



# Town of Camp Verde

## Community Development Department – Building Division

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0050 ◆ Fax: 928.567.7401 ◆

◆ [www.campverde.az.gov](http://www.campverde.az.gov) ◆

## COMMERCIAL PERMIT APPLICATION

Note: To ensure the most expedient permit processing, commercial applicants must receive approval for Development Standards Requirements through the Planning & Zoning Department prior to submitting an application for construction. Plans that do not meet the exception requirements of ARS §32-144 shall be designed and sealed by an Architect/Engineer licensed to practice in the State of Arizona. This shall include plans, calculations, and drawings including plumbing, mechanical and electrical in which one (1) set will require an original wet seal.

In order to process a commercial permit application, the following information must be submitted:

- Completed Application Packet** - including project information, property information, property owner information, applicant information, designation of agent, contractor information, plot plan sketch, request for temporary electric service (if applicable), lumens calculation sheet, special structural inspections certificate, driveways/culvert application (if applicable), fire alarm permit application (if applicable) and fire sprinkler permit application (if applicable).  
*Please Note: All contractors must have a valid ROC License and Town Issued Business License.*
- Development Standards Approval Letter and Approved Site Plan**
- Five (5) Sets Of Construction Documents (Plans) – One (1) Set Provided Must Be Original Wet Seal**
  - Plans must be submitted on a minimum of 18" x 24" and a maximum of 36" x 48" size paper at no less than ¼" = 1' and details at ½" = 1'. Plans, including calculations shall be legible and easy to read, and of sufficient clarity to indicate the location, nature and extent of the work proposed.
  - Cover Sheet – Including The Following Information:**
    - Contacts (Principal, Company Name, Address & Phone Number)
    - Parcel Number & Address
    - Owners Name, Address & Phone Number
    - Sheet Index
    - Project Data (Codes Referenced, Zoning, Use, Site Coverage, Occupancy, Building Height, Construction Type, Square Footages, Building Area, Setbacks, Sprinklers, etc.)
  - Site Plan** - Including An 8.5" x 11" Plot Plan Drawn To Scale Or Dimensioned Indicating The Following:
    - Assessor's Parcel Number and Project Address
    - Scale Used (May Be Engineer Or Architect's Scale)
    - Direction of North
    - Parcel Diagram (Including Property Lines and Dimensions)
      - Label front of property.
      - Label adjacent streets or alleys within 150' of property. Indicate width, length, turning radius and grade.
      - Indicate location and dimensions of easements that apply with proof of legal access.
      - Indicate ingress/egress (driveway locations).
      - Indicate topography, both existing and proposed, with contour lines shown in two (2) foot increments.
      - Indicate the location of any terrain features that affect placements including washes, creeks or ditches within twenty (20) feet of the building site.
      - Indicate all existing and proposed buildings and structures (actual footprints).
      - Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
      - Indicate utility easements and lines.
      - Indicate location of existing or proposed septic tank and leach lines, sewer line(s), water line(s), fire hydrant(s), electric and any other utility lines (including dimensions, size and setback or distance from proposed building).
      - Indicate location of well (if applicable).
      - Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building, if applicable).
      - Delineate parking spaces and include ADA accessibility.
      - Show calculations for number of required parking spaces for type of use.
      - Indicate areas to be landscaped (15% of parking area) and list plant types and size.
  - Civil Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional.
    - Storm Water Pollution Prevention Plan and Notice of Intent (NOI) Authorization (if applicable).
    - Paving, Grading and Drainage Plan.
    - Four (4) Copies of bound Drainage Reports.
    - Water and Sewer Plans.
    - Utility locations and connections.

- Scaled Engineers cost estimate for off-site improvements to include a 10% contingency to be approved by the Town Engineer.
- Notarized Bond for off-site improvements with additional 20% contingency of Engineer's total cost estimate, to be approved by Town Attorney.
- **Architectural Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Floor plan for each story showing square footage.
  - Architectural details for fire resistive construction and penetrations.
  - Accessibility requirements and emergency exit plan.
  - Window, door and room finish schedules.
  - Proposed uses.
  - Fire wall location and type.
  - All four building elevations shall be provided for the exterior showing relation to existing and proposed grade and exterior coverings.
- **Structural Plans and Calculations** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional.
  - All structural components of the proposed work.
  - Roof framing plan, wall section, details and calculations for all the above.
  - Truss design drawings (with consideration for roof mounted equipment).
  - I-joint include but not limited to the following: foundation plan, floor framing plan, systems with manufacturer's layout and engineering sheets.
- **Mechanical Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Complete mechanical system layout.
  - Calculations and methods of meeting ventilation requirements.
  - Details of equipment installation and condensation drains.
  - Fire damper and penetration details.
  - Kitchen hood system details.
- **Plumbing Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Complete layout for water, gas and drainage systems.
  - Pipe sizing for all proposed systems.
  - Isometric of waste, vent, hot/cold water, and gas systems.
- **Electrical Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
  - Complete layout including location of the service and sub-panels.
  - Details of any special systems.
  - Load calculations, panel schedules and one-line diagram.
- **Fire Alarm Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable). See Attached Camp Verde Fire District Requirements.
- **Fire Sprinkler Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable). See Attached Camp Verde Fire District Requirements.
- **Commercial Kitchen Hood/Ansul System Plans** – If Not Submitted As Part Of The Mechanical Drawings An Additional Three (3) Sets Of Mechanical Drawings Are Required. See Attached Camp Verde Fire District Requirements.
- **Two (2) Copies Of Engineered Soils Report** – One (1) Copy Provided Must Be Original Wet Seal
- **ADEQ Asbestos Demolition and Renovation Activities NESHAP Notification Form** – If Applicable.
  - Copies of any testing and abatement information to be conducted at the project site.
- **Deposit will be collected upon submittal of application in accordance with the current adopted fee schedule.**

**Note: 9-807. Mandated fire sprinklers in certain residences prohibited; exception; permit application format**

**A.** A municipality shall not adopt a code or ordinance or part of a uniform code or ordinance that prohibits a person or entity from choosing to install or equip or not install or equip fire sprinklers in a single family detached residence or any residential building that contains not more than two dwelling units. A municipality shall not impose any fine, penalty or other requirement on any person or entity for choosing to install or equip or not install or equip fire sprinklers in such a residence. This section does not apply to any code or ordinance that requires fire sprinklers in a residence and that was adopted before December 31, 2009.

