



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

BUILDING PERMIT APPLICATION

Residential Project

In order to process a residential permit, the following must be submitted:

(Please place a check mark in each box to verify completion of each item **if not completed permit application will not be accepted**)

- Two (2) 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.**
 - 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.)
 - Site plan** (including an 8.5" x 11" plot plan to scale) showing the following:
 - Assessor's parcel number
 - Indicate scale (may be engineer or architect's scale)
 - Project Address
 - Signature of owner/authorized agent with a date
 - Parcel diagram (lines)
 - Dimensions of property
 - Show dimension and setbacks of all buildings to property lines and between new and existing structures
 - Adjacent streets and alleys
 - Location and dimensions of easements that apply with proof of legal access
 - Indicate front of property
 - Indicate north
 - Ingress/Egress driveway location
 - Location of septic tank and leach line (include dimensions, size and setback or distance from proposed building)
 - Location of propane tanks
 - Indicate existing topographical contours (solid line) and proposed contours (dashed line)
 - Indicate any required cut and fills and cubic yard of each
 - Location of any terrain features that affect placements including washes, creeks or ditches within 20 feet of the building site
 - Floor plan with rooms labeled

- Elevations (all four)(labeled) show finish grades
- Foundation plan include section of footing and foundation
- Cut section detailing framing
- Roof framing plan
- Floor framing plan if applicable
- Electrical plan
- Mechanical plan
- Plumbing plan
- Designation of Agent**, as applicable
- Completed permit application**
- 8.5" X 11" Plot Plan** (to scale)
- Soils Classification** by Geotechnical Engineer for all residential structures exceeding 500 sq. ft. Note: When required by the Building Official, a Soils Investigation Report shall be submitted if soils classification proves soil conditions necessitate such report.
- Water & Sanitary form**
- Temporary Electric Permit** form, as applicable
- 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 lighting permit and lumen calculation** sheet for all outside lighting to be installed
- Truss design drawings (2 copies** - with consideration for roof mounted equipment)
- Structural Calculations (2 copies**, as applicable)
- Deposit** in accordance with the current fee schedule

Note: Additional information may be required as determined by the Building Official. A separate permit will be required for all deferred submittal items.

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED



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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)



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DATE
 RECV'D: _____

PERMIT
 NO. _____

APPLICATION FOR PERMIT

PROPERTY AND BUILDING INFORMATION

PARCEL NO: _____ LEGAL DESCRIPTION _____
 PROJECT ADDRESS _____
 DESCRIPTION OF PROJECT _____
 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 from complying therewith. WHERE NO WORK HAS COMMENCED WITHIN 180 DAYS AFTER THE ISSUANCE OF A PERMIT OR WHEN MORE THAN 180 DAYS LAPSES BETWEEN APPROVAL OF REQUIRED INSPECTIONS, SUCH PERMIT SHALL BE VOID. I hereby certify that I am the OWNER at this address or that, for the purposes of obtaining this approval; I am acting on behalf of the owner. All contract work on this project will be done by a contractor holding a valid privilege tax license issued by the Town of Camp Verde and contractor's license issued by the State of Arizona.

OWNER APPLICANT

NAME (Printed) _____ SIGNATURE: _____

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

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

**TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

SOILS INVESTIGATION REPORT WAIVER

The 2006 International Building Code requires the soil at each construction site to be classified and the bearing capacity to be determined by soils analysis. These determinations are required to be made by a licensed architect or engineer.

In lieu of the above, for **residential, non-habitable accessory structures of 500 square feet or less only**, the owner of the property or his/her agent may attest to the on-site soil conditions and agree to follow minimum Town standards as required by the International Residential Code (IRC). Although the Town allows for a request of waiver, the Town is not obligated to grant the waiver.

APPLICATION

I, _____, being the owner duly authorized representative of the owner of the property located at _____, APN _____, hereby request the requirements of the International Code relative to soils reports be waived for the following reasons:

Please initial all conditions which apply at this site:

- | | |
|---|---|
| <input type="checkbox"/> No fill on site | <input type="checkbox"/> No expansive soil on site |
| <input type="checkbox"/> Undisturbed soil | <input type="checkbox"/> Existing structures have no foundation problems |
| <input type="checkbox"/> Existing soil will be removed and replaced with engineered fill. | <input type="checkbox"/> Footings will extend through fill and into undisturbed soil to the required depth. |
| <input type="checkbox"/> Soils have been classified by an Arizona architect or engineer who Has designed the foundation system. | <input type="checkbox"/> Other: _____

_____ |

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

Signature _____ Date _____

.....
FOR OFFICIAL USE ONLY

() **WAIVER REQUEST DENIED:**
Your request for waiver of a soils investigation report cannot be granted for this project. USDA Survey Maps indicate problem soil conditions in the immediate area. A soils classification by an Arizona registered civil engineer or a geotechnical soils engineer will be required.

() **WAIVER REQUEST GRANTED:**
Based on the design submitted as shown on plans.

Department Authorization _____ Date _____



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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 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.

