



**CITY OF PRESCOTT**  
**MANUFACTURED/FACTORY BUILT**  
**SUBMITTAL LIST**  
**2012 INTERNATIONAL CODES**

**Required**

**Submitted**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Permit Application & Construction Hold Harmless   |
| <input type="checkbox"/> | <input type="checkbox"/> | Deposit - \$ _____<br>Garage _____ Sq Ft<br>Deck Covered _____ Sq Ft; Deck Uncovered _____ Sq Ft<br>Patio Covered _____ Sq Ft; Fence _____ Lin. Ft<br>Retaining walls _____ Lin Ft. |

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

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Plot Plan Sketch (on City Form)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Arizona Registrar of Contractors Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | City Utility Tie-in Application  |
| <input type="checkbox"/> | <input type="checkbox"/> | Residential Fixture Tabulation Sheet   |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Site Grading Permit Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | General Residential Engineering Submittal Checklist  |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Grading & Drainage Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Vegetation Management Plan (if property is located within the Wildland Urban Interface Zone) |
| <input type="checkbox"/> | <input type="checkbox"/> | State of Arizona Bond Exemption Certificate <input type="checkbox"/> (on file)               |
| <input type="checkbox"/> | <input type="checkbox"/> | Federal Emergency Management Agency (FEMA) Questionnaire                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | All Forms Completed/Signed with Original Signature   |
| <input type="checkbox"/> | <input type="checkbox"/> | Soils gradation, Soils report or engineering for foundation                                  |



**CITY OF PRESCOTT  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 PUBLIC WORKS DEPARTMENT  
 201 S. Cortez Street, Prescott, AZ 86303  
 (928) 777-1356 (928) 777-1269**

**CONSTRUCTION HOLD HARMLESS**

**Building Permit #:** \_\_\_\_\_

To the fullest extent allowed by the law, the Contractor(s) agrees to defend, indemnify and hold harmless the City, its employees, agents, invitees and/or volunteers from any claims, demands, causes of action, liability, loss, property damage or any type of damage and/or injury (to property or person, including without limitation, wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any Federal, State or local government body or agency, arising out of or incident to any acts, omissions, negligence or conduct of the City, its personnel, employees, agents, contractors, or volunteers in connection with or arising out of the Contractor's placement of soil pursuant to this grading permit.

It is expressly understood by the undersigned that this permit is revocable at will by the City, at the sole option of the city. If the city revokes this permit, it shall be the responsibility of the permittee to remove, at permittee's expense, all improvements authorized by this permit and restore the property to its original condition.

The Undersigned further releases and discharges the City from any and all claims in which the undersigned has or may have against the City, its agents, or employees, arising out of or in any way connected with the undersigned's activities as set forth on this permit. The applicant agrees to abide by the aforementioned miscellaneous requirements and all provisions and conditions as set forth in this permit.

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:** \_\_\_\_\_



City of Prescott  
 Manufactured / Factory Built Building Installation  
 Permit Application  
 201 S. Cortez Street  
 Prescott, AZ 86303  
 Phone: (928) 777-1356 | Fax: (928) 777-1258

Project Address:		
Assessor's Parcel #:	Lot:	Subdivision:
Description of Work:		
State Approved plan # _____		Value of Work: \$ _____
Unit Manufacturer:		Serial Number:
Date of Mfg or Year:		Insignia:
Size:		Occupancy Type:
Installer/Contractor Information (List all licensed subcontractors on supplement form.) Minimum 30 psf Roof/Snow Load required.		
<b>APPLICANT/CONTACT:</b>		Phone:
Address:		Email:
City:	State:	Zip:
<b>OWNER:</b>		Phone:
Address:		Email:
City:	State:	Zip:
<b>INSTALLER INFORMATION:</b>		Phone:
Company Name:		
Lic#:	Classification:	City Sales Tax #:
Address:		Email:
City:	State:	Zip:
<b>DEALER INFORMATION:</b>		Phone#:
Company Name:		License #:
Address:		License Classification:
City:	State:	Zip:



**CITY OF PRESCOTT  
COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING SAFETY DIVISION  
PLOT PLAN SKETCH - 2012 CODES**

<b>Building Permit #:</b>	<b>Job Address:</b>		
<b>Scale: 1 inch = _____ ft.</b>	<b>Assessor's Parcel Number (s):</b>		
City of Prescott Building Division <b>APPROVED</b>	City of Prescott Planning & Zoning <b>APPROVED</b>	City of Prescott Engineering <b>APPROVED</b>	City of Prescott Fire Department <b>APPROVED</b>
_____	_____	_____	_____

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.
- 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:

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(General Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Mechanical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Electrical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Plumbing Contractor)

\_\_\_\_\_  
**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.