**Note: Additional Information May Be Required As Determined By The Building Official. A Separate Permit Will Be Required For All Deferred Submittal Items.**

## **AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED**

Please Note: The Following Approvals May Be Required Before A Commercial Building Permit Is Issued:

Camp Verde Building Department - Camp Verde Planning & Zoning Department - Camp Verde Public Works Department - Camp Verde Waste Water Division - Camp Verde Fire District - Yavapai County Environmental Services - Yavapai County Flood Control - Yavapai County Health Services – (Submit Plans Directly To Yavapai County For Approval) - Arizona Department of Transportation – ADOT (Submit Plans Directly To ADOT For Approval) Arizona Department of Environmental Quality – ADEQ (Submit Plans Directly To ADEQ For Approval)



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: \_\_\_\_\_

HAS CONSTRUCTION STARTED ON THIS PROPERTY:  YES  NO SQUARE/LINEAR FOOTAGE: \_\_\_\_\_ VALUATION: \$ \_\_\_\_\_

**PROPERTY INFORMATION:**

PARCEL NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PHYSICAL ADDRESS: \_\_\_\_\_

**DITCH INFORMATION (IF APPLICABLE):**

DITCH NAME: \_\_\_\_\_ PROPOSED PROJECT'S DISTANCE FROM DITCH: \_\_\_\_\_

**SANITATION SERVICE PROVIDED BY:**

CAMP VERDE WASTE WATER DIVISION (SEWER)  SEPTIC SYSTEM - PERMIT NUMBER: \_\_\_\_\_

*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](http://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](http://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: \_\_\_\_\_

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 CONTRACTOR:**

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

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BUILDING CODE REQUIREMENTS:**

2012 INTERNATIONAL BUILDING CODE (IBC) & APPENDIX J  
2012 INTERNATIONAL EXISTING BUILDING CODE (IEBC)  
2012 INTERNATIONAL FUEL GAS CODE (IFGC) & APPENDICES A, B, C, D  
2011 NATIONAL ELECTRICAL CODE (NEC)  
2012 INTERNATIONAL RESIDENTIAL CODE (IRC) & APPENDICES M, N, Q  
TOWN CODE CHAPTER 7 – BUILDING

2012 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)  
2012 INTERNATIONAL FIRE CODE (IFC) & APPENDICES B, C, D  
2012 INTERNATIONAL MECHANICAL CODE (IMC) & APPENDIX A  
2012 INTERNATIONAL PLUMBING CODE (IPC) & APPENDIX F  
2012 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISPSOC)

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

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 hereon 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: \_\_\_\_\_

**OFFICIAL USE ONLY:**

Building:	\$
Plan Review:	\$
Engineering:	\$
Fire:	\$
Zoning:	\$
Total:	\$

Deposit Receipt #:

Balance Due Receipt #:

Type:

Application Taken By:

**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: \_\_\_\_\_

INDICATE NORTH:



SCALE: \_\_\_\_\_

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 twenty (20) feet of any proposed or existing structure has been indicated.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICIAL USE ONLY:

PERMIT NUMBER: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**REQUEST FOR SOILS CLASSIFICATION WAIVER:**

Section 1803.1 of the 2012 International Building Code (IBC), and Section R401.4 of the 2012 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: \_\_\_\_\_



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### Attention Building Permit Applicants:

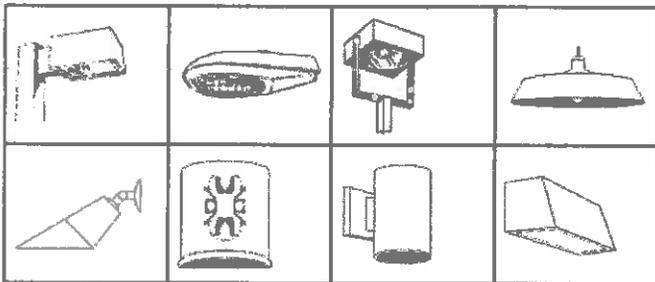
The Town of Camp Verde Community Development Department requires a lumen calculation sheet be submitted with all permit applications for new construction; for both residential and commercial development. To help you understand the information needed to fill out the form, we have included with your building permit application a graphic illustration of the differences between shielded and unshielded light fixtures as well as a lumens chart of different types of light bulbs. **Note:** You must use the maximum size bulb allowed by the manufacturer of the fixture to calculate your lumens. This information can be found on the fixture itself or its packaging material.

**When filling out the lumens calculation sheet please remember to include your existing outdoor lighting fixtures in addition to your proposed lighting fixtures.** Unshielded lights (all types) are limited to a maximum of 5,500 lumens per net acre. Residential parcels and development projects containing one net acre or less are allowed 5,500 lumens of unshielded light (all classes).

For more information on our lighting ordinance please visit our website at <http://www.campverde.az.gov> to view the most current version of the Planning and Zoning Ordinance (Section 405) or call the office of Community Development at (928) 554-0050. Thank you for helping us protect our dark skies and rural lifestyle!

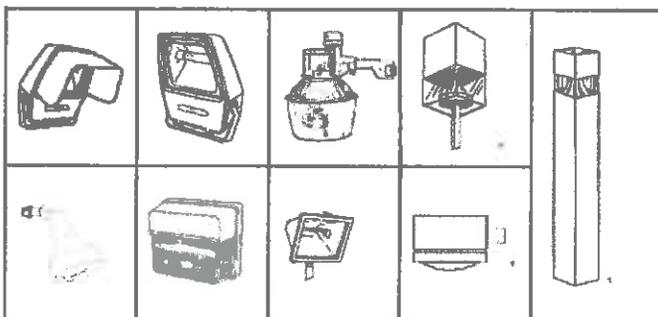
### Fully Shielded Examples:

\* Note: To be fully shielded these fixtures must be closed on top and mounted such that the bottom opening is horizontal.



### Unshielded Examples:

\* Note: Even though the lamp in these fixtures is shielded from direct view when viewed from the side or above, reflective surfaces and/or lens covers are directly visible from the side.



### Lumen Chart:

Incandescent (Standard) (INC)		High - Pressure Sodium (Clear) (HPS)	
Wattage:	Lumen Output (Initial)	Wattage:	Lumen Output (Initial)
15	120	35	2250
25	210	50	4000
40	490	70	6300
60	855	100	9500
75	1180	150	16000
100	1750	200	22000
150	2800	250	29000
200	3850	310	37000
Tungsten Halogen (Quartz) (TH)		350	
Wattage:	Lumen Output (Initial)	46500	
75	1400	400	50000
100	1800	430	51500
150	2800	1000	140000
200	3600	Standard Metal Halide (MH)	
250	5000	Wattage:	Lumen Output (Initial)
300	6000	100	8000
500	10100	150	13500
Induction Fluorescent (Sylvania Ice-tron) (IFL)		175	15000
Wattage:	Lumen Output (Initial)	250	23000
70	6200	360	36000
100	8000	400	40000
150	12000	1000	110000
T12 Cool-White Fluorescent (FL)		Pulse Start Metal Halide (MH)	
Wattage:	Lumen Output (Initial)	Wattage:	Lumen Output (Initial)
21	1190	50	3400
30	2050	70	5600
36	2450	100	9000
39	3000	150	14000
50	3700	175	17500
52	3900	200	21000
55	4600	250	25000
70	5400	320	33000
75	6300	350	37000
Low - Pressure Sodium (LPS)		400	44000
Wattage:	Lumen Output (Initial)	450	50000
18	1800	1000	110000
35	4800	Light Emitting Diode (LED)	
55	8000	Wattage:	Lumen Output (Initial)
90	13500	63	3400
135	22500	90	5400
180	33000	140	9996
		210	12300



