\$
Deposit:	\$
Balance Due:	\$
Application Taken By:	

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I DECLARE that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Ordinances of the Town of Camp Verde. I realize that the information that I have stated heron forms a basis for the issuance of the Building Permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the Town Code or any other ordinance or to excuse the owner or his successors from complying therewith. WHERE NO WORK HAS COMMENCED WITHIN 180 DAYS AFTER THE ISSUANCE OF A PERMIT OR WHEN MORE THAN 180 DAYS LAPSES BETWEEN APPROVAL OF REQUIRED INSPECTIONS, SUCH PERMIT SHALL BE VOID. I hereby certify that I am the OWNER at this address or that, for the purposes of obtaining this approval; I am acting on behalf of the owner. All contract work on this project will be done by a contractor holding a valid privilege tax license issued by the Town of Camp Verde and contractor's license issued by the State of Arizona.

NAME: _____ SIGNATURE: _____ DATE: _____

PLOT PLAN SKETCH:

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

PARCEL NUMBER _____ - _____ - _____

SCALE: _____
NO SMALLER THAN 1" = 50'

INDICATE NORTH:



I/WE, _____, certify that I/WE are the Owner or Owner's Agent, that all information provided for this plot plan is correct and that this plot plan, as a part of the permit application, indicates all structures (including fences, walls, and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course (including washes, drainage ditches, etc.) on or adjacent to the property within twenty (20) feet of any proposed or existing structure(s). I/WE, the Owner or Owner's Agent indemnify and hold harmless the Town of Camp Verde, its officers, agents and employees for any omissions knowingly or unknowingly made by the Owner, Applicant or Agent on this plot plan, resulting in the issuance of permit. I/WE understand that any items constructed in an easement, legal access area or right-of-way may be required to be removed. Furthermore, I/WE, the Owner or Owner's Agent understand that the Town of Camp Verde, its officers, agents and employees, will not be responsible for removal and replacement of said structure(s), AND removal/replacement of said structures will be at the Owner's expense. 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.

OWNER/AGENT SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY:

PERMIT NUMBER: _____ APPROVED BY: _____ DATE: _____

REQUEST FOR SOILS CLASSIFICATION WAIVER:

Section 1803.1 of the 2018 International Building Code (IBC), and Section R401.4 of the 2018 International Residential Code (IRC) requires the soil at each construction site to be classified and the bearing capacity to be determined by soils analysis. These determinations are required to be made by a licensed architect or engineer. In lieu of the above, for **RESIDENTIAL, NON-HABITABLE, ACCESSORY STRUCTURES OF 500 SQUARE FEET OR LESS ONLY**, the owner of the property or his/her agent may attest to the on-site soil conditions and agree to follow minimum Town standards as required by the International Residential Code (IRC). Although the Town allows for a request of waiver, the Town is not obligated to grant the waiver.

I, _____, being the owner or duly authorized representative of the owner of the property located at:

_____, parcel number _____, hereby request the requirements of the International Code Council (ICC) Code relative to soils reports be waived for the following reasons:

- No Fill On Site
- Existing Structures Have No Foundation Problems
- No Expansive Soil On Site
- Existing Soil Will Be Removed And Replaces With Engineered Fill
- Undisturbed Soil
- Footings Will Extend Through Fill And Into Undisturbed Soil To The Required Depth
- Other
- Soils Have Been Classified By An Arizona Architect Or Engineer Who Has Designed The Foundation System

I/We agree to abide by an additional requirements the Town may impose as a condition of granting this request, or alternatively, I/We will exercise the option to retain an Arizona Registered Civil Engineer in the private sector to submit an alternative design for review and approval.

NAME: _____ SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY:

- WAIVER REQUEST GRANTED BASED ON THE DESIGN SUBMITTED AS SHOWN ON PLANS**
- WAIVER REQUEST DENIED**

Your request for waiver of a soils classification/soils investigation report cannot be granted for this project. USDA Survey Maps indicate problem soil conditions in the immediate area. A soils classification by an Arizona Registered Civil Engineer or a Geotechnical Soils Engineer will be required.

DEPARTMENT AUTHORIZATION: _____ DATE: _____

REQUEST FOR TEMPORARY ELECTRIC SERVICE:

PARCEL NUMBER: _____ - _____ - _____ ADDRESS: _____

I, _____, by signing this request hereby understand that the issuance of this request for temporary electric service for the address listed above does not constitute the right to occupy said premise without final inspection and certificate of occupancy. A violation of this agreement may result in discontinuance of service.

NAME: _____ SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY:

- REQUEST FOR TEMPORARY ELECTRIC SERVICE GRANTED**
 - REQUEST FOR TEMPORARY ELECTRIC SERVICE DENIED**
- Your request for temporary electric service cannot be granted for this project.

Reason: _____

DEPARTMENT AUTHORIZATION: _____ DATE: _____