



BUILDING PERMIT APPLICATION

Commercial Remodel/Addition

TO ENSURE THE MOST EXPEDIENT PERMIT PROCESSING, APPLICANTS MUST RECEIVE APPROVAL FOR APPEARANCE STANDARDS REVIEW REQUIREMENTS THROUGH THE PLANNING & ZONING DEPARTMENT AND ANY APPROVALS REQUIRED BY THE TOWN ENGINEER, PRIOR TO SUBMITTING APPLICATIONS FOR CONSTRUCTION.

ITEMS REQUIRED TO SUBMIT PERMIT APPLICATION:

(Please initial or place a check mark in each box to verify completion of each item)

- Five (5) sets of plans must be submitted on a minimum of 18"x 24" and a maximum of 36"x 48" size paper at no less than 1/4" = 1' and details at 1/2" = 1' based on the currently adopted Codes:**
 - 2006 International Building; Plumbing and Mechanical; Fuel Gas; Energy Conservation and Existing Building Codes
 - 2005 National Electric Code
 - 2003 International Fire Code
- Cover sheet shall include**
 - Contacts (principal, company name, address and phone number)
 - Parcel number & Address
 - Owners name, address and phone number
 - Sheet index
 - Project data (codes referenced, zoning, use, site coverage, occupancy, building height, construction type, square footages, building area, setbacks, sprinklers etc.)
- Civil Plans (as applicable) shall include and be designed by an Arizona Registered Design Professional**
 - Site Plan
 - Dimensions of property
 - Show all existing and proposed buildings and structures (actual footprints)
 - Show setbacks on all sides of building to property lines
 - Adjacent streets and alleys within 150' of property. Indicate width, length, turning radius and grade
 - Location and dimensions of easements that apply
 - Indicate front of property
 - Indicate north
 - Ingress/Egress driveway location
 - Delineate parking spaces and include ADA accessibility
 - Show calculations for number of parking spaces for type of use and landscaping area @ 15% of parking area
 - Show landscaping area and list plants type and size
 - Location of existing or proposed septic tank, leach line (include dimensions, size and setback or distance from proposed and existing building) sewer line, water line(s), fire hydrants, electric and any other utility lines.

- Location of any terrain features that affect placement including washes, creeks or ditches within 20 feet of the building site
 - Utility easements and lines
 - Topography both existing and proposed, contour lines shown in two foot increments
- Storm Water Pollution Prevention Plan and Notice of Intent (NOI) Authorization (as applicable)
- Paving, Grading and Drainage Plan, include (4) bound drainage reports
- Water and Sewer Plans
- Utility locations and connections
- Sealed Engineers cost estimate for offsite improvements to include a 10% contingency to be approved by Town Engineer (as applicable)
- Notarized Bond for offsite improvements with additional 20% contingency of Engineer's **total** cost estimate, to be approved by Town Attorney (as applicable)
- **Architectural Plans** shall include and be designed by an Arizona Registered Design Professional
 - Floor plan for each story showing square footages
 - 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** shall include and be designed 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 manufactures layout and engineering sheets
 - **Structural Calculations (at least 3 sets)**
- **Mechanical Plans** shall include and be designed by an Arizona Registered Design Professional
 - 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 by an Arizona Registered Design Professional
 - 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 by an Arizona Registered Design Professional
 - 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 (three sets)** shall include and be designed by an Arizona Registered Design Professional (see attached Fire Department requirements)
- **Fire sprinkler plans (three sets)** shall include and be designed by an Arizona Registered Design Professional (see attached Fire Department requirements)

- Commercial Kitchen Hood** if not submitted as part of the mechanical drawings an additional three sets of mechanical drawings are required, also (see attached Fire Department requirements)
- Completed permit application** (to include valid ROC/Privilege Transaction Tax License information)
- Site Plan (8.5" X 11" or 11" X 17")** (to scale)
- Appearance Standards Approval Letter**
- Completed lighting permit and lumen calculation form for all outdoor lighting, existing and new**
- Engineered Soils Report (2 copies, one wet sealed)** (as applicable)
- Water & Sanitation form (include well #'s and septic #'s)** (as applicable)
- Temporary Electric Permit form** (as applicable)
- Contractor Information form (must list appropriately licensed commercial Contractors)**
- Driveway and Culvert Application** (as applicable)
- Special Inspection Certificate** (as applicable)
- Deposit** (based on valuation)

Note: Additional information may be required as determined by the Building Official.