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# Town of Camp Verde

## Community Development

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### Special Structural Inspections Certificate

#### TO BE COMPLETED BY ENGINEER/ARCHITECT RESPONSIBLE FOR SPECIAL INSPECTIONS

PERMIT #	PROJECT NAME	PROJECT ADDRESS
PARCEL #		
PROJECT OWNER/OWNERS AGENT	MAILING ADDRESS	PHONE #
ENGINEER/ARCHITECT NAME	MAILING ADDRESS	PHONE #
FIRM NAME	EMAIL ADDRESS	FAX #

I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/Owner's Agent as the Engineer/Architect responsible for implementing the Special Structural Inspections Program required by the 2012 International Building Code, Chapter 17. I have determined that the types of work checked below require Special Structural Inspection and the individuals(s) or firm(s) named below are qualified to perform the Special Inspections. I understand and agree to inform the project owner, the contractor(s), and the Special Inspector(s) about all Special Inspection Program requirements and limitations, including that the Special Inspector(s) must be independent third-party individual(s) or firm(s) and shall not be the installing contractor(s).

(Seal, sign and date)

YES	NO	TYPES OF WORK REQUIRING SPECIAL STRUCTURAL INSPECTION (ATTACH SUPPLEMENT IF NECESSARY)	QUALIFIED SPECIAL INSPECTOR, INDIVIDUAL(S) OR FIRM(S) (ATTACH SUPPLEMENTAL IF NECESSARY)
		CONCRETE	
		BOLTS INSTALLED IN CONCRETE	
		SPECIAL MOMENT-RESISTING CONCRETE FRAME	
		REINFORCING STEEL AND PRE-STRESSING STEEL TENDONS	
		STRUCTURAL WELDING	
		HIGH-STRENGTH BOLTING	
		STRUCTURAL MASONRY	
		EXPANSION/EPOXY ANCHORS	
		SOILS	
		COMPACTION	
		OTHER (PLEASE SPECIFY)	

#### BUILDING OFFICIAL'S APPROVAL OF PROPOSAL OF SPECIAL INSPECTION:

BUILDING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

#### OWNER CERTIFICATION:

I hereby certify that I will employ the aforementioned Special Inspector to perform the inspections shown above.

OWNER/owner applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES:** Special Inspection weekly reports must be submitted to the owner and to the Building Official within 5 working days of the last day of the week being reported to avoid suspension of the building permit and possible Stop Work Order. A monthly summary letter is required for overall status including any outstanding items that require follow-up. The final special inspection approval letter(s) must be submitted before use or occupancy. Any variation to the special inspection proposal requires prior approval of the Building Official.

**DRIVEWAYS / CULVERT  
APPLICATION FOR PERMIT TO USE  
TOWN OF CAMP VERDE ROADS OR DEDICATED STREETS**

The undersigned herewith make application for a permit to enter in upon and use a portion of the right-of-way of the Town of Camp Verde roads or dedicated streets for the purpose of installing a driveway and/or driveway culvert.

**LOCATION OF WORK** \_\_\_\_\_

(parcel number and 911 street address if known)

FOR AND IN THE CONSIDERATION of the granting of a permit for the purpose set forth herein the Permittee hereby agrees, covenants and binds said Permittee as follows, to-wit:

**CONDITIONS**

1. That the permittee assumes the responsibility and all liability for any injury or damage to said highway, or to any person while using said highway in a lawful manner, caused by or arising out of the exercise of this permit.
2. **Maintenance of driveway and/or driveway culvert shall be the sole responsibility of the property owner and will in no way be responsibility of the Town of Camp Verde.** All work shall be at the sole cost and expense of the permittee and shall be done at such time and in some manner as to be the least inconvenient to the traveling public. No driveway will be approved which causes a hazard to the traveling public.
3. If at any time hereafter the right-of-way, or any portion thereof, occupied and used by the permittee may be needed or required by the Permittee, application may be revoked by the Permitter and all right thereunder terminated and upon sufficient notice, the Permittee shall and will remove all property belonging to said Permittee.
4. All culverts shall be set at the apparent flow line of the ditch. No construction done under this permit shall alter the existing characteristics of the roadway and/or the drainage ditch without prior permission from the Town of Camp Verde Engineer's office.
5. Permit shall be in effect for thirty (30) days from the date issued.
6. MISCELLANEOUS -
  - a. Any and all work performed within a Town right-of-way and/or a Town maintained road shall require a permit from the Town of Camp Verde engineer's Office and shall be subject to whatever inspections that shall be deemed necessary by the Town Engineer.
  - b. The Permittee shall replace all signs moved or damaged during construction.
  - c. During the course of work, the Permittee shall maintain the work area in a clean and orderly condition. When a hazardous condition is created to the traveling public, barricades or proper warning devices should be used. Excess excavation, debris, etc., will not be permitted to accumulate on the road surface of shoulders. Work shall progress in such a manner that no condition such as soft trenches, drop-offs from the edge of the pavement, etc., will exist. Upon completion of installation, the Permittee shall clean the pavement surface, pull and dress shoulders, and otherwise put in order the entire work area covered by the permit to the satisfaction of the Town Engineer or his representative.

IN WITNESS WHEREOF this application has been duly signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name (Please Print): \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

\*\*\*\*\*

THIS APPLICATION IS APPROVED WITH THE FOLLOWING REQUIREMENTS:

\_\_\_\_\_ NCR - No culvert is required at this time. However, if in the future this road is improved, a culvert of the proper size will be required at the owner's expense.

\_\_\_\_\_ " (inside diameter) CMP 16-gauge culvert required.

\_\_\_\_\_ " (inside Diameter) CMP 16-gauge culvert or arch equivalent required.