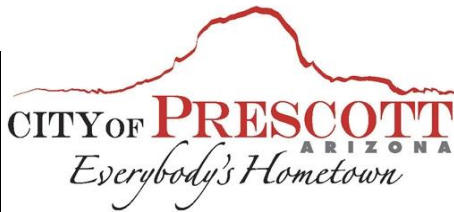
A.R.S. Sec. 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.

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 and/or the total cost of materials and labor are \$750 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**  
**City Utility Tie-in Application**  
**Public Works Department**  
 201 S. Cortez St., Prescott, AZ 86303  
 Phone: (928)777-1269 Fax: (928)777-1251

Permit No:

Project Address:	Assessor's Parcel #	Reimbursement District:
City of Prescott: <input type="checkbox"/>	Yavapai County: <input type="checkbox"/>	Chino Valley: <input type="checkbox"/>
Water Meter: <input type="checkbox"/> New: <input type="checkbox"/> Upsize: <input type="checkbox"/> Box/Yoke: <input type="checkbox"/> New: <input type="checkbox"/> Upsize: <input type="checkbox"/> Water Tap: <input type="checkbox"/> Sewer Tap: <input type="checkbox"/>	Currently on: Well (ADWR): <input type="checkbox"/> No services: <input type="checkbox"/> Septic (YC): <input type="checkbox"/>	Building Permit #: Right-of-Way Permit #: WSA #:

Description of Work:

APPLICANT/CONTACT:	Phone:
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Address:	Email Address:
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City:	State:	ZIP:
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OWNER:	Phone:
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Address:	Email Address:
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City:	State:	ZIP:
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CONTRACTOR:	Phone:
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Address:	Email Address:
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City:	State:	ZIP:
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ROC Lic#:	Sales Tax #:	State Tax #:
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**MISCELLANEOUS PERMIT REQUIREMENTS:**

1. City of Prescott utility staff shall install meter, box/yoke, water tap, and sewer tap.
2. Right of Way permit may be required for trenching in the City Right of Way.
3. Proof of approved Yavapai County or Chino Valley building permit is required.
4. If currently on a well or septic system, proof application for abandonment is required.
5. Building plans are to be submitted for use in filling out the City of Prescott Fixture Count Sheet.
6. The required water meter size is based on the 2012 International Plumbing Code; Table E103.3(2)



**Water and Wastewater Fees**

Permit #: \_\_\_\_\_

Existing Meter Size (if applicable): \_\_\_\_\_

Job Address/Parcel Number: \_\_\_\_\_

Project/Owner Name: \_\_\_\_\_

**Residential Fixture Tabulation Sheet**

Please enter the total number of existing and new fixtures by the type of fixture indicated below. Note: *Bathroom Group may be used when a bathtub/shower, water closet, and lavatory (sink) are in one room.*

TYPE OF FIXTURE	TOTAL NUMBER OF FIXTURES (INCLUDING EXISTING)		FIXTURE UNITS ASSESSED *		TOTAL NUMBER OF FIXTURE UNITS
Bathroom Group <sup>(flush tank)</sup>		X	3.6	=	
Bathroom Group <sup>(flushometer valve)</sup>		X	8.0	=	
Bathtub		X	1.4	=	
Bidet		X	2.0	=	
Combination Fixture <sup>(faucet)</sup>		X	3.0	=	
Dishwashing Machine		X	1.4	=	
Kitchen Sink/Bar Sink		X	1.4	=	
Laundry Trays <sup>(1 to 3)</sup>		X	1.4	=	
Lavatory <sup>(bathroom sink)</sup>		X	0.7	=	
Shower <sup>(Stand alone)</sup>		X	1.4	=	
Washing Machine <sup>(8lb)</sup>		X	1.4	=	
Water Closet <sup>(flush tank)</sup>		X	2.2	=	
Water Closet <sup>(flushometer valve)</sup>		X	6.0	=	
Water Closet <sup>(flushometer tank)</sup>		X	2.0	=	
<b>TOTAL NUMBER OF FIXTURES</b>				<b>=</b>	

