



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

Note: 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.

In order to process a commercial tenant improvement 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* request for temporary electric service, lumens calculation sheet, soils classification, special structural inspections certificate, driveways/culvert application, solar photovoltaic permit application, fire alarm permit application, fire sprinkler permit application, hood and extinguishing system permit application and above ground storage tank permit application.
 - Please Note: All contractors must have a valid ROC License and Town Issued Business License.**
- Development Standards Approval Letter and Approved Site Plan** – If Applicable.
- Electronic PDF of Construction Documents (Plans)**
- Three (3) Sets of Construction Documents (Plans), One (1) Set with Original Wet Seal**
 - Plans must be submitted on a minimum of 18" x 24" and a maximum of 36" x 48" size paper at no less than ¼" = 1' and details at ½" = 1'. Plans, including calculations 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)
 - 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.



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- ❑ **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.
- ❑ **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 Alarm Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable). See Attached Camp Verde Fire District Requirements.
- ❑ **Fire Sprinkler Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional (As Applicable). See Attached Camp Verde Fire District Requirements.
- ❑ **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. See Attached Camp Verde Fire District Requirements.
- ❑ **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.

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: 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

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)



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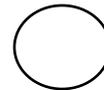


PLOT PLAN SKETCH:

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: _____