



TOWN OF CAMP VERDE
Community Development Department
Building Division
473 S. Main Street, Suite 108
Camp Verde, AZ 86322
(928) 567-8514 • Fax (928) 567-7401

DATE
 RECV'D: _____

PERMIT
 NO. _____

APPLICATION FOR PERMIT

PROPERTY AND BUILDING INFORMATION

PARCEL NO: _____ LEGAL DESCRIPTION _____
 PROJECT ADDRESS _____
 DESCRIPTION OF PROJECT _____ IMPACT FEES APPLY: YES NO
 HAS WORK COMMENCED ON THIS PROPERTY? _____ SQUARE FOOTAGE _____ APPLICANT'S VALUATION _____
 PROJECT TYPE: RESIDENTIAL COMMERCIAL INDUSTRIAL NEW ALTERATION/REMODELING ADDITION DEMOLITION

PROPERTY OWNER INFORMATION

OWNER NAME _____
 MAILING ADDRESS _____ CITY _____
 STATE _____ ZIP _____ PHONE _____

Attention Applicant: If you are not the owner of this parcel, you must have something in writing from the owner granting you permission to take out this permit. Also, if you recently purchased this parcel you may have to show proof of ownership documentation.

APPLICANT OR CONTRACTOR INFORMATION

OWNER AGENT CONTRACTOR TENANT

APPLICANT NAME _____
 MAILING ADDRESS _____ CITY _____
 STATE _____ ZIP _____ PHONE _____
 CONTRACTOR'S LICENSE # _____ CLASS _____ TOWN BUSINESS LICENSE # _____

THE FOLLOWING INFORMATION IS REQUIRED FOR COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY PROJECTS ONLY

PROPOSED USE _____ EXISTING USE _____
 PROPOSED CONSTRUCTION TYPE WALLS: Combustible Non-Combustible ROOF STRUCTURE: Combustible Non-Combustible
 EXISTING CONSTRUCTION TYPE WALLS: Combustible Non-Combustible ROOF STRUCTURE: Combustible Non-Combustible
 IF THIS IS AN EXISTING BUILDING, DOES IT HAVE A FIRE SPRINKLER SYSTEM?: _____ FIRE ALARM SYSTEM?: _____
 OCCUPANCY LOAD: _____ IBC OCCUPANCY TYPE: _____ IBC CONSTRUCTION TYPE: _____

CURRENT CODE REQUIREMENTS:

2006 INTERNATIONAL BUILDING CODE 2006 INTERNATIONAL RESIDENTIAL CODE
 2005 NATIONAL ELECTRIC CODE 2003 INTERNATIONAL FIRE CODE 2006
 INTERNATIONAL MECHANICAL CODE 2006 ENERGY CONSERVATION CODE
 2006 INTERNATIONAL PLUMBING CODE 2006 EXISTING BUILDING CODE
 2006 INTERNATIONAL FUEL GAS CODE

The 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 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 in from complying therewith. WHERE NO WORK HAS BEEN STARTED WITHIN 180 DAYS AFTER THE ISSUANCE OF A PERMIT OR WHEN MORE THAN 180 DAYS LAPSE 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 and contractor's license issued by the State of Arizona and the Town of Camp Verde.

OWNER APPLICANT (Special Power of Attorney or Agent)

NAME (Printed) _____ SIGNATURE: _____

BUILDING		
ELECTRICAL		
PLUMBING		
ZONING CLEARANCE		
MECHANICAL		
POOLS		
FENCES		
DEPOSIT		
TOTAL		
RECEIPT#:		
CHECK #		
APPLICATION TAKEN BY:		

Items to be submitted with Grading Permit Applications

Commercial/Residential One Acre or More

Commercial properties must *always* meet the following requirements and Residential properties of one acre or more.

