



Town of Camp Verde

Community Development Department – Building Division

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

COMMERCIAL GENERATOR PERMIT APPLICATION CHECKLIST

Generators must meet noise level requirements as outlined in the Town Planning and Zoning Ordinance.

To process a commercial grading permit application, the following information must be submitted:

General

- ☐ **Completed Application Packet** - including project information, property information, property owner information, applicant information, contractor information, plot plan sketch and *if applicable*:
 - ☐ Designation of Agent
 - ☐ Special Structural Inspections Certificate
- ☐ **One (1) Set of Electronic PDF Construction Documents (Plans)**
 - ☐ **Cover Sheet** – Including the Following Information:
 - ☐ Contacts (Principal, Company Name, Address & Phone Number)
 - ☐ Parcel Number & Address
 - ☐ Owners Name, Address & Phone Number
 - ☐ Sheet Index
 - ☐ Project Data (Codes Referenced, Zoning, Use, Site Coverage, Cut & Fill Amounts, etc.)
 - ☐ **Site Plan** - Including An 8.5" x 11" Plot Plan Drawn to Scale or Dimensioned Indicating The Following:
 - ☐ Assessor's Parcel Number and Project Address
 - ☐ Scale Used (May Be Engineer or Architect's Scale)
 - ☐ Direction of North
 - ☐ Parcel Diagram (Including Property Lines and Dimensions)
 - ☐ Label front of property.
 - ☐ Label adjacent streets or alleys within 150' of property. Indicate width, length, turning radius and grade.
 - ☐ Indicate location and dimensions of easements that apply with proof of legal access.
 - ☐ Indicate ingress/egress (driveway locations).
 - ☐ Indicate topography, both existing and proposed, with contour lines shown in two (2) foot increments.
 - ☐ Indicate the location of any terrain features that affect placements including washes, creeks or ditches within twenty (20) feet of the building site.
 - ☐ Indicate all existing and proposed buildings and structures (actual footprints).
 - ☐ Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
 - ☐ Indicate utility easements and lines.
 - ☐ Indicate location of existing or proposed septic tank and leach lines, sewer line(s), water line(s), fire hydrant(s), electric and any other utility lines (including dimensions, size and setback or distance from proposed building).
 - ☐ Indicate location of well (if applicable).
 - ☐ Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building, if applicable).
 - ☐ Delineate parking spaces and include ADA accessibility.
 - ☐ Show calculations for number of required parking spaces for type of use.
 - ☐ Indicate areas to be landscaped (15% of parking area) and list plant types and size.
 - ☐ **Roof Plans (for rooftop-mounted equipment):**
 - ☐ North arrow.
 - ☐ Location of mechanical equipment on the rooftop.
 - ☐ Dimensions from the mechanical unit(s) to the roof edges.
 - ☐ Building elevation(s) showing building height, equipment height, and screen height. Note: If the equipment extends above the roofline, the rooftop mechanical equipment is required to be screened with screening that is architecturally compatible with the building.
 - ☐ **Ground-Mounted Equipment Plans**
 - ☐ North arrow
 - ☐ Building footprint and equipment location relative to building and property lines.
 - ☐ Dimensions from the mechanical unit(s) to all property lines and structures.
 - ☐ Location and names of adjacent streets, alleys, or access tracts or easements.

- ☐ If the generator will be located inside the building, provide calculations showing compliance with the manufacturer's installation requirements for ventilation supply, exhaust, engine cooling, and combustion-air openings. Provide scaled interior and exterior elevation views showing the location of the generator, ventilation openings (both supply and exhaust), fuel tank vent(s), and the engine exhaust pipe terminal.
- ☐ Plan and elevation views showing the fuel source, tank size, and location (if applicable), fuel pipe routes with minimum required slope noted), generator refueling station location, and pipe size and materials. Fuel piping to generator must comply with IMC Chapter 13.
- ☐ If located inside the building, specify what level of the building the generator and fuel tank are located in.
- ☐ Manufacturer's data sheets on the generator, fuel tank, refueling station, and other equipment to be used in the installation.
- ☐ Physical protection of equipment must be detailed on the plans if the generator fuel tank is located outside. (IMC Section 1305.2)
- ☐ Fuel tank manufacturer's UL listing, single wall or double wall, and size. Specify use of all openings for fuel tank.
- ☐ Information on spill control, secondary containment, and drainage.
- ☐ Manufacturer's equipment installation instructions and specifications.
- ☐ Lateral calculations (2 copies) are required if the new or replaced equipment weighs over 400 pounds.
- ☐ Structural design calculations prepared by a licensed architect or engineer to verify the adequacy of the structure to support new or heavier replacement equipment.

Land Use Submittal Requirements

- ☐ Provide ground screening details/plans (if abutting residential zoning – contact Community Development for further information).
- ☐ Provide roof screening details/plans) if a roof mount system.
- ☐ Elevation sheet to scale showing height of all equipment (existing and proposed), screening and/or landscaping.

Fire Review Requirements to Keep in Mind

Any type of generator or power system at any location is covered in the Fire Code and NFPA Standards. Common fire code issues associated with generator installation:

- ☐ Class I, II (diesel), and IIIA flammable and combustible liquid fuel systems
- ☐ Venting of fuel tanks
- ☐ Fuel oil piping systems
- ☐ Refueling of Class I, II, and IIIA tanks
- ☐ Emergency and standby power systems
- ☐ Fuel fire appliances
- ☐ Propane tanks
- ☐ Fuel capacity driven by the requirements for fire pumps
- ☐ Containment requirements
- ☐ Emergency and Standby Power Systems
- ☐ Propane tank location

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED

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

Note: All contractors must have a valid ROC License in the State of Arizona. A Town issued Business License is also required before any services are rendered in The Town of Camp Verde.

Note: 9-495. Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939

