



**TOWN OF CAMP VERDE**  
Community Development Department  
Building Safety Division  
473 S. Main St., Suite 108  
Camp Verde, AZ 86322  
Phone: (928) 554-0050 Fax: (928) 567-7401  
Website: [www.campverde.az.gov](http://www.campverde.az.gov)

## **BUILDING PERMIT APPLICATION**

### **Commercial Project**

**TO ENSURE THE MOST EXPEDIENT PERMIT PROCESSING, APPLICANTS MUST RECEIVE APPROVAL FOR DEVELOPMENT STANDARDS REQUIREMENTS THROUGH THE PLANNING & ZONING DEPARTMENT AND PUBLIC WORKS DEPARTMENT, 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, including calculations:**
  - 2006 International Building; Plumbing and Mechanical; Fuel Gas and Energy Conservation
  - 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.)
- Development Standards Approval Letter and Approved Site Plan OR**
- Site Plan** (including an 8.5" x 11" site plan to scale) showing the following:
  - Dimensions of property
  - Show all existing and proposed buildings and structures (actual footprints)
  - Show setbacks from all buildings/structures to all property lines, and between buildings/structures
  - 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
  - Show landscaping area and list plants type and size @ 15% of parking area
  - 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
- **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 (as applicable)
  - Paving, Grading and Drainage Plan
  - Four (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
  - Notarized Bond for offsite improvements with additional 20% contingency of Engineer's total cost estimate, to be approved by Town Attorney
- **Architectural Plans** shall include and be designed 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 manufactures layout and engineering sheets
- **Mechanical Plans** shall include and be designed 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 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 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 by an Arizona Registered Design Professional , as applicable (see attached Fire Department requirements)

- Fire sprinkler plans** shall include and be designed by an Arizona Registered Design Professional, as applicable (see attached Fire Department requirements)
- Commercial Kitchen Hood/Ansul System** if not submitted as part of the mechanical drawings an additional three sets of mechanical drawings are required (see attached Fire Department requirements)
- Designation of Agent**, as applicable
- Completed permit application**
- Water & Sanitation form** (include well #'s and septic #'s if applicable. Building permits will not be issued until required approvals are acquired from Yavapai County and a Certificate of Occupancy will not be issued until a copy of the approval to operate (septic) or approval to discharge (sewer district) is received.
- Temporary Electric Permit form**
- Contractor Information form** (must list appropriately licensed commercial Contractors and subcontractors and all contractors must have a business license with the Town of Camp Verde)
- Driveway and Culvert Application**
- Completed lumen calculation sheet for all outside lighting.**
- Special Inspection Certificate** (as applicable)
- Engineered Soils Report (2 copies, one wet seal)**
- Copy of Asbestos Demolition and Renovation Activities NESHAP notification form, as required by ADEQ**
- Copies of any testing and abatement information to be conducted at the project site**
- Deposit** (Consists of civil, building and fire review fees calculated based on valuation of the project)

**Note:** Additional information may be required as determined by the Building Official. A separate permit will be required for all tenant improvements and/or deferred submittal items.

**APPROVALS REQUIRED BEFORE BUILDING PERMIT WILL BE ISSUED, AS APPLICABLE:**

1. Camp Verde Planning & Zoning Department (Contact Planning Department for submittal requirements).
2. Camp Verde Building Department
3. Camp Verde Fire District
4. Yavapai County Flood Control District
5. Yavapai County Environmental Services
6. Yavapai County Health Services (Plans submitted directly)
7. Town of Camp Verde Engineer
8. Letter of Assurance from Water/Sewer providers (for properties within service areas; Plans submitted directly)
9. ADOT (Plans submitted directly)
10. ADEQ (Contact ADEQ for submittal requirements)

**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.**



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**Community Development Department**  
**473 S. Main Street, Suite 108**  
**Camp Verde, AZ 86322**  
**(928) 554-0050 • Fax (928) 567-7401**  
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*Designation of Agent  
Property Development*

Parcel Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

*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 to \_\_\_\_\_, 200\_\_, or the application process is complete, whichever is later, or as may be earlier revoked in writing.

