

**CITY OF PRESCOTT
RESIDENTIAL SUBMITTAL LIST
2006 INTERNATIONAL CODES**

Required

Submitted

- Permit Application
- Deposit - \$ _____

**DEPOSIT DUE UPON SUBMITTAL.
CONTACT THE BUILDING DEPARTMENT
AT 777-1356 FOR DEPOSIT AMOUNT**

- Residential Plan Review Submittal Checklist
- Residential Plan Energy Data Information
- Two (2) copies of the Plot Plan Sketch (on City Form)
- Arizona Registrar of Contractors Form
- Water and Sewer Fixture Tabulation Sheet
- Two (2) copies of the Grading & Drainage Plan
- Vegetation Management Plan (if property is located within the Wildland Urban Interface Zone)
- State of Arizona Bond Exemption Certificate (on file)
- Federal Emergency Management Agency (FEMA) Questionnaire
- All Forms Completed/Signed with Original Signature



City of Prescott Building Permit Application

201 S. Cortez St.

Prescott, AZ 86303

(928)-777-1356 Fax (928) 777-1258

Permit No:

Address

Project Address:

Assessor's Parcel #:

Subdivision:

Lot#:

Description of Work:

Value of Work:\$

<input type="checkbox"/> BLDG	<input type="checkbox"/> PLUMB	<input type="checkbox"/> MECH	<input type="checkbox"/> Elect
<input type="checkbox"/> RES COMBO	<input type="checkbox"/> COMM COMBO	<input type="checkbox"/> M.H.	<input type="checkbox"/> Comm T.I.
<input type="checkbox"/> DEMO	<input type="checkbox"/> SIGN	<input type="checkbox"/> Res. Addition	<input type="checkbox"/> Acc Struc/fence over 4 FT

Options:

Utilities:

Water	Electric
Gas	Sewer

# of Dwelling Units:	# of Stories:	Construction Type:	Occupancy Type:
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APPLICANT/CONTACT:

Phone:

Address:	Email Address:
City:	State: ZIP:

OWNER:

Phone:

Address:	Email Address:
City:	State: ZIP:

CONTRACTOR:

Phone:

Address:	Email Address:
City:	State: ZIP:

Lic#:	Sales Tax #:	State Tax #:
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The undersigned, under penalty of perjury, does hereby certify that all improvements made to the above project, at the address as stated above, by means of the building or improvement of structures or appurtenances of such property, have been performed by a duly licensed contractor unless the entire structure is intended for the undersigned's sole occupancy as owner and no part is provided for occupancy by the public, employees or business visitors and no part of the premises are intended for sale or rent.

I understand the owners who sell or rent property not completed with a licensed general contractor, may be subject to a Class 1 Misdemeanor under Arizona Revised Statutes § 32-1151 and § 32-1154. A Class 1 Misdemeanor is punishable by a fine not to exceed \$2500.00 and/or one year in the County jail. I understand and acknowledge the above certification.

Owner/Contractor: _____

Date: _____

Residential Plan Energy Data Information
NEW SINGLE FAMILY RESIDENCE ONLY

Building Permit #: _____ **Site Address:** _____
Applicant/Owner Name: _____
Description of Work: _____
(APN): _____ **Lot/Unit Number:** _____ **Subdivision Name:** _____
Area of Conditioned Space: SF: _____ **Perimeter** _____ **Front Faces:** N E W S

Ceiling: Type _____ Area flat _____ Area Vaulted _____
 Insulation: (>R-38) Type: _____ Cavity R= _____ Continuous R= _____

Skylight: Type _____ Size _____ U-Value (<.6) _____

Wall: Perimeter (do not count garage common wall) _____ LF X Height _____
 (If wall is vaulted, use average height) = _____ SF of exterior wall
 Insulation: (>R-13) Type: _____ Cavity R= _____ Continuous R= _____

Window:

Style: Slider Door Material: _____ Window Frame Material: _____
 Total Area on N wall _____ E wall _____ W wall _____ S wall _____ Total Windows _____
 Glazing Type (<.4): _____ U Value (<.4): _____ Number of Panes: _____
 SHGC: (N/R) _____ Thermal Break: Y N

Door: Type: Material _____
 Total Area on N wall _____ E wall _____ W wall _____ S wall _____ Total Doors _____
 % of Glass: _____ U Value: _____ SHGC: _____

Foundation: Type Slab on Grade Crawl Space Basement
 Insulation: H _____ V _____

Floor: Area _____ SF Perimeter _____ LF

Furnace Manufacturer: _____ **Model:** _____ **Size:** _____
Fuel: _____ **AFUE:** _____