\*\*\*\*\*

\_\_\_\_\_ Date

\_\_\_\_\_ Town of Camp Verde

COMMENTS:

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



**Town of Camp Verde  
Public Works Department**  
395 S. Main Street  
Camp Verde, AZ 86322  
(928) 554-0820  
(928) 567-1540 Fax  
www.cvaz.org

## PUBLIC WORKS FEE SCHEDULE

<b>SITE PLAN REVIEW</b>	
1 <sup>st</sup> and 2 <sup>nd</sup> Reviews	\$225.00 Per Applicable Sheet
<b>ENGINEERING REPORT REVIEW</b>	
1 <sup>st</sup> and 2 <sup>nd</sup> Reviews <u>Includes:</u> Drainage Reports, Design Reports, Traffic Reports (TIA), Soils Reports and Other Reports	\$250.00 Per Report \$150.00 For Each Subsequent Review
<b>CONSTRUCTION PLANS &amp; GRADING PLAN</b>	
1 <sup>st</sup> and 2 <sup>nd</sup> Reviews <u>Includes:</u> Civil Grading & Drainage, SWPPP, Water, Sewer, Streets, Signing & Striping, Irrigation, and Other <i>(Note: Each separate infrastructure component shall be counted and billed separately regardless of the number of components placed on one sheet)</i>	\$225.00 Per Applicable Sheet \$250.00 For Each Subsequent Review
<b>AS BUILT PLAN REVIEW</b>	
	\$91.00 Per Applicable Sheet
<b>PLAT REVIEW</b>	
1 <sup>st</sup> and 2 <sup>nd</sup> Reviews <u>Includes:</u> Preliminary and Final Plat Reviews	\$250.00 Per Applicable Sheet \$150.00 For Each Subsequent Review
<b>RIGHT-OF-WAY</b>	
Encroachment Permit	\$291.00
<b>MISCELLANEOUS PLAN REVIEW</b>	
<u>Includes:</u> Engineer's Cost Estimates, Residential Grading Plan Review, and Plan Revision Reviews	\$100.00 Per Applicable Sheet \$100.00 For Entire Residential Grading Plan Submittal/ Review
<b>ANY ADDITIONAL INSPECTIONS</b>	
Note: Request Form Must Be Submitted	\$50.00 Per Inspection
<b>PRIVATE ROAD SIGNS</b>	
New Private Road Street Signs <u>Includes:</u> Installation	\$85.00 Each
<b>ROAD CUT PERMITS</b>	
Excludes Utility Companies	\$50.00 Each
<b>PUBLIC IMPROVEMENT CONSTRUCTION INSPECTION</b>	
	\$225.00 Per Inspection

**TOWN OF CAMP VERDE  
ENGINEERING PLAN REVIEW FEE SCHEDULE**

1<sup>st</sup> Submittal                      2<sup>nd</sup> Submittal                      3<sup>rd</sup> Submittal *(Additional Fees Apply)*

**PROJECT NAME:** \_\_\_\_\_  
**PROJECT ADDRESS:** \_\_\_\_\_  
**Engineer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Who Is The Contact Person:**    Architect    Owner    Engineer    Other \_\_\_\_\_

*(Note: Each separate infrastructure component shall be counted and billed separately regardless of the number of components placed on one sheet)*

Type of Plan/Report	Review #	# Of Sheets	Cost/Sheet*	Review Fee
1. Site Plan Review:	_____	_____	\$225.00/sheet*	\$ _____
2. Preliminary Plat Review:	_____	_____	\$250.00/sheet*	\$ _____
3. Final Plat Review:	_____	_____	\$250.00/sheet*	\$ _____
4. Engineering Report Review:	_____	_____	\$250.00/per report*	\$ _____
Drainage	_____	_____	\$250.00/per report*	\$ _____
Design	_____	_____	\$250.00/per report*	\$ _____
Traffic (TIA)	_____	_____	\$250.00/per report*	\$ _____
Soils/Other	_____	_____	\$250.00/per report*	\$ _____
5. Construction Plans & Grading Plans:	_____	_____	\$225.00/per sheet*	\$ _____ SW
Grading/Drainage	_____	_____	\$225.00/per sheet*	\$ _____ SW
SWPPP	_____	_____	\$225.00/per sheet*	\$ _____
Water	_____	_____	\$225.00/per sheet*	\$ _____
Sewer	_____	_____	\$225.00/per sheet*	\$ _____
Streets	_____	_____	\$225.00/per sheet*	\$ _____
Signing/Striping	_____	_____	\$225.00/per sheet*	\$ _____
Irrigation	_____	_____	\$225.00/per sheet*	\$ _____
Other	_____	_____	\$225.00/per sheet*	\$ _____
Public Improvement Inspection:	_____	_____	\$225.00	\$ _____
Engineers Cost Estimate:	_____	_____	\$100.00/per sheet*	\$ _____
As Built Plan Review:	_____	_____	\$91.00/per sheet*	\$ _____
Miscellaneous Plan Review:	_____	_____	\$100.00/per sheet*	\$ _____
Non-classified	_____	_____	\$100.00/total	\$ _____
Residential	_____	_____	\$100.00/per sheet*	\$ _____
Amendments/Revisions	_____	_____	\$100.00/per sheet*	\$ _____
Any Additional Inspections:	_____	_____	\$50.00/per inspection	\$ _____
			<b>Total Fees:</b>	\$ _____
			Engineer Plan Review - 01-40-40-4140	\$ _____
			Stormwater Review(SW) - 01-40-41-4140	\$ _____
			<b>Balance Due:</b>	\$ _____

*\*Cost includes 1<sup>st</sup> and 2<sup>nd</sup> reviews and up to 3 inspections; 3<sup>rd</sup> and subsequent reviews apply at \$150 per sheet/report. Please see currently adopted fee schedule for additional information.*

**A COPY OF THIS FEE SCHEDULE IS TO ACCOMPANY EACH SUBMITTAL. PLAN REVIEW FEES ARE DUE AND PAYABLE UPON CONFIRMATION OF SUBMITTAL FROM ENGINEER. ALL REDLINE COMMENTS MUST BE RETURNED WITH SUBSEQUENT PLAN REVIEWS (OR FULL FEES WILL APPLY).**

----- STAFF USE BELOW THIS LINE -----

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Due: \_\_\_\_\_ Review # \_\_\_\_\_  
 Returned Red Lines? Yes / No    Routed To: \_\_\_\_\_    Comments: \_\_\_\_\_  
 Fees Due: \$ \_\_\_\_\_    Completed Fee Schedule: Yes / No