1. 5 sets of 'final' grading & drainage plans, with site plan
2. Commercial projects require engineered plans, which must include one wet sealed set
3. 4 drainage reports
4. 5 sets SWPPP (if grading one or more acres of land)
5. Copy of your NOI with assigned 'Authorization Number' issued by ADEQ (if grading one or more acres of land)
6. Qualified Contractor information

Residential Under One Acre

1. 2 sets of grading & drainage plans
2. 8 ½" x 11" or 11" x 17" site plan
3. Contractor information (if applicable)



**Town of Camp Verde
Public Works Department**
395 S. Main Street
Camp Verde, AZ 86322
(928) 567-0534
(928) 567-1540 Fax
www.cvaz.org

PUBLIC WORKS FEE SCHEDULE

*** Cost includes 1st and 2nd reviews and up to 3 inspections; Third and subsequent reviews apply at \$150 per sheet/report.**

SITE PLAN REVIEW	
	\$225 per sheet*
ENGINEERING REPORT REVIEW	
(1st and 2nd reviews) <u>Includes:</u> Drainage reports, Design reports, Traffic reports (TIA), Soils reports & other reports	\$250 per report*
CONSTRUCTION PLANS & GRADING PLAN	
<u>Includes engineering components such as:</u> Civil Grading & Drainage, SWPPP, Water, Sewer, Streets, Signing & Striping, Irrigation, & 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 per sheet*
AS BUILT PLAN REVIEW	
	\$93.05 per sheet*
PLAT REVIEW	
<u>Includes:</u> Preliminary and Final Plat reviews	\$250 per sheet*
RIGHT-OF-WAY	
Encroachment permit	\$291
MISCELLANEOUS PLAN REVIEW	
<u>Includes:</u> <ul style="list-style-type: none"> • Engineer's Cost Estimates • Residential Grading plan review (\$100 for entire submittal) • Plan revision reviews, etc. 	\$100 per sheet*
ANY ADDITIONAL INSPECTIONS	
Request form must be submitted	\$50 per inspection
PRIVATE ROAD SIGNS	
	\$75.00
ROAD CUT PERMITS	
	\$50.00
PUBLIC IMPROVEMENT CONSTRUCTION INSPECTION	
	\$225

TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPARTMENT
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 20 feet of the property.

PERMIT #	ASSESSOR'S PARCEL #	ADDRESS

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.



INDICATE
NORTH

Scale: _____

Approved By: _____

Date: _____

Signature of Owner or Authorized Representative

Date

STATE OF ARIZONA

Department of Revenue



Janet K Brewer
Governor

Gale Garriott
Director

June 17, 2009

City of Campe Verde
Community Dev. Director
473 S Main St Ste 102
Campe Verde, Arizona 86322

Dear Building Official:

This is to let you know that we are in the process of mailing annual certificates to construction contractors for purposes of compliance with **ARS § 42-5007**. This law requires that building authorities obtain a certificate from the Department of Revenue to ensure that the bonding requirement has been met prior to the issuance of any building permit for projects of \$50,000 or more in value. All qualified contractors should receive their certificate by July 31, the expiration date of the last certificates.

There are three versions of certificates that represent compliance with the bond requirement: An annual certificate issued by the Department of Revenue; a one-time exemption; and a receipt for a bond for the actual project. Please note that the one-time exemption and receipt for bond must specify the location of the project site. Examples of the different types of certificates are enclosed for reference, along with the guidelines for compliance with this law.

For any questions regarding these procedures or assistance to contractors, please contact the Bond Compliance Officers at (602) 716-6056.

Sincerely,

Tom Waters
Administrator
License & Registration

I am currently a licensed contractor: Name _____

License No. ROC _____ License Class _____

Signature _____ Title: _____

EXEMPTION FROM LICENSING

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §32-1121A, namely:

- A.R.S. §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.
- A.R.S. §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 A.R.S. §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 \$1000 or more.

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

_____ License No. ROC _____ Class _____
(General Contractor)

_____ License No. ROC _____ Class _____
(Mechanical Contractor)

_____ License No. ROC _____ Class _____
(Electrical Contractor)

_____ License No. ROC _____ Class _____
(Plumbing Contractor)

SIGNATURE _____ DATE _____

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. §13-2704.



Contacts for
Further Information

ADEQ Offices

Phoenix: Gila, La Paz, Maricopa, Pinal and
Yuma Counties
Phoenix Office
(602) 771-4665 • (800) 234-5677

Tucson: Cochise, Graham, Greenlee, Pima
and Santa Cruz Counties
Southern Regional Office
(520) 628-6733 • (888) 271-9302

Flagstaff: Apache, Coconino, Mohave,
Navajo and Yavapai Counties
Northern Regional Office
(928) 779-0313 • (877) 602-3675

Community Liaisons

ADEQ has community liaisons located
throughout the state to assist residents in rural
communities. To find out how to contact the
community liaison nearest you, call the
regional office in your area.