A/C Manufacturer: _____ **Model:** _____ **Size:** _____
Fuel: _____ **SEER:** _____ **Duct Insulation R-:** _____ Sealed with UL181 mastic

W/H Manufacturer: _____ **Fuel:** _____ **Gallons:** _____
Setback Thermostat: Y N

Signature _____ Date _____

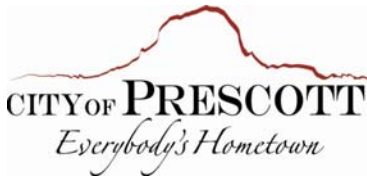
City of Prescott is generally at 5510 + feet in elevation;
 34 degrees North Latitude and 111 degrees West Longitude

Design Specifications:

GROUND SNOW LOAD	WIND Speed (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN TEMP	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			Weathering	Frost line depth	Termite	Decay				
30 PSF	90	C	Negligible	18"	Moderate	Slight	15° F	Jurisdiction specific	194	53

HDD: 4955 CDD: 3823 ICC Zone: 4B ASHRAE W: .81

Outside Design Conditions: Temp: Summer 94, Winter 15, Summer Grains of Moisture 24
Inside Design Conditions: Temp: Summer 75, Winter 70 , Relative Humidity: 55%



CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING SAFETY DIVISION
PLOT PLAN SKETCH

Building Permit #:

Job Address:

Scale: 1 inch = _____ ft.

Assessor's Parcel Number (s):

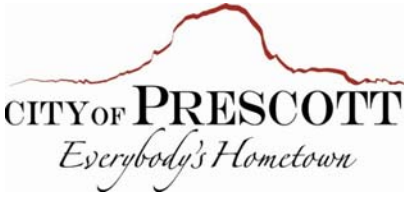
1. It is the responsibility of the owner or contractor to field verify ALL UTILITY MAINS prior to construction.
2. Any improvement in City right-of-way requires permit issued by City Engineering Department per Ordinance #1338.
3. No structure shall encroach onto any easement or right-of-way. Driveway entrance may require dip section or minimum 12 inch corrugated metal pipe.
4. DO NOT ALTER SIDEWALK. SIDEWALK MUST MEET AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
5. All mailbox installations must be to City of Prescott standard detail 1-08. Any deviation must be specially permitted by the Engineering Department.
6. Approval of the Planning & Zoning Department is subject to all other easements, encumbrances, etc. or restriction which may apply to said property by virtue of any City Ordinances and/or state law and deed restrictions. The City takes no responsibility for said restrictions or requirements and the burden to comply with such restrictions lies solely with the property owner and/or applicant.

I, _____, the owner's agent or the owner of record, for the structure to be located at:

_____, parcel number _____, do certify that the structure will meet all required setbacks, the property corner pins are correct and the footings are excavated upon the property as shown on the City approved site plan. **If for any reason any deviation from the approved site plan becomes necessary, a revised site plan will be submitted for approval before any additional construction takes place.**

Owner/Contractor Signature

Date



CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING SAFETY DIVISION
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356

ARIZONA REGISTRAR OF CONTRACTORS FORM

Building Permit #: _____

I am currently a licensed contractor: (Please Print Name) _____

License No. ROC: _____ License Class: _____

I will be using the following licensed contractors on this project:

(General Contractor) License No. ROC _____ Class _____

(Mechanical Contractor) License No. ROC _____ Class _____

(Electrical Contractor) License No. ROC _____ Class _____

(Plumbing Contractor) License No. ROC _____ Class _____

Signature _____ Printed Name _____ Date _____

EXEMPTION FROM LICENSING

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. Sec. 32-1121A., namely:

[] A.R.S. Sec. 32-1121A.5 - I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.

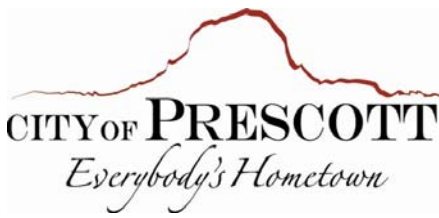
[] A.R.S. Sec. 32-1121A.6 - I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.

[] Other - _____ (Please specify)

I understand that the exemption provided by A.R.S. Sec. 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit or the total cost of materials and labor are \$1000.00 or more.