\*Per 2012 International Plumbing Code; Table E103.3(2)

*Effective August 1, 2014 the City of Prescott implemented a new Impact Fee structure. Assessment of Impact Fees for water and wastewater service is currently based on the service area or combination of service area(s) for each individual parcel based on its location. To estimate impact fees for City of Prescott water and wastewater service go to the on-line Impact Fee Estimator located at [www.prescott-az.gov/services/building/impact-fees.php](http://www.prescott-az.gov/services/building/impact-fees.php). An assessor's parcel number is required to use the estimator. For all other questions, call the Public Works Department at 928-777-1269.*

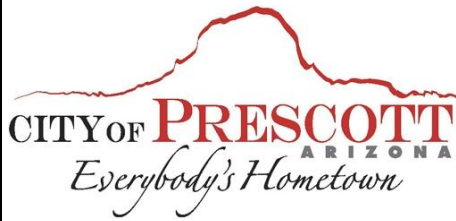
\_\_\_\_\_  
Signature Printed Name Date

**FOR OFFICIAL USE ONLY**

WATER METER FEES								
Meter Size Required (Please check one)	<input type="checkbox"/> 5/8"	<input type="checkbox"/> 1"	<input type="checkbox"/> 1 1/2"	<input type="checkbox"/> 2"	<input type="checkbox"/> 3"	<input type="checkbox"/> 4"	<input type="checkbox"/> 6"	<input type="checkbox"/> All Others
Meter Fee *	\$ 208.00	\$ 262.00	\$ 380.00	\$ 503.00	\$ 1,714.00	\$ 2,633.00	\$ 3,706.00	Cost plus 10%
8.35% Tax – Meters Only	\$ 17.37	\$ 21.88	\$ 31.73	\$ 42.01	\$ 143.12	\$ 219.86	\$ 309.46	8.35% of Cost
<b>TOTAL WATER METER FEE</b>	<b>\$225.37</b>	<b>\$283.88</b>	<b>\$411.73</b>	<b>\$545.01</b>	<b>\$1,857.12</b>	<b>\$2,852.86</b>	<b>\$4,015.46</b>	

\* Fee assumes that an existing box & yoke is present. If not, additional fees will apply.

Check Box if Applies	ADDITIONAL SERVICE CHARGES	COST
<input type="checkbox"/>	Sewer Tap	\$ 316.00
<input type="checkbox"/>	Water Tap	2" or less = \$ 242.00   Greater than 2" = \$ 517.00
<input type="checkbox"/>	New water service, includes box and yoke (Single Family Residential only)	ESTIMATE REQUIRED
<input type="checkbox"/>	Yoke Modification (inside an existing box)	ESTIMATE REQUIRED



**City of Prescott**  
**Single Site Grading Permit Application**  
**Public Works Department**  
 201 S. Cortez St., Prescott, AZ 86303  
 Phone: (928)-777-1269 Fax (928) 777-1251

Project Address:	Assessor's Parcel #:	GRADING PERMIT #:
Subdivision:	Lot#:	Grading Cubic Yards (CY): CY of Cut:                      CY of Fill:
Description of Work:		
Approximate Acreage to Be Disturbed By Grading:	Building Permit #:	Right-of-Way Permit #:
Location (Address or APN) That Either Fill Material Originated AND/OR Excess Cut Material Will be Placed and Associated Permit #:		
Geotechnical Engineer:		If Blasting, Provide Contractor: (Fire Department Approval Required)
APPLICANT/CONTACT:		Phone:
Address:		Email Address:
City:	State:	ZIP:
OWNER:		Phone:
Address:		Email Address:
City:	State:	ZIP:
EXCAVATING CONTRACTOR:		Phone:
Address:		Email Address:
City:	State:	ZIP:
Lic#:	City T&P Tax #:	State Tax #:



**GENERAL RESIDENTIAL ENGINEERING SUBMITTAL CHECKLIST**

As  
 Req'd App

- **One (1) electronic submittal of all plans, reports, and documents in PDF format**