# Camp Verde Fire District

26 B Salt Mine Road  
P.O. Box 386  
Camp Verde, Arizona 86322

Phone: 928.567.9401  
Fax: 928.567.2444  
www.campverdefire.org



## Fee Schedule

Fire Code Plan Reviews, Inspections and Permits	Fee
<b>New Construction, additions, and alterations (1 Plan Review and 2 Inspections)</b>	<b>Plan Review: 40% of building permit Plan Review Fee</b>
<b>Subdivisions Plat Review</b>	<b>\$60</b>
<b>Fire Alarm &amp; Detection System</b>	<b>1 Plan Review and 2 Inspections</b>
New Installation up to 5,000 sq. ft.	\$150
New Installation 5,000+ sq. ft.	\$150 + .01 per square foot over 5,000
Modifications (Including TI)	\$75
<b>Automatic Fire Sprinkler System</b>	<b>1 Plan Review and 2 Inspections</b>
New Installation up to 5,000 sq. ft.	\$250
New Installation 5,000+ sq. ft.	\$250 + .01 per sq. ft. over 5,000
Modifications (Including TI)	\$125
<b>Alternative Fire-Extinguishing System</b>	<b>1 Plan Review and 2 Inspections</b>
New Installation: Foam, CO2, Clean Agent, Chemical, etc	\$100
New Installation Commercial Cooking (Hood)	\$100
<b>Fire Pump</b>	<b>1 Plan Review and 1 Inspection</b>
New Installation and Modifications	\$100
<b>Underground Fire Lines</b>	<b>1 Plan Review and 1 Inspection</b>
Installation	\$75
<b>Spray Booth and Dipping Operations</b>	<b>1 Plan Review and 1 Inspection</b>
Pre-Manufactured Spray Booth	\$100
Non-Pre-Manufactured Spray Booth	\$200
<b>Fire Department Access (Permanent)</b>	<b>1 Plan Review and 1 Inspection</b>
New Installation – Access Gate (each)	\$60
<b>Solar Photovoltaic Power Systems</b>	<b>\$50</b>
<b>Liquid Petroleum Gas</b>	<b>1 Plan Review and 1 Inspection</b>
New Installation: Aboveground Tank	\$100

<b>High Piled Combustible Storage</b>	<b>\$60 for 1 Plan Review and 1 Inspection</b>
<b>Tents, Canopies, Membrane Structures</b>	<b>1 Plan Review and 1 Inspection</b>
Single Tent Over 400 sq. ft.	\$25
Single Canopy Over 700 sq. ft.	\$25
Sites with Multiple Tents and/or Canopies	\$50
<b>Blasting</b>	<b>1 Plan Review and Inspections as Required by the AHJ</b>
3 Day Single Project, No On-Site Storage	\$50
30 Day Single Project, Non On-Site Storage	\$100
Magazine Storage (Each Site)	\$100
<b>Fireworks/Pyrotechnics Display</b>	<b>\$50 plus Standby Fees</b>
<b>Special Events</b>	<b>\$25 for 1 Plan Review and 1 On-Duty Inspection Off-Duty and Standby Fees may be required</b>
<b>Hazardous Materials Storage</b>	<b>\$50 per site for 1 Plan Review and 1 Inspection</b>
<b>Flammable/Combustible Liquids Storage</b>	<b>\$50 per site for 1 Plan Review and 1 Inspection</b>
<b>Compressed Gasses Storage</b>	<b>\$50 per site for 1 Plan Review and 1 Inspection</b>
<b>Additional Plan Review Fee</b>	<b>50% of Original Plan Review Fee</b>
<b>Re-Inspection Fee</b>	<b>\$50</b>
<b>Penalty for Starting Work Without a Permit</b>	<b>Double the Permit Fee</b>

*Updated: October 1<sup>st</sup>, 2014*



**Camp Verde Fire Department**  
 26 W. Salt Mine Rd.  
 CAMP VERDE, AZ 86322-0386  
 BUSINESS 567-9401 • EMERGENCY 911

**Fire Alarm Permit Application**

**Section A, Site Information: Complete for all permits**

Job Address: \_\_\_\_\_  
*Number and Street name, City/Town, Zip code*

Name of Tenant: \_\_\_\_\_  
 (if business)

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner Phone Number: ( ) \_\_\_\_\_

**Section B, Project Information: Complete for all permits.**

Occupancy Classification: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Square footage: \_\_\_\_\_

New System Installation  Renovation/Alteration of Existing System

System Class:  A  B  Addressable  Other \_\_\_\_\_

Signal Initiating Devices	Gauge of Wire _____	Quantity
Detectors (heat, smoke, rate of rise, etc.)		
Manual Pull Stations		
Tamper Switches		
Water Flow Switches		
Other (FF phones, UL/Ansul systems, etc.)		
Notification Devices	Gauge of Wire _____	Quantity
Horns, strobes, combination devices, speakers, etc.		
Items Controlled by Alarm		Quantity
Fan shutdown/start		
Elevator recall/shutdown		
Door closure devices		
Fire alarm control panel, annunciators		
Number of Zones (Identify Zones on Plans)		

**Section C, Applicant, Project Contractor/Designer Information:**

**Installing Contractor:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Designer/Nicet III Info:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Name and License:	Address:	Phone
-----------------------------	----------	-------

I hereby certify that the information contained within this application is correct and accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*Camp Verde Fire Department*

26 W. Salt Mine Rd.  
CAMP VERDE, AZ 86322-0386  
BUSINESS 567-9401 • EMERGENCY 911

**Fire Sprinkler Permit Application**

**Section A, Site Information: Complete for all permits**

Job Address: \_\_\_\_\_  
*Number and Street name, City/Town, Zip code*

Name of Tenant: \_\_\_\_\_  
 (if business)

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner Phone Number: ( ) \_\_\_\_\_

**Section B, Project Information: Complete for all permits.**

Indicate what the permit is being obtained for below, check all that apply:

New System Installation                       Renovation/Alteration of Existing System

Type of System:                                      Hazard Classification:

13     13R     13D                       Light     OH I     OH II     Extra Hazard

Wet     Dry     Other \_\_\_\_\_                       Number of Risers \_\_\_\_\_

General Type of Installation                       High Piled Storage

Above Ceiling     Below Ceiling     Obstructed     Unobstructed

Description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section C, Building Information: Complete for all permits: new construction, renovation, alterations.**

Occupancy Classification: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Number of floors: \_\_\_\_\_

**Section D, Applicant, Project Contractor/Designer Information:**

**Sprinkler Contractor:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Fire Protection Engineer/Nicet III Info:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Name and License:	Address:	Phone
-----------------------------	----------	-------

I hereby certify that the information contained within this application is correct and accurate.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**Camp Verde Fire Department**  
 26 W. Salt Mine Rd.  
 CAMP VERDE, AZ 86322-0386  
 BUSINESS 567-9401 • EMERGENCY 911

**Hood & Extinguishing System Permit Application**

**PLEASE PRINT**

**Section A, Site Information:** *Attention: Sections A, B & D (and C when applicable) must be completely filled out for all projects.*

Name of Building/Site: \_\_\_\_\_

Physical Location: \_\_\_\_\_

Applicant Information:

Name	Phone
Address	License

Building Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner Phone Number: (    ) \_\_\_\_\_