Signature _____ Printed Name _____ Date _____

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. Sec. 13-2704



**CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING SERVICES DIVISION
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356**

Residential Sewer and Water Fixture Tabulation Sheet

Building Permit #: _____

Job Address: _____

Project/Owner Name: _____

Please enter the total number of "New" and "Removed" fixtures by the "Type of Fixture" indicated below.

SEWER FIXTURE COUNT – SINGLE FAMILY RESIDENTIAL/MANUFACTURED							
TYPE OF FIXTURE	NUMBER OF "EXISTING" FIXTURES	NUMBER OF "NEW" FIXTURES		FIXTURE UNITS ASSESSED		FIXTURE UNITS "REMOVED"	TOTAL FIXTURE UNITS
Bar Sink			X	1	-		
Bathtub			X	2	-		
Laundry Tub			X	2	-		
Clothes Washer			X	2	-		
Shower (stand alone unit)			X	2	-		
Kitchen Sink			X	2	-		
Dishwasher			X	2	-		
Sink (lavatory)			X	1	-		
Water Closet (flush tank toilet)			X	3	-		
Floor Drain/Sink (2", 3" or 4")			X	4	-		
Other			X		-		
TOTAL NUMBER OF NEW SEWER FIXTURES							

\$56.00 (each fixture unit)

WATER FEES					
(Includes Water Meter Fees, Water Development Fees and System Impact Fees)					
Meter Size (Please check one)	<input type="checkbox"/> 5/8"x 3/4"	<input type="checkbox"/> 1"	<input type="checkbox"/> 1 1/2"	<input type="checkbox"/> 2"	<input type="checkbox"/> All Others
Meter Fee *	\$ 220.00	\$ 400.00	\$ 800.00	\$ 1,000.00	Cost plus 10%
9.35% Tax for Meters Only	\$ 20.57	\$ 37.40	\$ 74.80	\$ 93.50	9.35% of Cost
Development Fees	\$ 4,944.71	\$ 8,257.73	\$16,465.84	\$26,355.26	
System Impact Fees	\$ 5,389.02	\$ 8,999.71	\$17,945.39	\$28,723.43	
Water Service Permit Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	
TOTAL WATER FEES	\$10,579.30	\$17,699.84	\$35,291.03	\$56,177.19	

* Fee assumes that box & yoke to be installed by contractor or that an existing box & yoke is present. If not, additional fees will apply.

Check Box if Applies	ADDITIONAL SERVICE CHARGES	COST
	Sewer Slant	\$ 200.00
	New water service, includes box and yoke **	ESTIMATE REQUIRED
	Yoke Modification (inside an existing box)	ESTIMATE REQUIRED
	Other	

** Single Family Residential only.

Signature

Printed Name

Date



CITY OF PRESCOTT FIRE DEPARTMENT
2086 Willow Creek Road, Prescott, AZ 86305
(928) 777-1760 – Fax (928)-776-1890

IF YOUR PROPERTY IS LOCATED WITHIN THE WILDLAND URBAN INTERFACE ZONE YOU ARE REQUIRED TO HAVE A VEGETATION MANAGEMENT PLAN

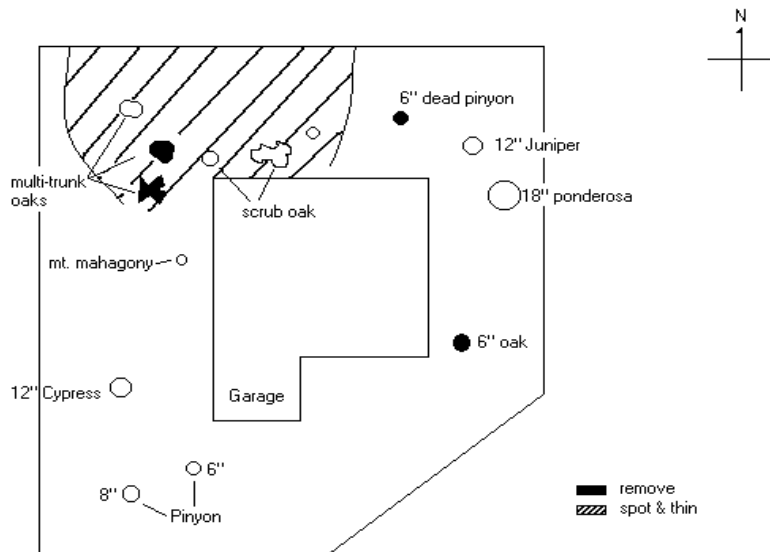
VEGETATION MANAGEMENT PLAN TIPS

Map out the basic footprint of the house, trees (diameter of trunk included), shrubs, and groups of shrubs, lot lines, and any pertinent distances. One possibility on this type of plan is to color code the vegetation. For instance: Blue = native vegetation to be irrigated, Shaded in = to be removed, open space with diagonal slashes = spot and thin*. With this type of plan a legend would need to be included on the property depiction.