- **Two (2) full sets of plans (24"x36" in size)**

- North Arrow & Scale
- Property Information (address, parcel #)
- Lot lines, dimensions, easements, and setbacks
- Contact Information (applicant, owner, engineer, architect, contractor)
- Site Plan
  - Erosion Sediment Control Plan required as part of Site Plan or separate sheet (LDC 6.7, 9.6.3)
  - Grading quantities (cut & fill in cubic yards)
  - Existing and proposed contours at 1' or 2' intervals
- FEMA floodplain designation for property
- City of Prescott and MAG standard details referenced, copied, or attached

- **Two (2) sets of reports (if applicable)**

- Drainage (if applicable)
- Soil (if applicable)
- Traffic (if applicable)
- Water (if applicable)
- Sewer (if applicable)

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

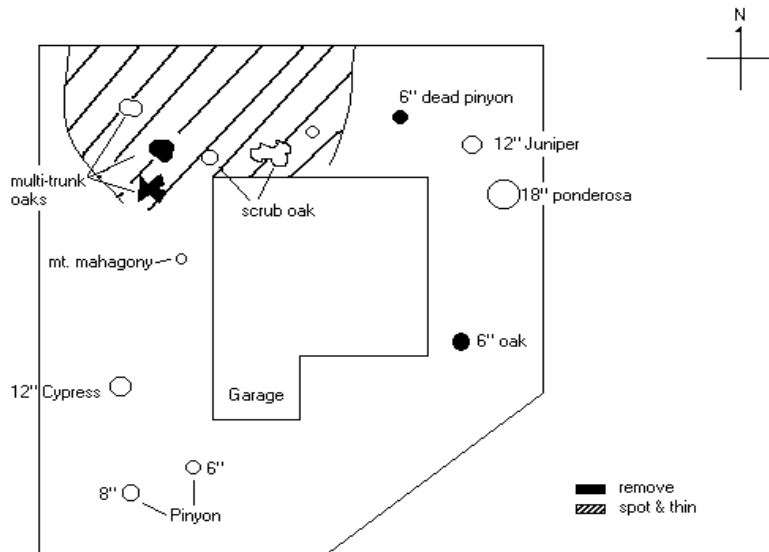
**2012 VEGETATION MANAGEMENT PLAN TIPS**

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.

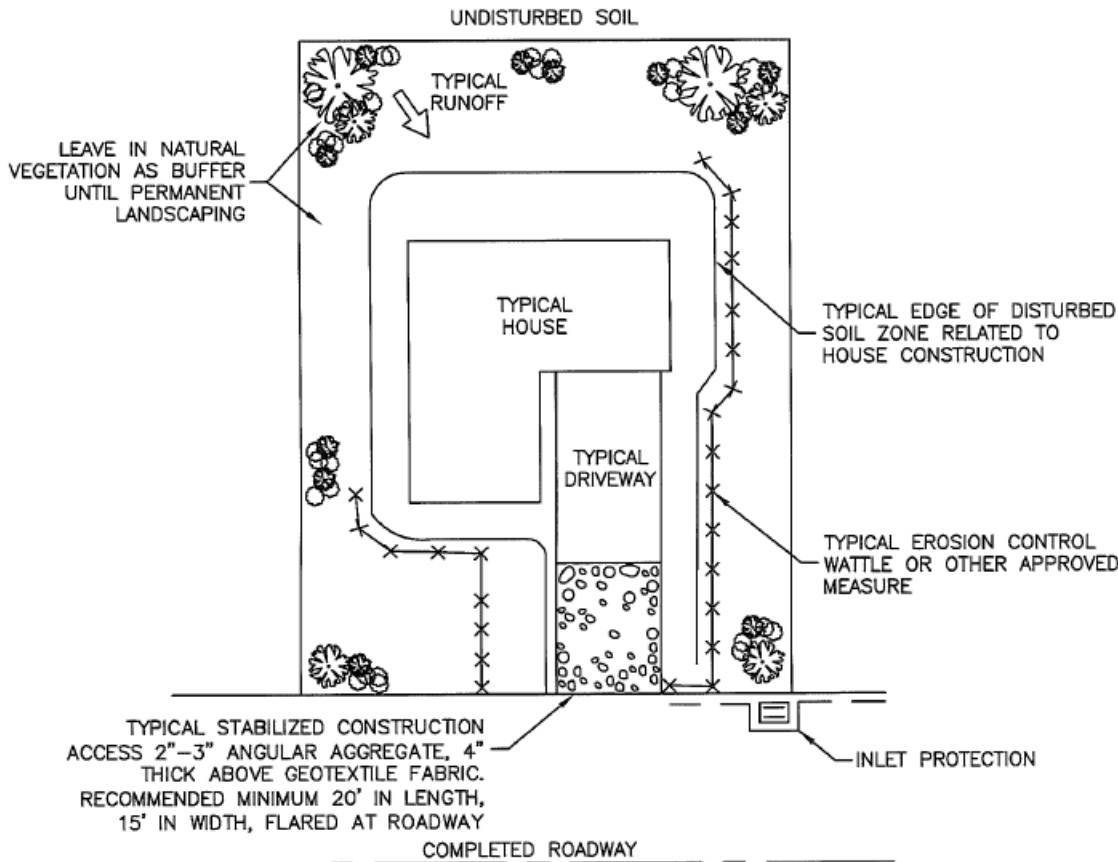
North facing side = limb up scrub oak and reduce number of trunks by 50%, spot and thin area of heavy vegetation in order to create more open space and reduce the amount of fuel, limb up all trees and remove ladder fuels w/I 10' of tree canopies, remove dead pinon pine (6" dia.).