Note: Development Fees will be collected upon issuance of permit.

APPROVALS NEEDED BEFORE BUILDING PERMIT WILL BE ISSUED:

1. Camp Verde Building Department
2. Camp Verde Planning & Zoning Department
3. Camp Verde Fire Department
4. Yavapai County Flood Control
5. Appearance Standards (Contact Planning Department for submittal requirements)
6. Town of Camp Verde Engineer (as applicable)
 - ❖ Excavating/Grading
 - ❖ Offsite Improvements
 - ❖ Original Sealed Engineers cost estimate with 10% contingency (for offsite improvements)
 - ❖ Original notarized Bond for offsite improvements with additional 20% contingency of **total** Engineers cost estimate approved by Town Attorney
 - ❖ Notice of Intent (NOI) Authorization (Contact ADEQ for SWPPP submittal requirements)

ADDITIONAL APPROVALS THAT MAY BE NEEDED BEFORE BUILDING PERMIT WILL BE ISSUED:

1. Letter of Assurance from Water/Sewer providers (for properties within service areas), guaranteeing service
2. Yavapai County Environmental Service (Septic)
3. State Fire Marshal (as applicable) (Plans go directly to Fire Marshal if required)
4. ADOT (Access approval if necessary)

Note: 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 set will require an original wet seal.

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED.



Town of Camp Verde

Community Development

473 S. Main Street
 Suite 108
 Camp Verde, AZ 86322
 (928) 567-8514
 Fax (928) 567-7401

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 2006 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)

Y E S	N O	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 INTALLED 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.

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

1st submittal 2nd submittal 3rd 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 #

- 1. Site Plan Review: _____
- 2. Preliminary Plat Review _____
- 3. Final Plat Review _____
- 4. Engineering Report Review: _____
 Drainage, Design, Traffic (TIA), Soils &
 other reports _____
- 5. Construction Plans & Grading Plans: _____
 Grading/Drainage _____
 SWPPP _____
 Water _____
 Sewer _____
 Streets _____
 Signing/Striping _____
 Irrigation _____
 Other _____
- Public Improvement Inspection _____
- Engineers Cost Estimate _____
- As Built Plan Review _____
- Miscellaneous Plan Review: _____
 Non-classified, Residential and/or
 Amendments/Revisions _____
- Any Additional Inspections: _____

#of Sheets	Cost/Sheet*	Review Fee
_____	\$225/sheet*	\$ _____
_____	\$250/sheet*	\$ _____
_____	\$250/sheet*	\$ _____
_____	\$250per report*	\$ _____
_____	\$225/sheet*	\$ _____ Stormwater
_____	\$225/sheet*	\$ _____ Stormwater
_____	\$225/sheet*	\$ _____
_____	\$225	\$ _____
_____	\$100	\$ _____
_____	\$93.05/sheet*	\$ _____
_____	\$100 (total)	\$ _____
_____	\$50/inspection	\$ _____
_____	Total fees =	\$ _____
(<i>Engineer Plan Rvw - 01-40-40-4140</i>)		\$ _____
(<i>Stormwater Rvw - 01-40-41-4140</i>)		\$ _____
Balance Due		\$ _____

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

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-----

Rec'd by: _____ Date Rec'd: _____ Date due: _____ Review # _____
 Returned red lines? Yes / No Routed to: _____ Comments: _____
 Fees due\$ _____ Completed Fee schedule: Yes / No



**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

Memo

To: All building permit applicants
From: Town of Camp Verde Building Department
Date: November 1, 2007
Re: Fire Review and Inspection Fees

The Town of Camp Verde has entered into an Intergovernmental Agreement with the Camp Verde Fire District effective July 10, 2007. This agreement establishes a working relationship between the Town and the District, the District will provide plan review and inspection services for new commercial buildings being built in the Town, and the Town will collect the associated fees for these services. Attached is a fee schedule for you convenience.