Downloadable copies of the general permit and
associated forms and information on stormwater
pollution prevention plans and best management
practices may be found on the stormwater pages
of the ADEQ Web site at www.adeq.state.az.us.



**AZPDES General
Permit for**

**Stormwater
Discharges from
Large and Small
Construction
Activity**

How to Comply

Permit number: AZG2003-001

Permit term: Feb 28, 2003 to Feb 28, 2008

Who Must Apply?

Operators of construction activities that disturb 1 acre or greater are required to submit a notice of intent, or NOI, to obtain authorization under this general permit. Operators of construction activities that disturb less than 1 acre but are part of a larger development must also submit an NOI.



What Do I Need to Do?

Obtain a copy of the general permit and NOI. Copies of the permit, the NOI form and instructions may be found on the stormwater pages of ADEQ's Web site at www.adeq.state.az.us or call (602) 771-4428 or, toll free in Arizona, (800) 234-5677.

Prepare a stormwater pollution prevention plan that:

- Provides a site description identifying all sources of pollution associated with onsite construction activities
- Identifies the appropriate measures you will implement to reduce pollutants in stormwater discharges

Carefully complete the NOI form, providing all requested information. Failure to do so will delay or prevent your ability to discharge under this permit.

Before starting construction, submit the NOI to ADEQ by fax, certified mail or hand-delivery or use the SMART NOI system to apply for permit coverage.

Implement the stormwater pollution prevention plan prior to and during construction. If the discharge occurs near unique or impaired waters, the operator must submit the stormwater pollution prevention plan with the NOI.

When Am I Authorized to Discharge?

- Typically authorization is granted two business days after ADEQ receives the NOI. ADEQ will send applicants an authorizing certificate which must be posted at the construction site.
- Authorization to discharge is not automatic. If discharges occur near unique or impaired waters, the NOI is incomplete or incorrect, or if the discharges are not eligible under this general permit, ADEQ will contact you concerning your options.

- Operators/owners of construction sites must apply for coverage as follows:

⇒ **Existing large construction activities** must submit NOI and develop SWPPP per new GP before May 28, 2003. If the construction activity will be completed before May 28, 2003, this is not required.

⇒ **New large construction activities** must ensure ADEQ receives the NOI at least two business days before construction starts. (No activities should have started between Feb. 17, 2003 and March 5, 2003.)

⇒ **Existing small construction activities** (started before March 10, 2003) must submit NOI and develop SWPPP by May 28, 2003. If construction activity will be completed before May 28, 2003, the operator is not required to apply for coverage.

⇒ **New small construction activities** (as of March 10, 2003) must develop a SWPPP per new GP and ensure that ADEQ receives the NOI at least two business days before construction starts.

What Happens When Construction is Complete?

- Complete the notice of termination or NOT form and submit to ADEQ within 30 days after cessation of construction activities and final stabilization of the site.

Options for Controlling Pollutants at Small Construction Sites

Sediment and Erosion Control

To prevent erosion through soil protection and preservation

- Preserve existing trees where possible and minimize vegetation disturbance
- Plant or seed temporary or permanent vegetation
- Apply mulch or geotextile ground cover
- Apply sod stabilization
- Use vegetative buffer strips
- Contour and protect sensitive areas

Structural Practices

To divert, store or limit runoff

- Tilt fences
- Earthen dikes
- Drainage swales
- Check dams
- Subsurface drains
- Pipe slope drains
- Level spreaders
- Storm drain inlet protection
- Sediment traps
- Temporary or permanent sediment basins

Stormwater Management

To reduce pollutant discharges after construction activities cease

- On-site filtration
- Flow attenuation by vegetation or natural depressions
- Devices to dissipate velocity
- Retention structures/artificial wetlands

Housekeeping Best Management Practices

To prevent pollutant discharges from equipment and construction materials

- Proper waste management
- Control of wastewater
- Protected product storage areas