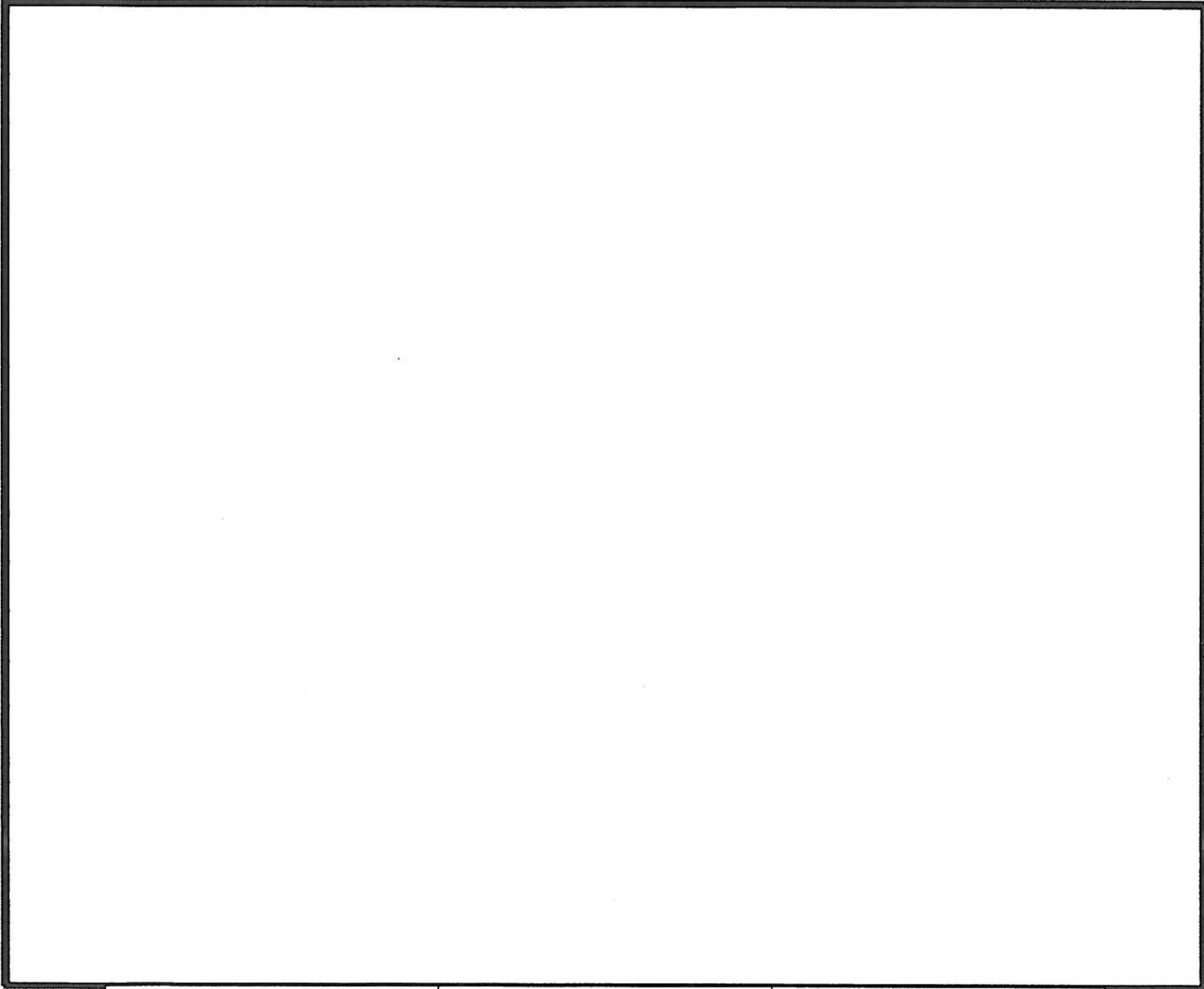
\_\_\_\_\_,  
\_\_\_\_\_, Owners (s)





**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

## 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.

**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 #**

- 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	\$ _____
_____	\$90.00/sheet*	\$ _____
_____	\$100 (total)	\$ _____
_____	\$50/inspection	\$ _____
_____	<b>Total fees =</b>	<b>\$ _____</b>
( <i>Engineer Plan Rvw - 01-40-40-4140</i> )		\$ _____
( <i>Stormwater Rvw - 01-40-41-4140</i> )		\$ _____
<b>Balance Due</b>		<b>\$ _____</b>

**\*Cost includes 1<sup>st</sup> and 2<sup>nd</sup> 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.campverde.az.gov