If you have any questions regarding the Camp Verde Fire District fee schedule, please call Camp Verde Fire Department at (928) 567-9401.

Camp Verde Fire Department

26 W. Salt Mine Rd.
P.O. BOX 386 • CAMP VERDE, AZ 86322-0386

Phillip R. Harbeson Sr.
Fire Chief

BUSINESS 567-9401 • EMERGENCY 567-4123 OR 911

Jack E. Blum
Secretary-Treasurer

PERMIT FEE SCHEDULE

Section 1: Permit fees for new construction projects. The fees in this section will be collected as part of the building permit application process.

Permit Type	Plan Review Fee	Inspection Fee
New construction, additions and alterations.	35% of building permit Plan Review Fee \$20.00 for additional review after 2 nd review	\$25.00 for up to 3 inspections \$20.00 for re-inspection if not ready
Subdivision Plat Review	\$40.00	
Commercial Kitchen Exhaust Hoods	\$25.00	\$20.00 for re-inspection if not ready
Spray Booths	\$20.00	\$20.00 \$20.00 re-inspection fee if not ready
Fire Sprinkler System	\$40.00 (under 100 heads) \$60.00 (101-300 heads) \$100.00 (over 300 heads)	\$25.00 for up to 3 inspections \$20.00 for re-inspection if not ready
Fire Alarm System	\$40.00 (up to 50 devices)	\$25.00 for up to 3 inspections \$20.00 for re-inspection if not ready
Fire Pumps	\$20.00	\$25.00
Above Ground Tanks	\$20.00	\$20.00 for reinspection if not ready
Penalty for starting work without a Permit	Double the Permit Fee	
Special Request for Inspections after hours, on weekends, or on holidays	Per Hour \$40.00 (*Minimum fee paid in advance-2hrs)	



Camp Verde Fire Department

26 W. Salt Mine Rd.
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BUSINESS 567-9401 • EMERGENCY 567-4123 OR 911

FIRE SPRINKLER PERMIT SUBMITTAL REQUIREMENTS

A fire sprinkler permit is required for the installation, addition or modification of any fire sprinkler system. Sprinkler systems shall comply with the International Fire Code and NFPA 13, 13R, 13D or other applicable standards.

Submit **3** sets of plans and **one** set of hydraulic calculations and manufacturer's data sheets for components of the system for review by the Fire Prevention Office.

Plans shall provide the following information:

- Business/Location Name and Street Address
- Property Owner/Rep Name and Contact Information
- Installation Contractor Contact Information and applicable License numbers
- Occupancy Classification(s), Building Construction Type
- Square footage of project area
- Number of risers
- System Type (Wet, dry, pre-action, deluge, antifreeze, etc.)
- Hazard Class
- Area of sprinkler operation and density
- Standpipes
- Scale, date of plans, any revision dates, point of compass, designer information including minimum NICET Level III certification information.
- Location of all wall partitions, firewalls, floor openings, concealed spaces, etc. Clearly label each area/room as to its use or title.
- Site/plot plan indicating location of roads, fire lanes, parking, and building orientation, hydrants, underground piping and location of thrust blocks and valves, and FDC's. Access roads, fire lanes, etc. shall have width dimensions and slope indicated on site plan.
- Information on any backflow preventers or double-check detectors required by water purveyor.
- System design data at each design area. Hydraulic reference points shown on the plan shall correspond with comparable reference on the hydraulic calculations.
- Include full height cross-section and elevations. Include ceiling construction.
- Indicate location and type of inspector test. Show all control valves, switches, and alarm/flow devices.
- Indicate all duct work, ceiling layouts, lighting, diffusers, etc. which may affect the system coverage.
- Show size, type, piping, drainage, location and elevation of: risers, drains, hose outlets, etc.
- Show settings for pressure reducing valves at all levels.
- Legend shall clearly indicate the sprinkler type, temperature, manufacturer, etc. of each head.
- Indicate spacing of sprinklers and number of sprinkler in each story or fire area.
- Indicate type and location of hangers, sleeves, flexible couplings, and braces. Provide location spacing, direction, and calculations on loads for sizing of sway bracing.
- Water flow data that includes date of test, name of parties involved in flow testing, static, residual and flow available.



