



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 APPLICATION

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)**
- Three (3) Sets Of 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.
- Two (2) Copies of Engineered Soils Report** – One (1) Copy Provided Must Be Original Wet Seal. (If Applicable)
- Three (3) Sets 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



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





Camp Verde Fire Department

26 W. Salt Mine Rd.
CAMP VERDE, AZ 86322-0386
BUSINESS 567-9401 • EMERGENCY 911

Solar Photovoltaic Permit Application

Section A, Site Information: Complete for all permits

Job Address: _____
Number and Street name, City/Town, Zip code

Name of Building Owner: _____

Owner Address (Street): _____

Owner Address (City, State): _____ Zip Code: _____

Owner Phone Number: () _____

Section B, Project Information: Complete for all permits.

Roof Square Footage: _____ Array Square Footage: _____

Roof Style: Hip Roof Single Ridge Roof Gable Roof Other _____

Roof Access:	
Number of Roof Access Points	
Width of Roof Access Points	
Is the roof access point over a door or window?	
Are roof access points located at strong points of building construction?	
Are panels/modules located no higher than 3' below the ridge?	
Markings (Interior and Exterior)	
Are all DC conduits, enclosures and raceways marked every 10 feet?	
Are all DC cable assemblies, junction and combiner boxes marked?	
Area all disconnects marked?	

Section C, Applicant, Project Contractor/Designer Information:

Installing Contractor: _____
Name Address Phone

License Information: _____

Applicant Name:	Address:	Phone
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I hereby certify that the information contained within this application is correct and accurate.

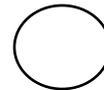
Signature of Applicant: _____ **Date:** _____

PLOT PLAN SKETCH:

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

PARCEL NUMBER: _____ - _____ - _____

INDICATE NORTH:



SCALE: _____

NO SMALLER THAN 1" = 50'

I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls, and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within twenty (20) feet of any proposed or existing structure has been indicated.

NAME: _____ SIGNATURE: _____ DATE: _____