## PUBLIC WORKS FEE SCHEDULE

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

<b>SITE PLAN REVIEW</b>	
	\$225 per sheet*
<b>ENGINEERING REPORT REVIEW</b>	
<b>(1<sup>st</sup> and 2<sup>nd</sup> reviews)</b> Includes: Drainage reports, Design reports, Traffic reports (TIA), Soils reports & other reports	\$250 per report*
<b>CONSTRUCTION PLANS &amp; GRADING PLAN</b>	
Includes engineering components such as: 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*
<b>AS BUILT PLAN REVIEW</b>	
	\$90.00 per sheet*
<b>PLAT REVIEW</b>	
Includes: Preliminary and Final Plat reviews	\$250 per sheet*
<b>RIGHT-OF-WAY</b>	
Encroachment permit	\$291
<b>MISCELLANEOUS PLAN REVIEW</b>	
Includes: <ul style="list-style-type: none"> <li>• Engineer's Cost Estimates</li> <li>• Residential Grading plan review (\$100 for entire submittal)</li> <li>• Plan revision reviews, etc.</li> </ul>	\$100 per applicable sheet*
<b>ANY ADDITIONAL INSPECTIONS</b>	
Request form must be submitted	\$50 per inspection
<b>PRIVATE ROAD SIGNS</b>	
	\$85.00
<b>ROAD CUT PERMITS</b>	
	\$50.00
<b>PUBLIC IMPROVEMENT CONSTRUCTION INSPECTION</b>	
	\$225

# Memo

**To:** All building permit applicants

**From:** Town of Camp Verde Building Department

**Date:** November 1, 2007

**Re:** Fire Review and Inspection Fees

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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 <sup>nd</sup> 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.  
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.



*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 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

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

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

**Installing Contractor:**

Name	Address	Phone
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**Designer/Nicet III Info:**

Name	Address	Phone
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Applicant Name:	Address:	Phone
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I hereby certify that the information contained within this application is correct and accurate.

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



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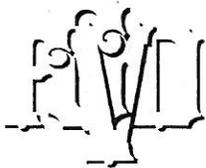
### **FIRE SPRINKLER PERMIT SUBMITTAL REQUIREMENTS**

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

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## 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

Wet  Dry  Other \_\_\_\_\_  Light  OH I  OH II  Extra Hazard

General Type of Installation  Number of Risers \_\_\_\_\_

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: _____	Address: _____	Phone: _____
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I hereby certify that the information contained within this application is correct and accurate.

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



TOWN OF CAMP VERDE  
Community Development Department  
473 S. Main Street, Suite 108  
(928) 554-0050 • Fax (928) 567-7401

**UTILITIES INFORMATION FORM**

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 \_\_\_\_\_



# TOWN OF CAMP VERDE REQUEST FOR TEMPORARY ELECTRIC SERVICE

OWNER(s): \_\_\_\_\_

PARCEL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

I, We \_\_\_\_\_ (owner/agent)  
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 a final inspection  
and certificate of occupancy. A violation of this  
agreement may result in discontinuance of service.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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:

\_\_\_\_\_ 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.

**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 lighting permit and 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 and a lumens calculation 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.

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 you may visit our website at [www.campverde.az.gov](http://www.campverde.az.gov) and look at the Planning & Zoning Ordinance Section 405 or call the Planning & Zoning office at 928.554-0050 and staff will answer any of your questions.

Please help us protect our dark skies and rural lifestyle.

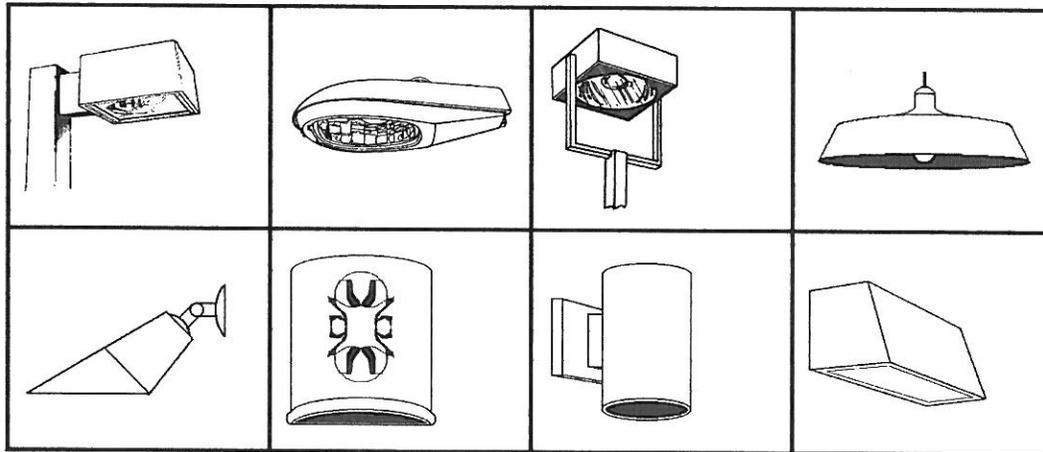
The Community Development Department  
Town of Camp Verde, Arizona