Camp Verde Fire Department

26 W. Salt Mine Rd.
P.O. BOX 386 • CAMP VERDE, AZ 86322-0386
BUSINESS 567-9401 • EMERGENCY 567-4123 OR 911

FIRE ALARM PERMIT SUBMITTAL REQUIREMENTS

A fire alarm permit is required for the installation, addition or modification of any fire alarm system. Alarm systems shall comply with the International Fire Code and NFPA 72 or other applicable standards.

Submit **3** sets of plans and **one** set of battery/voltage drop calculations and manufacturer's data sheets for components of the system for review by the Fire Prevention Office.

Plans shall provide the following information:

- Business/Location Name and Street Address
- Property Owner/Rep Name and Contact Information
- Installation Contractor Contact Information and applicable License numbers
- Monitoring Company Contact Information and applicable License numbers
- Scale, date of plans, any revision dates, point of compass, designer information including minimum NICET Level III certification information and stamp
- Occupancy Classification(s), Building Construction Type and Hazard Type
- Square footage of project area
- All devices and appliances (detectors, pull stations, control panel, annunciators etc.)
- System Type (Class A, B, addressable, analog, local, proprietary, etc.)
- Battery/voltage drop calculations
- Manufacturer's data sheets and compatibility listings
- Operating instructions for the system (Copy of what will be posted at the FACP).
- Plans shall include floor plan of entire building, location and spacing of all detectors and notification devices, wiring legend and symbol list.
- Include full height cross-section and elevations. Include ceiling construction.



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 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 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:			

COMMERCIAL BUILDING CHECKLIST

- _____ Lighting in compliance with Town lighting ordinance
- _____ Parking requirements compliance
- _____ Use district compliance
- _____ Structure height and screening requirements
- _____ Hydrology study (if applicable)
- _____ Business license number
- _____ Sales tax number
- _____ Sign permit (if applicable)
- _____ Highway access approval (if applicable)

APPROVAL FROM OTHER AGENCIES (IF APPLICABLE)

- _____ Camp Verde Marshals Office
- _____ Camp Verde Fire Dept.
- _____ Camp Verde Streets Dept.
- _____ Camp Verde Town Engineer
- _____ Camp Verde Sanitary Dist.
- _____ Camp Verde Water Co.
- _____ A.P.S.

