



Small Misc Permit/Plan Review Application 2018 International Building Code

<i>COMMUNITY DEVELOPMENT</i>	<i>201 S. Cortez Street, Prescott, AZ 86303</i>	
	<u>PHONE #</u>	<u>FAX #</u>
Building Division	(928)777-1356	(928)777-1258
Public Works Dept.	(928)777-1269	(928)777-1251
Fire Inspection	(928)777-1845	(928)777-1258
Planning and Zoning	(928)777-1207	(928)777-1258
Water Resources	(928)777-1645	(928)777-5929
IVR Inspection Line	(928)777-1176	
Bldg/Fire Inspector Line	(928)777-1387	

Please refer to Appendices for
Plan Submittal Checklists

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

Applicant please fill out the following for Scope of project and Valuation of project.

Plans can take A week to review

Type of permit: Residential Commercial

- Sub Type of permit:** After-the-Fact Utility Repair/Replace/Relocate
- Electrical SES Upgrade Existing Amp_____ New Amp_____
- Add Circuits Fix/Outlet/Switch Solar Kwh_____
- SES Pedestal
- Mechanical New HVAC New Fireplace BBQ/Firepit
- Exhaust Sys. New Duct Work Hood/SprayBooth
- Plumbing Water New Fixtures New Water Heater Water yard Line
- yard Hydrant RPZ/Backflow Fire Sprinkler retrofit
- Plumbing Gas Gas Yard Line Gas Meter Release
- Plumbing sewer SWBV Sewer Yard Line
- Roofing Re-roof Complete Tear-off Repair Sheathing
- 2nd layer only Change roofing material
- Roofing Type: Modified Shingle Built-up
- Tile/Metal Wood (Fire Treated)
- Window Replacement u-factor for new window(must meet 0.35):_____
- Small Res Remodel (No Structural) with Value \$_____
-

Project Amounts: SF= Square Foot; LF= Lineal Foot; CY=Cubic Yards; SQ= 100sf= 1SQ

- Roofing_____ SQ Plastering_____ SF Window_____ SF
- Water Line_____ LF Sewer Line_____ LF Fence over 6'_____ LF
- Misc Value \$_____
-

Existing Utility Information:

- Water Meter New WM Upsize Sewer tap Ex/Prop Well ADWR#_____
- Box/Yoke New B/Y Upsize Water tap Ex/Prop Septic YC#_____
- WSA DEV AGRMNT
- SWBV: HHA New Existing Location _____ Septic Ejector Pump
- Does house have fire sprinklers
-

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

Date: ___/___/___ APN#: _____ - _____ - _____ Permit #: _____
Project Address: _____ Unit/Lot #: _____
Subdivision: _____ Related Permit: Eng # _____ ROW# _____
Scope of work: _____

Contact Information: Owner Contractor Architect/Drafter Other _____

Applicant/Owner/Contact: _____

Address: _____ Unit # _____

City: _____ State: _____ Zip: _____ Phone#: _____

Email Address: _____ Fax#: _____

As a property owner, I am not required to use a licensed contractor because the property is intended for my sole occupancy and will not be offered for sale or rent within one year of completion (ARS 32-1121.a.5).

Owner Name if not Applicant: _____

Address: _____ Unit # _____

City: _____ State: _____ Zip: _____ Phone#: _____

Email Address: _____ Fax#: _____

Architect: _____ Company: _____

Address: _____ Unit # _____

City: _____ State: _____ Zip: _____ Phone#: _____

Email Address: _____ Fax#: _____

ARIZONA REGISTRAR OF CONTRACTORS FORM

General Contractor: _____ COP BL# _____

Address: _____ Unit # _____

City: _____ State: _____ Zip: _____ Phone#: _____

Email Address: _____ Fax#: _____

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) QUESTIONNAIRE

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 yes Provide An Elevation Certificate
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 shall be issued by the City without these documents being submitted and approved by the City of Prescott.

Signature

Date

City of Prescott Permit Indemnity and Signature page

1. CITY HOLD HARMLESS

- A. To the fullest extent allowed by the law, the Contractor(s)/ Applicant(s)/ Owner(s)/ Permittee(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 this permit.
- B. 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.
- C. 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.

2. ARIZONA EXEMPTION FROM LICENSING

- A. 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.
- B. 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.
- C. 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 \$1,000 or more.
- D. I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. Sec. 32-1121A., namely:
 - i. 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. **Initial** _____
 - ii. 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. **Initial** _____
 - iii. Other: _____

Initial _____

3. ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

4. SITE PLAN AFFIDAVIT

As the owner's agent or the owner of record, do certify that the structure will meet all required setbacks, the property corner pins will be correct, and the footings will be excavated upon the property as shown on the City approved site plan, and all plans and construction will be per all City of Prescott Adopted Codes, Ordinances, and Standards. Approval of the Planning & Zoning Department is subject to all other easements, encumbrances, etc. or restrictions 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. 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.

5. PERMIT COMPLETENESS AND ACCURACY

I certify that I have been provided the informational packet (included as appendices to the permit application documents) with the submittal checklist, and that these plans include all items as necessary and indicated on the checklist and were prepared per the City of Prescott Development Standards and the 2018 IRC. I understand that the plans may not be accepted if I have failed to provide this information.

Parcel Number _____ - ____ - _____ Address: _____

Signature _____ Date _____ I understand and acknowledge the above certification and I have legal authority to bind the Owner of the property that is the subject of this permit. 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
Small Misc Permit/Plan Review Application 2018 CODES

APPENDICES

The following pages are provided as information for the applicant. Please read through this information as it directly applies to what the Community Development Department looks for when processing and reviewing permit applications.

