



**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](http://www.campverde.az.gov) ♦

## COMMERCIAL ON/ABOVE GROUND POOL & SPA PERMIT APPLICATION CHECKLIST

**To process a residential permit application, the following information must be submitted:**

- ☐ **Completed Application Packet** - including project information, property information, property owner information, applicant information, contractor information, plot plan sketch and *if applicable*:
  - ☐ Designation of Agent
  - ☐ Lumens Calculation Sheet
  - ☐ Soils Classification Waiver (non-habitable structures under 500 square feet only) (if applicable for installation)
- ☐ **PDF Set of Construction Documents (Plans)**
  - ☐ Plans shall be legible and easy to read, and of sufficient clarity to indicate the location, nature and extent of the work proposed.
  - ☐ **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, Occupancy, Building Height, Construction Type, Square Footages, Building Area, Setbacks, Sprinklers, 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, no less than 1" = 50')
    - ☐ Direction of North
    - ☐ Parcel Diagram (Including Property Lines and Dimensions)
      - ☐ Label front of property.
      - ☐ Label adjacent streets or alleys.
      - ☐ Indicate location and dimensions of easements that apply with proof of legal access.
      - ☐ Indicate ingress/egress (driveway locations).
      - ☐ Indicate existing topographical contours (solid line) and proposed contours (dashed line).
      - ☐ Indicate the location of any terrain features that affect placements including washes, creeks, or ditches within twenty (20) feet of the building site.
      - ☐ Indicate dimensions and setbacks of all buildings to property lines and between new and existing structures.
      - ☐ Indication location of septic tank and leach lines (including dimensions, size and setback or distance from proposed building).
      - ☐ Indicate location of well.
      - ☐ Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building).
      - ☐ Indicate any required cut and fills and cubic yards of each.
      - ☐ Indicate proposed fence locations(s) with an 'x' and include linear footage, height, and type of material to be used.
  - ☐ **Electrical Plan** – Including Wiring Diagrams & Load Calculations (if applicable)
  - ☐ **Mechanical Plan** – Including Manufacturer Installation Manuals/Spec Sheets for Equipment
  - ☐ **Plumbing Plan** – Including Diagrams, Pipe Sizing, Slopes & Venting (if applicable)
- ☐ **Soils Classification** - By A Geotechnical (Soils) Engineer (if applicable for installation)
  - ☐ Required 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.
- ☐ **PDF of Structural Calculations** – If Applicable
- ☐ **Deposit** will be collected upon submittal of application in accordance with the current adopted fee schedule.

**AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED**

**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 to perform services 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