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.**



**NOTES:**

1. DEPENDING ON CONTRACTORS PRACTICES, THESE MEASURES MAY BE VARIED WITH APPROVAL FROM THE CITY ENGINEER OR DESIGNEE.
2. CONTRACTOR SHALL CONFORM TO ALL EROSION PREVENTION AND SEDIMENT CONTROL NOTES AND DETAILS.
3. PERIMETER PROTECTION IS REQUIRED ON THE DOWN STREAM SIDE OF THE LOT OR DISTURBED AREAS.
4. CONSTRUCTION ACCESS MAY BE SIZED TO FIT THE SITE, OR A COMBINATION OF OTHER CONTROL MEASURES MAY BE USED TO PREVENT TRACK OUT WITH APPROVAL FROM THE CITY ENGINEER OR DESIGNEE.
5. STOCKPILES MUST BE LOCATED AWAY FROM PAVED AREAS AND DRAINAGE FACILITIES AND MUST HAVE PERIMETER PROTECTION. DURING WET SEASONS, ADDITIONAL CONTROL MAY BE REQUIRED AT THE DISCRETION OF THE CITY ENGINEER OR DESIGNEE.
6. EROSION & SEDIMENT CONTROL MEASURES MUST BE MAINTAINED AND FUNCTION DURING CONSTRUCTION ACTIVITY.

N.T.S.

SCOTT TKACH, P.E.                      11-13-13  
 CITY ENGINEER                              DATE

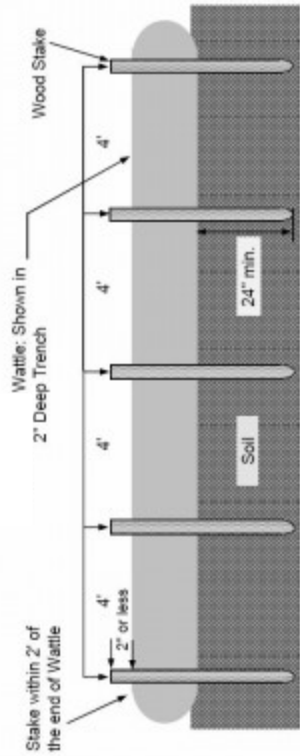
SAMPLE SINGLE FAMILY SITE  
 EROSION CONTROL DETAIL

CITY OF PRESCOTT  
 PUBLIC WORKS  
 STANDARD DETAIL

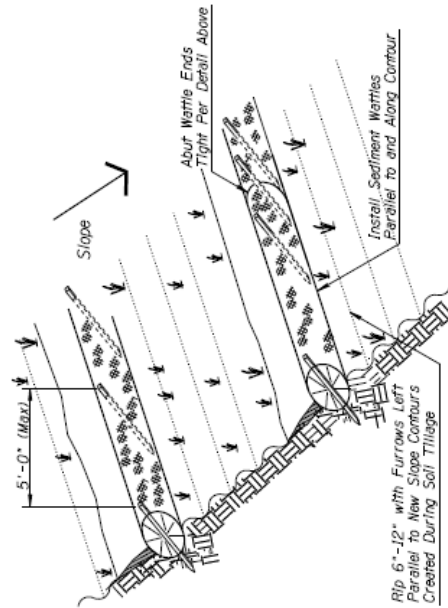
XXX  
 REV XX-XX

# Sediment Wattle Detail

(Perimeter Protection)