Another option would be to include a detailed written explanation, with a property illustration, which calls out the action to be taken. It is not necessary but would be helpful if the written explanation is broken up into the appropriate zones.

Site plans currently submitted to the building department on 8.5 x 14 sheets of paper are big enough for the purposes of a vegetation management plan. Any additional detail for the vegetation management plan should be supplied on a copy of the site plan. **MAKE A SEPARATE COPY FOR VEGETATION MANAGEMENT PURPOSES.** Do not place vegetation information on the site plan required by the building department.

Below is a sample vegetation management plan.



South facing side = no modification necessary

South West Corner = limb up pinon pines and clear ladder fuels w/I 10' of the canopy

West facing side = spot and thin in order to create more open space and decrease fuel load, leave mountain mahogany and hydrate along with landscaping, remove multi-trunk oak near northwest corner, Remove 3 trunks of oak off north west corner (1-2", 1-3", 1-5"), leave two 6" trunks behind but limb up and remove ladder fuels w/I 10' of canopy.

North facing side = limb up scrub oak and reduce number of trunks by 50%, spot and thin area of heavy vegetation in order to create more open space and reduce the amount of fuel, limb up all trees and remove ladder fuels w/I 10' of tree canopies, remove dead pinyon pine (6" dia.).

North east corner = remove vegetation from base of juniper and ladder fuels w/I 10' of canopy (scrub oak to east of juniper not on property),

East facing side = break up ladder fuels under ponderosa by reducing the height of scrub oak at base so that the space between the lowest branches of the ponderosa and the top of the oaks equals three times the height of the scrub oak, remove oak w/ mistletoe near southeast corner.

* spot and thin: significantly reduce (50% -70%) the fuel load by creating more open space, selecting the best specimens, isolating those specimens per the Wildland Urban Interface Code, thinning existing shrubs by reducing the amount of trunks.

IF YOU ARE UNSURE WHETHER YOUR PROPERTY IS IN THE WILDLAND URBAN INTERFACE ZONE, OR HAVE QUESTIONS RELATED TO A VEGETATION MANAGEMENT PLAN, PLEASE CALL THE CITY OF PRESCOTT FIRE DEPARTMENT AT (928)777-1760.



CITY OF PRESCOTT FIRE DEPARTMENT
2086 Willow Creek Road, Prescott, AZ 86305
(928) 777-1760 – Fax (928)-776-1890

(FOR INFORMATION ONLY)

When is a Residential Fire Sprinkler System Required?

Residential Fire Sprinkler Systems are required for many homes within the City of Prescott. **Please answer the questions below assist in determining whether a fire sprinkler system will be required for this project.**

Please check all that apply:

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the square footage of the structure, including unfinished space/garage/storage areas greater than 5,000 square feet? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Fire Department access road obstructed by a low water crossing without an approved secondary access? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building located in subdivision with more than thirty (30) units, which provides only one ingress/egress access road? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is any portion of the Fire Department apparatus access road greater than 12%? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the closest fire hydrant more than 500 feet from the building site? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there less than 1,000 gallon per minute (GPM) hydrant flow available to this site? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building site located on a dead end road that exceeds 1,300 feet from the nearest thoroughfare intersection? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the most remote point of the building greater than 150 feet from the closest point on a fire apparatus access roadway (street) or fire lane? (Draw a line up the driveway from access roadway (street) around the building, not through it, to the center of the most remote portion of the building) from each direction. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the structure higher than two (2) stories as defined by the building code? |

If you have checked “Yes” to one (1) or more of the items on the above list a Residential Fire Sprinkler System will be required for this building permit. If you have answered “No” to all of the above questions or are unsure of the your answers to the above questions, please call the City of Prescott, Fire Prevention Specialist at (928)777-1760 to verify that a Residential Fire Sprinkler System will not be required prior to submitting your building permit application.

No residential building permit will be issued that is required to have a Fire Sprinkler System without a Fire System Plan being submitted and approved by the City of Prescott Fire Marshal first.

If a Fire Sprinkler System is required, please submit an application and five (5) sets of Fire Sprinkler Plans to the Fire Marshal directly at 2086 Willow Creek Road, Prescott, AZ 86305. Applications and plans for Fire Sprinkler Systems are **NOT** submitted to the Building Department.