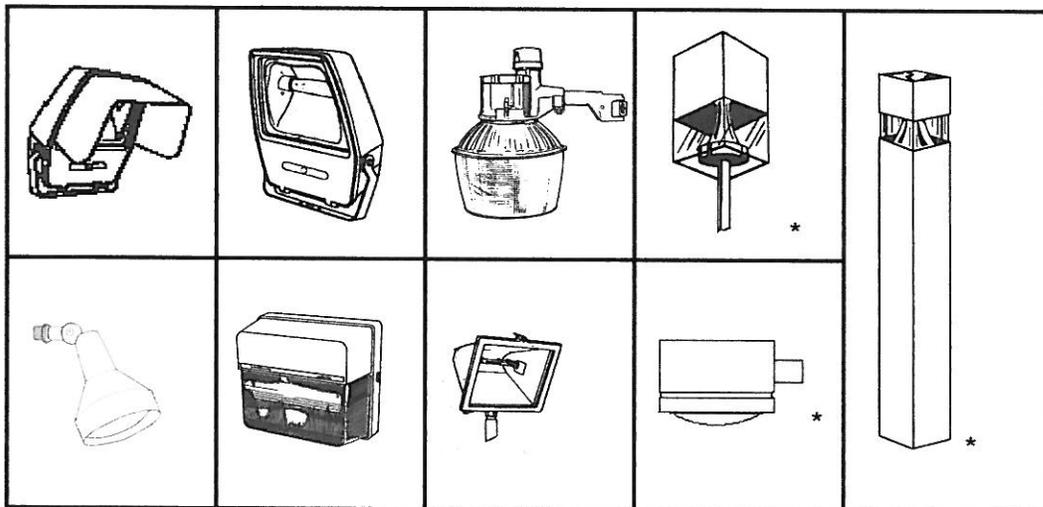
1. Shielding:

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.

Lamp Type	Lumen Output (Initial)
-----------	---------------------------

**Low Pressure Sodium  
(LPS):**

18 Watt	1800
35 Watt	4800
55 Watt	8000
90 Watt	13500
135 Watt	22500
180 Watt	33000

**High Pressure Sodium  
(HPS):**

35 Watt Clear	2250
50 Watt Clear	4000
70 Watt Clear	6300
100 Watt Clear	9500
150 Watt Clear	16000
200 Watt Clear	22000
250 Watt Clear	29000
400 Watt Clear	50000
1000 Watt Clear	140000

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

100 Watt	8000
175 Watt	14000
250 Watt	16000
400 Watt	36000
1000 Watt	84000

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

21 Watt F24T12/CW	1190
30 Watt F36T12/CW	2050
36 Watt F42T12/CW	2450
39 Watt F48T12/CW	3000

50 Watt F60T12/CW	3700
52 Watt F64T12/CW	3900
55 Watt F72T12/CW	4600
70 Watt F84T12/CW	5400
75 Watt F96T12/CW	6300

**Incandescent Lights:**

15 Watt Standard	120
25 Watt Standard	210
40 Watt Standard	490
60 Watt Standard	855
75 Watt Standard	1180
100 Watt Standard	1750
150 Watt Standard	2800
200 Watt Standard	3850

**Tungsten Halogen  
(Quartz):**

75 Watt	1400
100Watt	1800
150 Watt	2800
250 Watt	5000
500 Watt	10100





# Town of Camp Verde

Phone: (928) 554-0050

Fax: (928) 567-7401

## Community Development

473 S. Main Street, Suite 108/109

Camp Verde, AZ 86322

# 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.