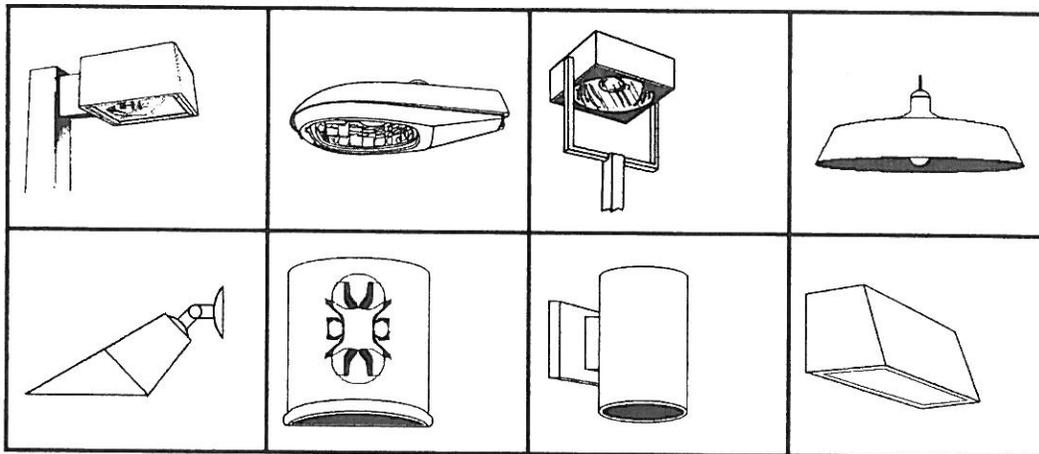
Please help us protect our dark skies and rural lifestyle.

The Community Development Department
Town of Camp Verde, Arizona

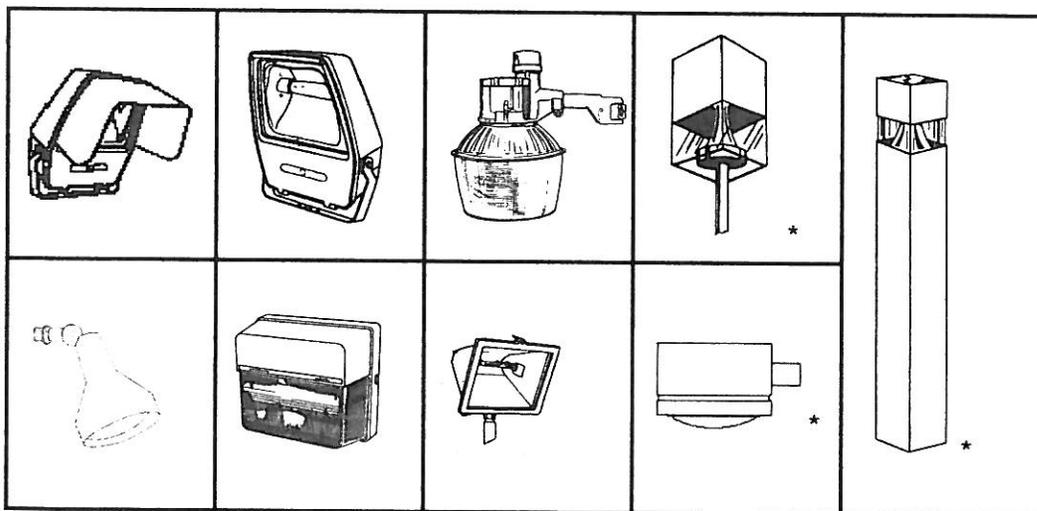
1. **Shielding:**

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



LIGHTING PERMIT & LUMEN CALCULATION SHEET

PLEASE ATTACH THE FOLLOWING:

- Site plan indicating placement of each existing and proposed fixture.

FOR ADDITIONAL INFORMATION:

- Refer to Section 405 of P&Z Ordinance 'Outdoor Lighting' and attached information.

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may void permit.

OWNER/AGENT: _____ DATE: _____
 SITE ADDRESS: _____ PARCEL NO. _____
 SUBDIVISION: _____ PHONE: _____
 MAILING ADDRESS: _____
 OWNER/AGENT SIGNATURE: _____

LIGHTING INVENTORY
 List information below for each *fixture* to be used for outdoor illumination (existing and proposed). Use the following Abbreviations:

- *LAMP TYPES:**
- | | |
|------------|----------------------|
| LPS | Low Press, Sodium |
| HPS | High Pressure Sodium |
| HL | Halogen |
| IN | Incandescent |
| FL | Fluorescent |

SITE ACREAGE

TOTAL SITE ACRES _____

ACRES FOR RIGHTS-OF-WAY & UNDEVELOPED ACRES _____

NET ACRES:

PURPOSE OR USE	CANOPY SIZE (if applicable)*	LAMP TYPE *(See above)	MAXIMUM DESIGN WATTS EACH	LUMENS EACH	QTY.

STAFF REVIEW

APPROVED BY: _____
 DATE: _____
 SHEET _____ OF _____

*Gas Station Canopies: See Lighting Regulation, under light measurement, for calculating lumen output

Ball fields and outdoor display areas which exceed 100,000 lumen per acre: I hereby certify that lighting associated with related facilities described above is no greater than minimum illuminance levels for the activity recommended by the IESNA.

Signature of Lighting Engineer _____ Arizona Registrant's No. _____

SUB-TOTAL FULLY SHIELDED LUMENS	SUB-TOTAL UNSHIELDED LUMENS	LUMEN TOTAL
Total Shielded Lumens:	Total Unshielded:	
TOTAL LUMEN PER NET ACRE		

Not to exceed 5,500 Unshielded lumen per net acre; nor more than 100,000 total lumen per net acre, overall.