EXAMPLE: COMMERCIAL SITE PLAN

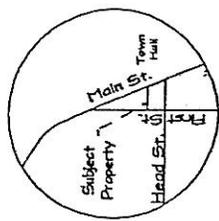
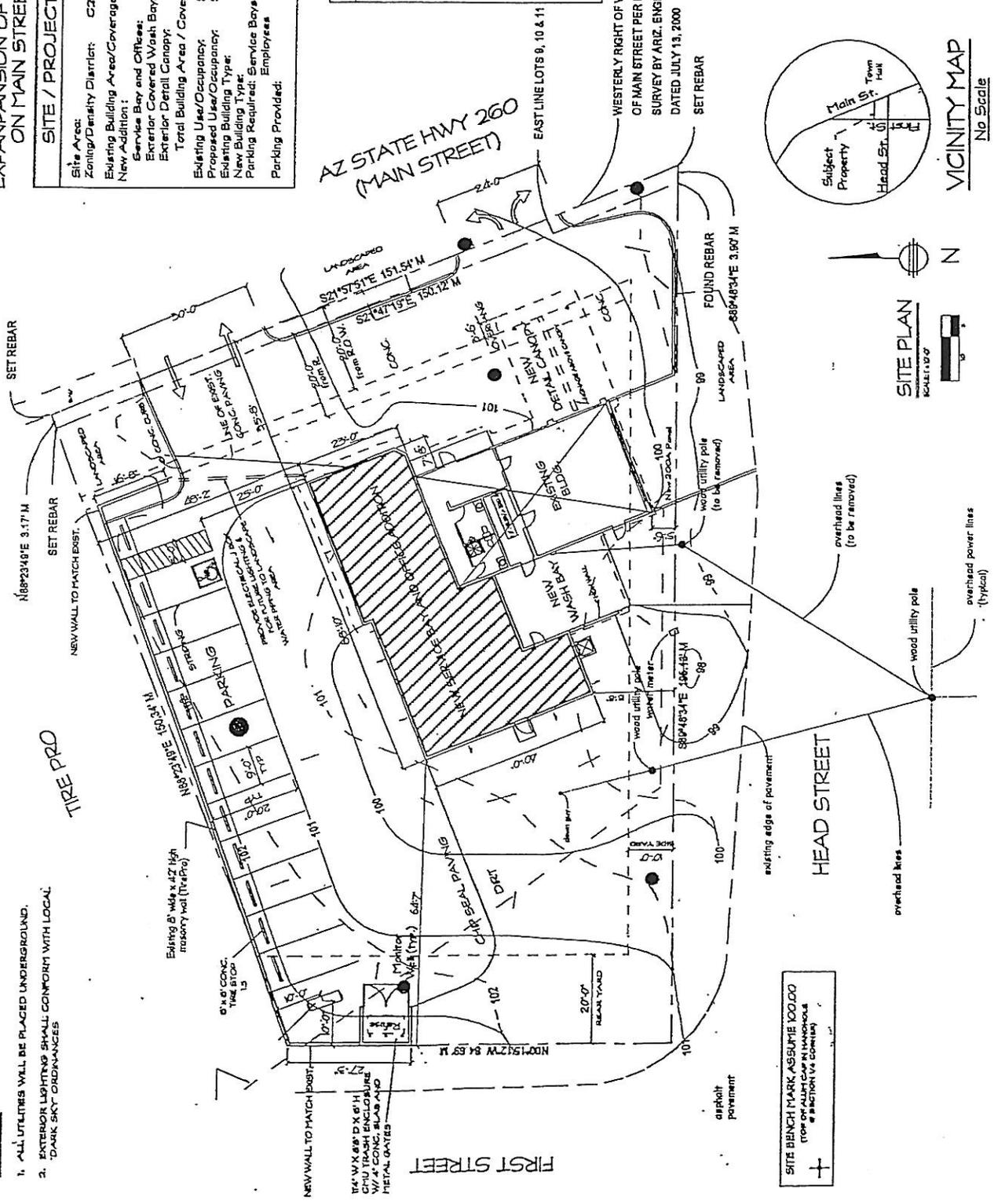
NOTES:

1. ALL UTILITIES WILL BE PLACED UNDERGROUND.
2. EXTERIOR LIGHTING SHALL CONFORM WITH LOCAL DARK SKY ORDINANCES

EXPANSION OF 'MISTER WINDSHIELD' ON MAIN STREET, CAMP VERDE

SITE / PROJECT INFORMATION	
Site Area:	107216 sq. ft. (-453 ac.)
Zoning/Density District:	C2-4 (Commercial-General Leases)
Existing Building Area/Coverage:	12922 sq. ft. / 0.53%
New Addition:	19395 sq. ft.
Service Bay and Offices:	451 sq. ft.
Exterior Covered Wash Bay:	527 sq. ft.
Exterior Detail Canopy:	2916 sq. ft. / 14.5%
Total Building Area / Coverage:	2916 sq. ft. / 14.5%
Existing Use/Occupancy:	S-3 Automotive Glass & Detail
Proposed Use/Occupancy:	S-3 Automotive Glass & Detail
Existing Building Type:	V-Non-rated
New Building Type:	V-Non-rated
Parking Required:	Service Bays 4
	Employees 5
Parking Provided:	Total Required: 9
	12

SHEET INDEX	
S1	SITE PLAN
A1	FOUNDATION PLAN
A3	FLOOR PLAN AND GENERAL NOTES
A4	SCHEDULES AND SPECIFICATIONS
A5	EXTERIOR ELEVATIONS
A6	FRYING PLAN
A7	ROOF PLAN
A8	REFLECTED CEILING PLAN
A9	BUILDING SECTIONS AND DETAILS
D1	DETAILS
E	ELECTRICAL PLAN
H	MECHANICAL PLAN