**Section B, Project Information:** *Complete for all Hood installations.*

Size of Hood: Length _____ Width _____	Size of Duct: _____
Total Square Feet of Hood opening: _____	Sq. Feet of Duct: _____
Filter Size: _____ Sq Inches Per Filter: _____	Fan CFM: _____
Total Number of Filters: _____	Calculated Duct Velocity: _____
Is hood mounted on a combustible surface: <input type="checkbox"/> YES <input type="checkbox"/> NO	Hood Construction: <input type="checkbox"/> No.18ga. Carbon Steel <input type="checkbox"/> No. 20ga. Stainless Steel
If <u>Yes</u> , indicate clearance provided: _____ inches Indicate on plan if necessary.	Duct Construction: <input type="checkbox"/> No.16ga. Carbon Steel <input type="checkbox"/> No.18ga. Stainless Steel

**Section C, Automatic Fire Suppression Systems:** *Complete for all Suppression System installations.*

Name of Installer: \_\_\_\_\_

Agent Type:     Wet Chemical     Other: \_\_\_\_\_

System Make: \_\_\_\_\_ System Model: \_\_\_\_\_

Kitchen Hood, where installed is provided with a portable fire extinguisher rated 40B:  Yes     No     N/A

- This application must be accompanied by the following:*
- Drawing of coverage area to include all appliances/equipment, piping and device locations.
  - Manufacturer's specifications and information.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





## NOI INSTRUCTIONS

### For Obtaining Authorization to Discharge Stormwater from Construction Activities

#### **Who Must File a Notice of Intent (NOI)?**

Each "operator" of a construction site is required to complete an NOI. Generally, "operator" means any person who has operational control over the activities occurring on the site (i.e., control over plans, specifications, day to day activities, stormwater controls, etc.). An operator may include the property owner, developer and/or contractor. Typically more than one operator works on a construction project; therefore, if any of these persons has operational control of the construction project, **EACH PERSON IS REQUIRED TO APPLY AS AN OPERATOR** for permit coverage using a separate NOI. Only one person from each company or municipality should submit the NOI for the project. However, if a company manages the site under separate divisions, e.g., land development and vertical development, the company may submit more than one NOI per project.

#### **When to File the NOI Form**

**DO NOT FILE THE NOI UNTIL YOU HAVE READ THE CONSTRUCTION GENERAL PERMIT AND THESE INSTRUCTIONS.** First, determine your eligibility to be covered under the 2013 Construction General Permit (CGP) (see Parts 1.2 and 2.2 of the permit). Next, prepare your Stormwater Pollution Prevention Plan (SWPPP) (Part 6). Finally, answer all questions correctly on the NOI form (Part 2.3). All of this must be done before you sign the certification statement on the NOI in "good faith." **NOTE:** Allow yourself enough time to gather the information necessary to complete the NOI form and develop a site-specific Stormwater Pollution Prevention Plan (SWPPP). Ground disturbance at the site cannot begin until you receive an NOI Certificate from ADEQ.

Keep in mind that, depending on the location of the project, authorization for permit coverage may be delayed for 30 calendar days. Refer to Part 2.3(3) of the permit for more information on the effective date of permit coverage.

If any part of your project is within 1/4 mile of any impaired or outstanding Arizona water, you must submit your SWPPP with the NOI. The 2010 303(d) List and other impaired waters can be found at <http://www.azdeg.gov/environ/water/assessment/assess.html>.

A list of outstanding Arizona waters (A.A.C. R18-11-112) can be found at [http://www.azsos.gov/public\\_services/Title\\_18/18-11.htm](http://www.azsos.gov/public_services/Title_18/18-11.htm).

**If you have any concerns about the timing for coverage under this permit, YOU ARE ENCOURAGED TO SUBMIT YOUR NOI EARLY!**

#### **Where to File the NOI Form**

##### **Mail or Deliver to:**

Arizona Department of Environmental Quality  
Surface Water Section / Stormwater & General Permits Unit  
1110 West Washington Street, 5415A-1  
Phoenix, AZ 85007

Make at least three copies of the signed NOI. Place a copy in your SWPPP, send a copy to the address above with a check for the NOI fee. If applicable, send the third copy to the operator of the municipal separate storm sewer system (MS4), in accordance with Parts 2.3(2)(k) and 2.3(5) of the permit. See page 3 of these instructions for a list of applicable MS4s.

ADEQ will send you a letter regarding authorization status. You may also verify receipt of the NOI and check the status of the authorization by either visiting our NOI Construction Database at <http://azdeg.gov/databases/azpdessearch.html> or by calling the ADEQ NOI Processing Center at (602) 771-7614.

For specific information about the program or the permit, visit our website at <http://www.azdeg.gov/environ/water/permits/stormwater.html#const> or contact us at (602) 771-4508.

#### **Instructions for Completing the NOI Form**

To receive coverage under the 2013 CGP, the NOI form must be COMPLETE and ACCURATE. Parts 2.1, 2.2 and 2.3 of the permit provide complete information on the NOI requirements. Please provide an email address in Sections I and VI of the NOI form.

#### **1st BLOCK – Is this NOI a revision?**

Indicate whether this form is a revision to an NOI form you previously submitted and obtained authorization for under the AZPDES CGP (effective June 3, 2013). Instances where you would check "yes," could include updating mailing information, changing the name of the contact person, or revising the location of the SWPPP. However, changes to the latitude or longitude and acreage changes will not be accepted and a new NOI will be required.

#### **2nd BLOCK – Indian Country Lands**

Indicate whether your site is located on Indian Country Lands. If located solely on Indian Country Lands, you must submit your NOI to EPA for permit coverage. If your site is on both Indian Country Lands and private lands, you will need to break out each area and submit NOIs to both ADEQ and EPA. For more information please see EPA's NPDES Stormwater Information Page at <http://www.epa.gov/region9/water/npdes/stormwater.html>.

#### **Section I. OPERATOR (Applicant) INFORMATION**

Place the name of the contact and the operator business name and mailing address in the blanks provided. The contact name indicated here is the person responsible for the terms and conditions of the Construction General Permit or the person who serves as a contact between ADEQ and the permittee. In many cases, this will be the same person who signs the certification statement in Section VI.

Check the appropriate box to reflect the operator's "business status."

#### **Section II. CONSTRUCTION ACTIVITY INFORMATION**

Identify a name that is consistently used to reference the project under "Project/Site Name."

Indicate the address of the project. If no address is available, describe the physical location of the site, including directions for driving to the site with sufficient detail that the site could be reached from the nearest municipality. (Section, range, and township are not appropriate for driving directions – do not provide.) Specify the city (if within municipal boundaries), county, and zip code for the project site.

Provide the County Parcel Number for the property at the main entrance of the construction site.

Provide a telephone number, preferably at the site where a knowledgeable project representative can be reached.

Indicate what type of project the construction is (examples, ADOT Project, airport, commercial, flood control, mining/sand & gravel, municipal/public, other, recreational area, residence, roads, school, subdivision, or utility).

