



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 PHOTOVOLTAIC (GROUND/ROOF MOUNT) PERMIT CHECKLIST

In order to process a commercial solar permit application, the following information must be submitted:

- ☐ **Completed Application Packet** - including project information, property information, property owner information, applicant information, designation of agent, contractor information, plot plan sketch and *if applicable* a request for temporary electric service and soils classification waiver.
Please Note: All contractors must have a valid ROC License and Town Issued Business License.
- ☐ **One (1) Set of Electronic PDF Construction Documents (Plans)**
 - ☐ **Architectural Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
 - ☐ Plans must be submitted on a minimum of 8 ½" x 11" size paper. 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, Site Address, Owners Name, Address and Phone Number
 - ☐ Sheet Index and Project Data (Including Codes Referenced, Zoning, Use, 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)
 - ☐ 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 dimension 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.
 - ☐ **Detailed Site Plan** – Including Existing & Proposed Arrays (Include Dimensions Of Arrays, Distance Between Arrays, Distance From Ridge/Eaves, Distance From Array To Property Lines, etc.)
 - ☐ Indicate Location Of All Proposed Equipment (Including Panels, J-Boxes/Combiner Boxes, Conduit, Disconnects, Meters, etc.)
 - ☐ **Foundation Plan** – Including Section Of Footing & Foundation (If Applicable)
 - ☐ **Framing Plan** – Including Cut Sections Detailing Roof Framing & Provide Roof Load/Uplift Calculations (If Applicable)
 - ☐ **Electrical Plan** – Including One and Three Line Wiring Diagrams & Load Calculations
 - ☐ **Equipment Specifications/Manufacturer's Installation Manuals** – Include Equipment Specification Sheets With UL Listing Information and/or Manufacturer's Installation Manual On All System Components.
- ☐ **One (1) Digital Copy of Engineered Soils Report** – One (1) Copy Provided Must Be Original Wet Seal. (If Applicable)
- ☐ **One (1) Digital Copy of Structural Calculations** – (If Applicable)
 - ☐ Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional.
- ☐ **Deposit** will be collected upon submittal of application in accordance with the current adopted 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

Note: The Following Approvals May Be Required Before a Commercial Building Permit Is Issued:

Camp Verde Building Department, Camp Verde Planning & Zoning Department, Camp Verde Public Works Department, Camp Verde Wastewater Division, Camp Verde Water, Camp Verde Fire District, Yavapai County Environmental Services (Submit Plans Directly to Yavapai County Environmental Services for approval), Yavapai County Flood Control, Yavapai County Health Services – (Submit Plans Directly to Yavapai County for Approval), Arizona Department of Transportation – ADOT (Submit Plans Directly to ADOT for Approval), Arizona Department of Environmental Quality – ADEQ (Submit Plans Directly to ADEQ for Approval), Arizona Public Service (APS) – (Submit Plans Directly to APS for Approval)

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.