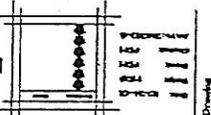
LEGAL DESCRIPTION
 LOTS 9, 10 & 11
 OF BLOCK 10
 OF THE CAMP VERDE TOWNSITE
 BEING A PORTION
 OF SECTION 32
 T14-NR-06 G & BRM,
 YAVAPAI COUNTY, AZ

RBD MILLER ARCHITECT
 BOX 63, BOCKE, ARIZONA 86339
 PHONE (908) 624-6368 FAX (908) 624-5235



CASA VERDE CONSULTING
 PLANNING and DESIGN
 P.O. BOX 100
 CAMP VERDE, ARIZONA

A BUILDING ADDITION FOR
 'MISTER WINDSHIELD'
 CAMP VERDE, ARIZONA



S1

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.



Scale: _____

Approved By: _____

Date: _____

Signature of Owner or Authorized Representative

Date

TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPARTMENT
P.O. BOX 710 CAMP VERDE, AZ 86322
(928) 567-8513

NAME: _____ DATE: _____

PARCEL NO.: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

PHONE NO.: _____

SANITATION SERVICE PROVIDED BY:

CAMP VERDE SANITARY DISTRICT (SEWER) _____

SEPTIC TANK PERMIT NO: _____

.....
WATER SERVICE PROVIDED BY:

CAMP VERDE WATER COMPANY _____

VERDE LAKES WATER COMPANY _____

WELL NO.: _____

.....
DITCH INFORMATION:

THE ABOVE DESCRIBED PROPERTY IS SET BACK _____ (DISTANCE) FROM THE
_____ DITCH. **OR** _____ NOT LOCATED CLOSE TO AN
IRRIGATION DITCH.

.....
CAMP VERDE SANITARY DISTRICT:

**SEWER HOOK-UP PERMITS MUST BE OBTAINED FROM THE SANITARY DISTRICT AND
A SEPARATE SET OF PLANS MUST BE SUBMITTED TO THE SANITARY DISTRICT.**

BELOW INFORMATION TO BE FILLED OUT BY SANITARY DISTRICT

_____ IS LOCATED WITHIN THE SANITARY DISTRICT AND IS PRESENTLY CONNECTED TO
AND SERVED BY THE SEWER.

_____ IS LOCATED WITHIN THE SANITARY DISTRICT AND REQUIRED TO BE CONNECTED
TO AND SERVED BY THE SEWER.
PERMIT ISSUED ON _____.

_____ IS LOCATED WITHIN THE SANITARY DISTRICT BUT IS NOT WITHIN AN AREA
PRESENTLY SERVED BY THE DISTRICT.

_____ IS NOT WITHIN CAMP VERDE SANITARY DISTRICT.

SANITARY DISTRICT REP. SIGNATURE X _____

STATE OF ARIZONA

Department of Revenue



Janet K Brewer
Governor

Gale Garritt
Director

June 23, 2010

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,

A handwritten signature in cursive script that reads "Tom Waters". Below the signature is a small, stylized mark that appears to be a set of initials or a flourish.

Tom Waters
Administrator
License & Registration

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 this chapter with the applicant's license number and the applicant's privilege license number required pursuant to 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 section 13-2704.

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:

(General Contractor) License No. ROC _____ Class _____

(Mechanical Contractor) License No. ROC _____ Class _____

(Electrical Contractor) License No. ROC _____ Class _____

(Plumbing Contractor) License No. ROC _____ Class _____

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.

**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 a 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 or 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.

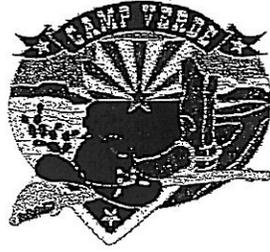
_____ " (inside Diameter) CMP 16-gauge culvert or arch equivalent required.

☆☆

Date

Town of Camp Verde

COMMENTS:



Attention Building Permit Applicant:

The Town of Camp Verde Building Department is now requiring that a lumen calculation sheet be submitted with all permits 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 and a lumens calc sheet of different types of light bulbs. You must use the maximum size bulb allowed by the manufacture of the lamp to figure your lumens. This will be found on the lamp itself or on the packing material.

