



Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322

◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

RESIDENTIAL OVER-THE-COUNTER PERMIT APPLICATION

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED

- Completed Application Packet** - including project information, property information, property owner information, applicant information, designation of agent, contractor information, plot plan sketch and *if applicable* lumens calculation sheet, request for temporary electric service, soils classification waiver, and driveways/culvert application.
 - Please Note: All contractors must have a valid ROC License and Town Issued Business License.*
- One (1) Electronic PDF Set of Construction Documents (Plans)**
- Two (2) Sets of Construction Documents (Plans)**
 - Plans must be submitted on a minimum of 8 ½" x 11" and on a maximum of 36" x 48" 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.
- 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.
 - Indicate proposed fence locations(s) with an 'x' and include linear footage, height and type of material to be used.
- Electrical Plan** – Including Wiring Diagrams & Load Calculations
- Mechanical Plan** – Including Manufacturer Installation Manuals/Spec Sheets For Equipment
- Plumbing Plan** – Including Diagrams, Pipe Sizing, Slopes & Venting

- 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.



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

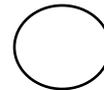


PLOT PLAN SKETCH:

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: _____