All Fire Sprinkler System Plans must be:

- Prepared and sealed by an Arizona registrant, NICET level III or IV per NFPA 13.
- Prepared and sealed by an Arizona registrant, NICET level II or higher per NFPA 13D or 13R.
- Installed per the 2003 International Fire Code, as amended by City of Prescott, NFPA 13 and other national standards that may apply.



**CITY OF PRESCOTT FIRE DEPARTMENT
APPLICATION FOR FIRE PROTECTION
SYSTEMS PLAN APPROVAL**

2086 Willow Creek Road - Prescott, AZ 86305
Phone 928-777-1760 - FAX 776-1890 - TDD 445-6811

Building Permit #: _____ **Date Filed** _____

Job Address _____

Job Name _____ **Use** _____

Square Footage _____ **# Floors** _____

Fire Protection Contractor Name _____

Contact Name _____ **Phone** _____

Description of Construction _____ **Check one of the following.**

Automatic Sprinkler System Plans, 3 Sets for Commercial, 4 Sets for Residential

All automatic sprinkler systems shall be installed per the 2003 International Fire Code, as amended by City of Prescott, NFPA 13 and other national standards that may apply. Modifications of up to 20 heads.

Modifications greater than 20 heads. Single Family & Duplex Residential sprinkler system plans.

An Arizona registrant, NICET level III or IV must seal NFPA 13 plans.

An Arizona registrant, NICET level II or higher must seal NFPA 13D and 13R systems.

Automatic Fire Alarm System Plans, 3 Sets

All commercial fire alarm systems shall be installed per the 2003 International Fire Code as amended by City of Prescott, NFPA 72 and other national standards that may apply. Modifications of or more devices. Arizona registrant or NICET Level III or higher must seal plans. Installation requires NICET Level I on site during installation, inspection, repairs and testing.

Underground Fire Line Plans, 3 Sets

All underground fire lines shall be installed per the 2003 International Fire Code as amended by City of Prescott, NFPA 24, YAG Standards and other national standards that may apply. All plans must be sealed by an Arizona registrant.

Kitchen Hood Suppression System Plans, 3 Sets

All kitchen hood suppression systems shall be installed per the 2003 International Fire Code as amended by City of Prescott, and other national standards that may apply. Installations requiring more than one inspection and performance test will be charged an additional \$50 for each subsequent inspection. Plans for the hood and duct shall also be submitted to the City of Prescott Building Department for review under a separate permit.

Paint Spray Booth Suppression System Plans, 3 Sets

All paint spray booth suppression systems shall be installed per the 2003 International Fire Code as amended by City of Prescott, and other national standards that may apply. Installations requiring more than one inspection and performance test will be charged an additional \$50 for each subsequent inspection. Plans for spray booths shall also be submitted to the City of Prescott Building Department for review under a separate permit.

Other Fire Protection Systems: _____

FD Use Only

Date Reviewed _____ Reviewed By _____

Comments Forwarded to Building _____ Comments Forwarded to Submitter _____

Plans Approved _____ Plans Not Approved _____

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) QUESTIONNAIRE

Building Permit #: _____

Applicant/Owner Name: _____

Site Address: _____

Description of Work: _____

Assessor's Parcel Number(s) (APN): _____

Subdivision Name: _____ Lot/Unit Number: _____

1. Is this property located in a Special Flood Hazard Area (SFHA)? _____ Yes _____ No

If yes, what SFHA Zone is the property in? _____ AE _____ A

If no, please skip to the signature portion of this form at the bottom of the page. No further information is necessary.

2. Are you building a new structure or an addition to an existing structure which would increase the building footprint? If yes, please enter total square footage: _____

3. Are you remodeling an existing structure? If yes,
What is the value of the existing structure? \$ _____
What is the value of the remodel work? \$ _____

I/We understand that properties if any portion of the above mentioned parcel is located in the Special Flood Hazard Area (SFHA) I am required to submit both an "Under Construction Elevation Certificate" prior to the Under Slab Combination Inspection and a "Completed Elevation Certificate" prior to the building final inspection. No Certificate of Occupancy shall be issued by the City without these documents being submitted and approved by the City of Prescott.

Signature Date

For Office Use Only

FEMA Designation _____ A _____ AE _____ X

Elevation Certificate Required _____ Yes _____ No

Elevation Certificate Received _____

Reviewer Name: _____ Date: _____