Unless you are a part of a development project (for an example: a developed subdivision or master planned community) you are allowed at least 5500 unshielded lumens or 100,000 total lumens for your project even if your lot size is under an acre.

For more information on our lighting ordinance you may visit our website at www.cvaz.org and click on the Planning and Zoning Ordinance and go to Section 120 or call our office at (928) 567-8514 and staff will answer any of your questions.

Please help us protect our dark skies and rural lifestyle.

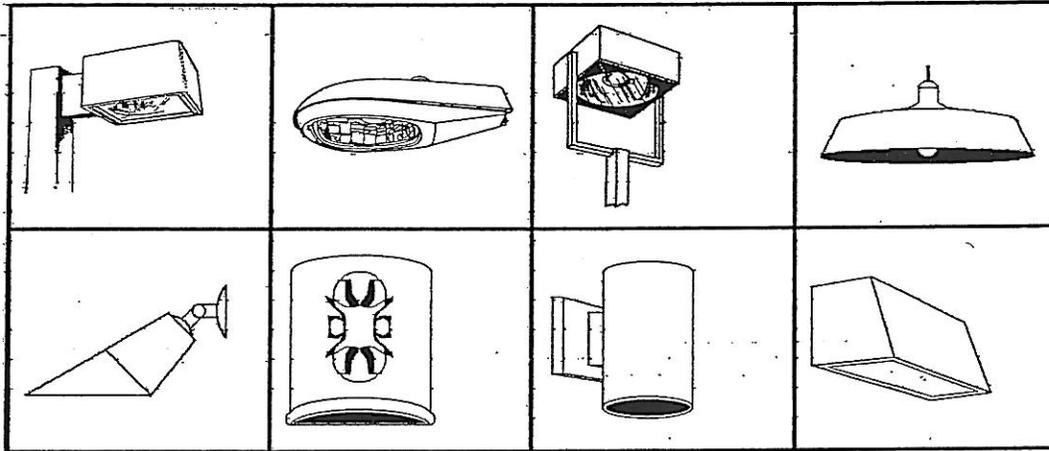
The Community Development Department
Town of Camp Verde, Arizona

O. Addendums/Additional Information:

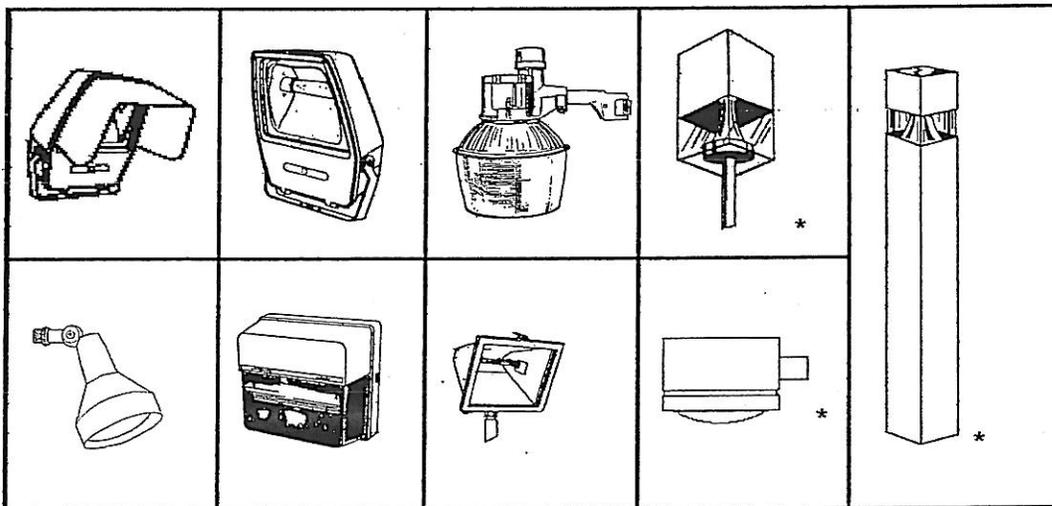
1. Shielding:

A practical working way to determine if a fixture or tube is fully shielded: if the lamp or tube, any reflective surface, or lens cover (clear or prismatic) is visible when viewed from above or directly from the side, or from any angle around the fixture or tube, the fixture or tube *is not* fully shielded.

