



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 ◆

RESIDENTIAL GRADING PERMIT APPLICATION

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 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
 - ☐ Special Structural Inspections Certificate
 - ☐ Driveway/Culvert Application
- ☐ **PDF Set of Construction Documents (Plans)**
 - ☐ Plans, including calculations shall be legible and easy to read, and of sufficient clarity to indicate the location, nature and extent of 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)
 - ☐ 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.
 - ☐ Paving, Grading and Drainage Plan.
 - ☐ Topographical Survey (May be waived by the Town Engineer under certain circumstances.)
 - ☐ Storm Water Pollution Prevention Plan and Notice of Intent (NOI) Authorization (if applicable).
 - ☐ Water and Sewer Plans (if applicable)
 - ☐ Utility Locations and Connections (if applicable)
 - ☐ PDF of Bound Drainage Reports (if applicable)
 - ☐ Certificate of No Rise (if applicable)
 - ☐ Deposit will be collected upon submittal of application in accordance with the current adopted fee schedule.

PLEASE NOTE: A Notice of Termination from the Arizona Department of Environmental Quality (ADEQ), if applicable, along with a digital set of As-Built Plans and/or Engineer's Letter or Certification of Grading Improvements will be required as a condition of the permit prior to final approval.

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 Residential 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: 9-807. Mandated fire sprinklers in certain residences prohibited; exception; permit application format

- A. A municipality shall not adopt a code or ordinance or part of a uniform code or ordinance that prohibits a person or entity from choosing to install or equip or not install or equip fire sprinklers in a single family detached residence or any residential building that contains not more than two dwelling units. A municipality shall not impose any fine, penalty or other requirement on any person or entity for choosing to install or equip or not install or equip fire sprinklers in such a residence. This section does not apply to any code or ordinance that requires fire sprinklers in a residence and that was adopted before December 31, 2009.

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