Provide an estimate of the earliest start and latest completion date (through the completion of final stabilization) for your construction project. Specify a month, day, and year. The end date you provide is only an estimate. If your project continues past the estimated end date, there is no need to revise your NOI. Your permit coverage will continue until the permit expires June 2, 2018 or until you file a Notice of Termination (NOT).

A "larger common plan of development or sale" is:

(1) A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one project plan. For example, if a developer buys a 20-acre lot and builds roads, installs pipes, and runs electricity with the intention of constructing homes or other structures sometime in the future, this would be considered a larger common plan of development

or sale. If the land is parceled off or sold, and construction occurs on plots that are less than one acre by separate, independent builders, the construction activity would still be part of the common plan of development and subject to stormwater permitting requirements if the smaller plots were included on the original site plan. A larger common plan of development or sale also applies to other types of land development such as industrial parks or well fields.

(2) Where there is any documentation or announcement (including a sign, public notice or hearing, advertisement, drawing, permit application, zoning request, etc.) that links the separate construction activities or project phases together under a common project plan.

Specify the total acres to be disturbed with the entire construction project to the nearest acre. For example, if the project is a 14 acre golf course, which is part of a 40 acre master-planned project, indicate "40 acres" in this blank.

Specify the total acres to be disturbed by the operation (*i.e.* your project) to the nearest tenth of an acre, if less than one acre. For example, if your construction project is a 51 acre subdivision, which is part of a 230 acre subdivision, indicate "51 acres" in this blank.

### Section III. DISCHARGE LOCATION

Provide an accurate latitude and longitude of the construction site at the point nearest the receiving water. Common tools that you can use to determine latitude and longitude include Global Positioning System (GPS) devices, topographic maps, or internet mapping sites. The SMART NOI on-line system also includes a mapping system to enable you to easily determine latitude and longitude. The latitude and longitude must be reported in degrees, minutes, seconds format. The latitude must have at least six digits. The longitude must have at least seven digits. This information is critical for accurately locating your site, mapping it on state geographic information system environmental maps, and for determining which provisions of this permit may apply.

Operators have the option to use ADEQ's Geographic Information System (GIS) tool to determine latitude and longitude. Go to: <http://www.azdeq.gov/function/programs/gis.html>, click on "Watersheds" under "Water Quality"

For linear construction projects (which are typically longer than wide with a basically uniform width) such as roads, utility lines and pipelines, provide the latitude and longitude of the discharge location, as applicable:

- (1) If any portion of the construction site is located within 1/4 mile of any impaired water or outstanding Arizona water, provide the coordinates closest to that water body.
- (2) If the construction site has only one discharge location, provide the coordinates for the discharge location.
- (3) If the construction site has multiple discharge locations, provide the coordinates at the mid-point of the project's length.

Identify the closest receiving water to the construction site. A receiving water is a natural watercourse into which stormwater would flow in a storm event and includes dry washes, streams, tributaries, and other waters of the U.S. (such as designated canals). Some receiving waters may be unnamed washes or tributaries, and these must also be indicated on the NOI form as "unnamed." Man-made structures such as retention basins, storm sewer systems, or city storm drains are not receiving waters. "None" is not an acceptable answer to this question.

Identify whether there is a potential for any discharges from the site to enter a MS4 or privately owned conveyance such as a canal. MS4s include streets gutters, ditches, and flood control channels/structures. Check "yes" if the site is located within or adjacent to an MS4. If you check "yes," identify the name of the system owner (for example: a city, county, irrigation district, or military installation). See page 3 of these instructions for a list of applicable MS4s.

Determine whether the site is located within 2.5 miles of a perennial or intermittent water body. Do not leave this question blank, because your authorization may be denied or the default answer may be 'yes', in which case your site may not be eligible for any of the reduced stabilization options described in Part 3.1.2.3. If you are granted authorization under this permit, but failed to answer this question, you will be required to perform temporary stabilization within 14 calendar days of ceasing activities on any portion of the site. See Part 3.1.2.1 for complete requirements. Operators are advised to consult any general location map (such as a U.S. Geological Survey quadrangle map) with enough detail to identify the location of the project and surface waters receiving stormwater discharges from the facility.

### Section IV. STORMWATER POLLUTION PREVENTION PLAN

To obtain permit coverage you must confirm, by checking the appropriate field, that you have a SWPPP that meets the requirements of the permit and that you will implement the SWPPP prior to starting construction. This confirmation also affirms that the SWPPP will be located at the site. A checklist for completing the SWPPP can be found at <http://azdeq.gov/function/forms/apswater.html#cgp>.

Provide the address where the SWPPP will be available for viewing when construction activities are not actively underway.

Include the name and telephone number of a contact person that has access to and can provide the SWPPP upon request.

If any part of the project is located within 1/4 mile of an impaired or outstanding Arizona water, you must check "yes", and **enclose a copy of the SWPPP with your NOI with the applicable SWPPP review fee.** Your NOI will not be considered complete and you will not be eligible for permit coverage until a complete SWPPP is submitted, as described in Part 6 of the permit.

### Section V. PERMITTING FEE SCHEDULE

**Initial Fee** – For the NOI to be complete, the operator must include payment for the initial permitting fee. This fee is based on the acreage to be disturbed by the project and, when applicable, the SWPPP review fee. See Section V of the NOI form for the permitting fee schedule.

**Annual Fee** – ADEQ will send an annual fee invoice for the same amount as the initial fee (minus any SWPPP review fee) on the anniversary date of permit coverage each year until the operator submits a Notice of Termination. These fees cover ADEQ's cost to administer the construction stormwater program.

Additional information about ADEQ's water quality protection service fees, including FAQs, can be found at: <http://www.azdeq.gov/environ/water/permits/fees.html>

### Section VI. CERTIFICATION BY AUTHORIZED SIGNATORY

The operator applying for coverage must sign the certification statement verifying that the information is true and that the operator will comply with the permit. (NOTE: An unsigned NOI form will prevent authorization of permit coverage.) State statutes and rules provide for severe penalties for submitting false information on this application form. State regulations require this application to be signed and certified by the proper person as follows:

**For a corporation:** By a responsible corporate officer. A responsible corporate officer means:

- a. A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
- b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

**For a partnership or sole proprietorship:** By a general partner or the proprietor, respectively; or

**For a municipality, state, federal, or other public agency:** By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency is the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

**NOTE: The authorized signatory must be employed by the same company as the operator in Section I.** Operators cannot delegate the responsibility for signature on an NOI form to consultants, agents, or any other third party. A physical address is required in Section VI. DO NOT use a PO Box.

## Municipal Separate Storm Sewer Systems (MS4)

(Large\* and Small)

Municipal separate storm sewer means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains). A municipal separate storm sewer system is:

1. Owned or operated by a state, city, town, district, association, or other public body having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the Clean Water Act that discharges to waters of the United States;
2. Designed or used for collecting or conveying stormwater;
3. Not a combined sewer; and
4. Not part of a Publicly Owned Treatment Works (POTW).