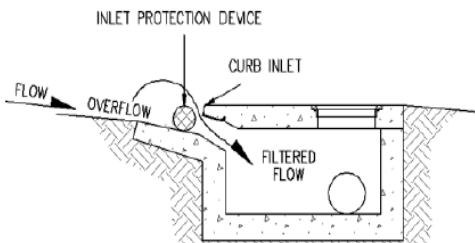


(Slope Protection)

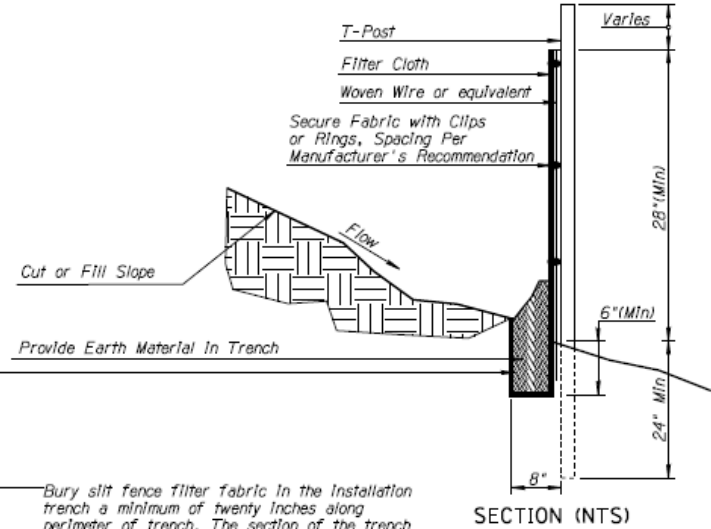


WATTLE SPACING INTERVALS	
Slope Ratio (H:V)	Maximum Spacing Interval
2:1	10'
3:1	20'
4:1	30'
5:1	40'
6:1	40'

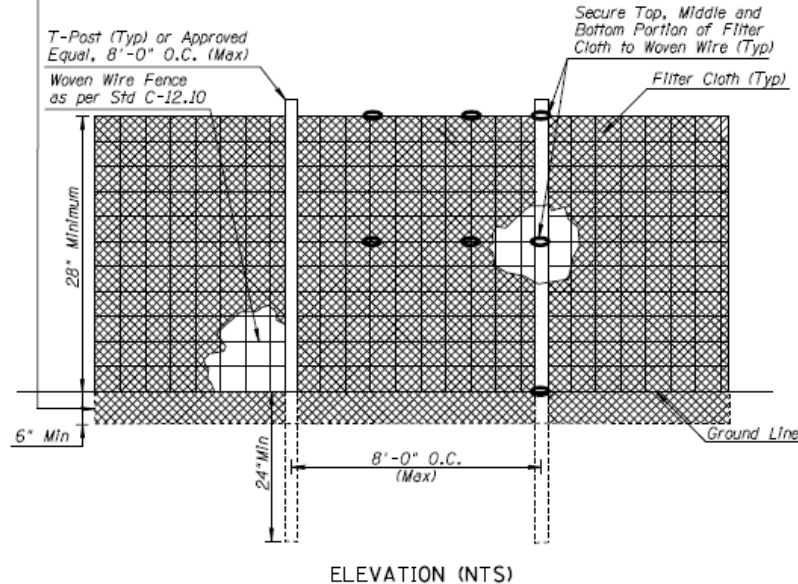
# Inlet Protection Detail



# Silt Fence Detail



Bury silt fence filter fabric in the installation trench a minimum of twenty inches along perimeter of trench. The section of the trench shall be a minimum of 6" (deep) x 8" (wide). Bury filter fabric along the sides and bottom of the trench to form a "J".



ELEVATION (NTS)



**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 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 may be issued by the City without these documents being submitted and approved by the City of Prescott.

\_\_\_\_\_  
Signature Date