Examples of fixtures that are Fully Shielded (Note: to be fully shielded these fixtures must be closed on top and mounted such that the bottom opening is horizontal):



Examples of fixtures that are NOT Fully Shielded:



* 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.

Note for luminous (neon) tubes: when such lighting is installed under or behind a roof overhang, if the roof-line or eave is not horizontal the tubing may be visible from above when viewed from the side and therefore be unshielded.

2. Typical Lumen Outputs and Energy Costs for Outdoor Lighting

Per year costs based on 4000 hours operation (all night every night) and \$0.10/kwh energy cost. Power costs are for lamps only; they do not include ballast losses used with HID lamps (LPS, HPS, MH and fluorescent). Ballast losses have typically been somewhat larger for LPS lamps than for other types, though not enough to offset the increased luminous efficiencies of these lamps. This effect has been decreasing with the newer ballasts.

Lamp Type	Lumen Output (Initial)	Power Cost (Per Year)	Cost per 100 Lumens (Per Year)
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Low Pressure Sodium (LPS):

18 Watt	1800	\$7.20	\$0.40
35 Watt	4800	\$14.00	\$0.29
55 Watt	8000	\$22.00	\$0.28
90 Watt	13500	\$36.00	\$0.27
135 Watt	22500	\$54.00	\$0.24
180 Watt	33000	\$72.00	\$0.22

High Pressure Sodium (HPS):

35 Watt Clear	2250	\$14.00	\$0.62
50 Watt Clear	4000	\$20.00	\$0.50
70 Watt Clear	6300	\$28.00	\$0.44
100 Watt Clear	9500	\$40.00	\$0.42
150 Watt Clear	16000	\$60.00	\$0.38
200 Watt Clear	22000	\$80.00	\$0.36
250 Watt Clear	29000	\$100.00	\$0.34
400 Watt Clear	50000	\$160.00	\$0.32
1000 Watt Clear	140000	\$400.00	\$0.29

Metal Halide (MH) (Example Sylvania 'Metalarc' series):

100 Watt	8000	\$40.00	\$0.50
175 Watt	14000	\$70.00	\$0.50
250 Watt	16000	\$100.00	\$0.63
400 Watt	36000	\$160.00	\$0.44
1000 Watt	84000	\$400.00	\$0.48

Fluorescent (Standard Cool- White, 1.5-inch tubes):

21 Watt F24T12/CW	1190	\$8.40	\$0.71
30 Watt F36T12/CW	2050	\$12.00	\$0.59
36 Watt F42T12/CW	2450	\$14.40	\$0.59
39 Watt F48T12/CW	3000	\$15.60	\$0.52
50 Watt F60T12/CW	3700	\$20.00	\$0.54
52 Watt F64T12/CW	3900	\$20.80	\$0.53
55 Watt F72T12/CW	4600	\$22.00	\$0.48
70 Watt F84T12/CW	5400	\$28.00	\$0.52
75 Watt F96T12/CW	6300	\$30.00	\$0.48

Incandescent Lights:

15 Watt Standard	120	\$6.00	\$5.00
25 Watt Standard	210	\$10.00	\$4.76
40 Watt Standard	490	\$16.00	\$3.27
60 Watt Standard	855	\$24.00	\$2.81
75 Watt Standard	1180	\$30.00	\$2.54
100 Watt Standard	1750	\$40.00	\$2.29
150 Watt Standard	2800	\$60.00	\$2.14
200 Watt Standard	3850	\$80.00	\$2.08

Tungsten Halogen (Quartz):

75 Watt	1400	\$30.00	\$2.14
100Watt	1800	\$40.00	\$2.22
150 Watt	2800	\$60.00	\$2.14
250 Watt	5000	\$100.00	\$2.00
500 Watt	10100	\$200.00	\$1.98