Apache Junction	Douglas	Mesa*	Sedona
Arizona Dept. of Transportation*	El Mirage	Mohave County	Sierra Vista
Arizona State University	Flagstaff	Nogales	South Tucson
Avondale	Fountain Hills	Northern Arizona University	Surprise
Buckeye	Gilbert	Oro Valley	Tempe*
Camp Verde	Glendale*	Paradise Valley	Tolleson
Carefree	Goodyear	Peoria	Tucson*
Casa Grande	Guadalupe	Phoenix*	University of Arizona
Cave Creek	Lake Havasu	Pima County*	Veterans Hospital – Phoenix
Chandler	Litchfield Park	Pinal County	Veterans Hospital – Tucson
Cochise County	Luke Air Force Base	Prescott	Yavapai County
Coconino County	Marana	Prescott Valley	Youngtown
Cottonwood	Maricopa County	Queen Creek	Yuma
Davis Monthan Air Force Base	Marine Corps Air Station – Yuma	Scottsdale*	Yuma County



**NOTICE OF INTENT (NOI)**  
**for Construction Activity Discharges**  
**to Waters of the United States under the**  
**AZPDES Stormwater Construction General Permit**  
**(AZG2013-001)**

**FOR COVERAGE, A COMPLETE AND ACCURATE NOI (INCLUDING REQUIRED FEE) MUST BE SUBMITTED TO:**  
**Arizona Department of Environmental Quality, Surface Water Section / Stormwater and General Permits Unit**  
**1110 West Washington Street, 5415A-1, Phoenix, Arizona 85007**

Is this NOI a revision to a project filed under the 2013 AZPDES Stormwater Construction General Permit?  YES  NO If Yes, complete the following:

(ADEQ Use Only)  
**Authorization Number:**

- Provide your current authorization number: AZCON - \_\_\_\_\_
- Provide the name of the project / site in Part II below. You do not need to complete the entire form. Provide only the information that is being changed from the original NOI.
- Complete the certification in Part VI (including signature of authorized signer).

Is the site located on Indian Country Lands?  
 YES  NO

**I. OPERATOR (Applicant) INFORMATION:**

- Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- E-mail address: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- Operator's Business Name: \_\_\_\_\_
- Operator's Mailing Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Business Status: Federal:  State:  Other Public:  Private:  Other:

**II. CONSTRUCTION ACTIVITY INFORMATION:**

- Project/Site Name: \_\_\_\_\_
- Site physical location (Provide address. If no address, provide driving directions from nearest municipality):  
 \_\_\_\_\_  
 \_\_\_\_\_
- City: \_\_\_\_\_ State: **AZ** Zip Code: \_\_\_\_\_ County: \_\_\_\_\_
- County Parcel No. (at main entrance): \_\_\_\_\_ Phone Number: \_\_\_\_\_
- Type of Project (subdivision, commercial, road, pipeline, utility, ADOT project, etc.): \_\_\_\_\_

**II. CONSTRUCTION ACTIVITY INFORMATION (continued)**

- Estimated Project Start Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_  
Month/Day/Year Month/Day/Year
- Is the project part of a larger common plan of development? \_\_\_\_ YES \_\_\_\_ NO
- Estimate of total acres (to nearest whole acre) to be disturbed by the entire construction activity: \_\_\_\_\_
- Estimate of total acres (to nearest tenth of an acre, if <1) to be disturbed by your operations: \_\_\_\_\_

**III. DISCHARGE LOCATION**

- Provide the latitude and longitude of the construction site at the point nearest the receiving water (natural water course):  
Latitude: [ ]° [ ]' [ ]" Longitude: [ ]° [ ]' [ ]"  
(Degrees, minutes, seconds) (Degrees, minutes, seconds)
- Identify the closest receiving water to the construction site (e.g., dry washes, named and unnamed waterbodies, etc.):  
\_\_\_\_\_
- Is there a potential for any discharges from the site to enter a municipal separate storm sewer system (MS4), canal, or a privately owned conveyance? \_\_\_\_ YES \_\_\_\_ NO  
If yes, enter the name of the MS4, canal, or conveyance owner: \_\_\_\_\_
- Is the site located within 2.5 miles of a perennial or intermittent water? \_\_\_\_ YES \_\_\_\_ NO

**IV. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

A SWPPP must be developed in accordance with the terms of the general permit before completing and submitting this NOI.

- \_\_\_\_ I confirm that a SWPPP meeting the requirements of the Stormwater Construction General Permit (No. AZG2013-001) has been developed and will be implemented prior to commencing construction activities at this site. The SWPPP will be located at the site during construction activities. If this is a late NOI, a SWPPP has been developed and implemented prior to submitting this NOI.
- When construction activities are not actively underway, the SWPPP will be available at the following location:  
\_\_\_\_\_
- Name of SWPPP Contact Person: \_\_\_\_\_
- Telephone Number of SWPPP Contact Person: \_\_\_\_\_
- Is the site located within 1/4 mile of an Impaired or Outstanding Arizona Water: \_\_\_\_ YES \_\_\_\_ NO  
\_\_\_\_ If yes, a copy of my SWPPP is included with this NOI for review by ADEQ.

**V. PERMITTING FEE SCHEDULE (AZPDES fees are set in Arizona Administrative Code, R18-14-109)**

\_\_\_ I confirm that the correct fee payment is included with the NOI:

\_\_\_ Less than or equal to 1 acre: \$250.00 \*

\_\_\_ Greater than 1 acre, but less than or equal to 50 acres: \$350.00

\_\_\_ Greater than 50 acres: \$500.00

\_\_\_ Review of SWPPP by ADEQ, if required (see section IV above): add \$1,000.00

Total fee payment included: \$ \_\_\_\_\_

\_\_\_ No fee is required. The signer below represents an Arizona state agency (exempt from AZPDES fees).

\_\_\_ No fee is required. This is an amendment of an NOI previously filed under the 2013 Stormwater Construction General Permit, for which the fee was paid or not required.

\* (If the project will disturb less than one acre, Stormwater Construction General Permit coverage is required only if the project is part of a larger common plan of development or sale that will ultimately disturb one acre or more.)

**VI. CERTIFICATION BY AUTHORIZED SIGNATORY (see Appendix B.9 of the General Permit for requirements)**

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision, in accordance with a system designed to ensure that qualified personnel gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, I believe the information submitted is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, as the operator, I certify that I have reviewed and will comply with all the terms and conditions stipulated in the Stormwater Construction General Permit (AZG2013-001)."*

➤ Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

➤ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

➤ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

➤ Business Name: \_\_\_\_\_

➤ Address: \_\_\_\_\_

➤ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_