



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 TENANT IMPROVEMENT PERMIT APPLICATION CHECKLIST

To ensure the most expedient permit processing, commercial applicants must receive approval for Development Standards Requirements through the Planning & Zoning Department prior to submitting an application for construction. 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 (1) set will require an original wet seal. ***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.***

To process a commercial 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
 - ☐ Special Structural Inspections Certificate
 - ☐ Driveway/Culvert Application
- ☐ **Development Standards Approval Letter and Approved Site Plan** – If Applicable.
- ☐ **One (1) Electronic PDF Set of 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, 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 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.
 - ☐ **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 (if applicable).
 - ☐ Paving, Grading and Drainage Plan.
 - ☐ Two (2) Copies of Bound Drainage Reports.
 - ☐ Water and Sewer Plans.
 - ☐ Utility Locations and Connections.
 - ☐ Sealed Engineers cost estimate for off-site improvements to include a 10% contingency to be approved by the Town Engineer.
 - ☐ Notarized Bond for off-site improvements with additional 20% contingency of Engineer's total cost estimate, to be approved by Town Attorney.

- ☐ **Architectural Plans** – Shall Include and Be Designed and Sealed 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-joist include but not limited to the following: foundation plan, floor framing plan, systems with manufacturer's layout and engineering sheets.
- ☐ **Mechanical Plans** – Shall Include and Be Designed and Sealed 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 and Sealed 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 and Sealed 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 Applications, to be Deferred, as applicable:**
 - ☐ **Fire Alarm Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
 - ☐ **Fire Sprinkler Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable).
 - ☐ **Commercial Kitchen Hood/Ansul System Plans** – If Not Submitted as Part of The Mechanical Drawings an Additional Three (3) Sets Of Mechanical Drawings Are Required.
 - ☐ **Above Ground Storage Tank Permit Application**
 - ☐ **Solar Photovoltaic Permit Application**
- ☐ **One (1) Digital Copy of Engineered Soils Report** (Geotechnical Report)
- ☐ **ADEQ Asbestos Demolition and Renovation Activities NESHAP Notification Form** – If Applicable.
 - ☐ Copies of any testing and abatement information to be conducted at the project site.
- ☐ **Deposit** will be collected upon submittal of application in accordance with the current adopted fee schedule.

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, 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.

Please 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 Waste Water Division
Camp Verde Fire District - Yavapai County Environmental Services - 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)



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