CONTENTS:

- **SMALL MISC PERMIT/PLAN REVIEW SUBMITTAL CHECKLIST**
- **PLOT PLAN FOR MINOR REVISIONS**
- **WATER AND WASTE WATER FEES**

ADDITIONAL LINKS:

- [BUILDING FEES RESIDENTIAL](#)
- [IMPACT FEE ESTIMATER](#)
- [RESCheck](#)

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

CONSTRUCTION PLANS: All Plans should be drawn to scale, minimum 3/32"

Copies of all General Engineering Standards, City and Land Development Codes, and City Plan Review "Checklists" are available on the City's website at www.prescott-az.gov .

SMALL PERMITS MAY TAKE UPTO 1 WEEK TO PROCESS.

1. Permit Application & Construction Hold Harmless, all forms signed with original signature.
 - a. Arizona Registrar of Contractors Form
 - b. Federal Emergency Management Agency (FEMA) Questionnaire
 - c. State of Arizona Bond Exemption Certificate (on file)
2. Two (2) sets of the 8 1/2X11" Plot Plan (small site plan)
 - a. Show all yardlines, house, driveways, site walls and fences for all work to the exterior of the building. Generator locations etc.
3. One (1) Electronic copy of all submitted items (in .pdf form).
4. For Residential window replacement:
 - a. Two (2) sets of Architectural Floor Plans showing rooms, window and door locations, and window sizing.
 - i. Height of the sills for bedroom windows, and sizing on one window that meets egress.
 - ii. Show tempered window locations (ie within 2' of swing of door, all bathroom locations with a sill height less that 5', stairwells etc.).
 - b. Cut sheet from manufacturer with required u-factor, tempered glazing, and egress of each window type.
5. For Residential Heating and AC replacement:
 - a. Two (2) sets Manual J, S and D, (minimum one sheet that shows it meets ACCA sizing.)
6. For Commercial Heating and AC replacement:
 - a. Two (2) sets of plans that show all required ASREA and energy code information, Smoke detectors, if over 2,000CFM and Fresh air calculations, may require engineers stamp.
7. For Fireplace replacement or insert gas or wood:
 - a. Provide all cut sheets and clearance specifications for the insert or fireplace.
 - b. If building a masonry fireplace it will require engineering for footings and lintels.
8. For small Residential interior remodels(kitchen or bath):
 - a. Floor plan to scale, showing the scope of the remodel area and what is being remodeled.
 - i. Will require notes for the energy codes about insulation.
 - ii. Will require showing any electrical, Mechanical or Plumbing that is being added removed or moved. All new circuits must meet today's codes.
 - b. If adding fixtures to the house must provide a revised fixture count sheet.
9. For small Commercial interior remodels See separate Permit by inspection package.
10. For Siding replacement:
 - a. Will need cut sheets for siding product and air barrier to be used.

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

11. For Solar plans- Ground mount, Roof mount and Water Heating:
- a. Roof mounted Solar panels Provide two sets of plans to include the following:
 - i. One line drawings for the photovoltaic system. (Single panel – Provide manufacturers specifications).
 - 1. Will require electrical engineers stamp if fully off-grid with battery design and ventilation.
 - ii. All required signage with locations from the 2011 NEC / 2012 IRC.
 - iii. All Manufacturers cut sheets for inverters, panels, switches etc.
 - iv. Roof connection details for how the system attaches to the roof.
 - 1. Existing roof attached to the joist/rafter: Provide stamped Calculations from a licensed structural engineer to verify the panel loading plus the 30lb snow load will not adversely affect the existing roof structure.
 - 2. New roof, provide truss specifications that show the panel loading and the snow loading on the truss calculation drawings.
 - 3. Existing roof attached to blocking or J-hook: provide construction details for connection for the mounting that does not attaché directly to the roof truss, may still require engineering.
 - b. Ground Mounted Solar Panels:
 - i. In addition to the above, ground mounted solar systems will need to provide a site plan with all site plan requirements for property lines, setbacks and easements and locations to any structures.
 - ii. Provide engineering for the footings that meet the 30# snow loading and the 90 mph wind loading.
 - iii. May require grading permits for footings.
 - c. Solar hot water heater:
 - i. provide manufacturers specifications. Hot water system must have the approval of a recognized testing agency (Example UL) or have an engineer's stamp for design.
12. For Residential or Commercial electrical plans, 400 Amps and Under:
- a. Provide floor plan showing existing and new electrical,
 - b. Provide a one line and panel schedule if breakers are being added or size is changing.
 - c. Provide a Site plan and Panel schedule if replacing the panel.
13. For Residential or Commercial electrical plans, over 400 amps:
- a. Provide 2 sets of Stamped engineered drawings.
14. For Residential Gas Additions or revisions Provide site plan and/or floor plan showing pipe size, developed length of pipe, and type of pipe. Provide cut sheets for all appliances.
15. For Commercial Gas Additions or alterations, Provide All Manufacturers specifications for units, provide site and floor plans as needed, If part of a hood system, Hood must be revised for all new units under them. May Have an additional submittal to fire.

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

PLOT PLAN SKETCH – REVIEWED UNDER 2018 CODES			
Building Permit #:	Job Address:		
Scale: 1 inch = _____ ft.	Assessor's Parcel Number (s):		
Building Division APPROVED	Planning & Zoning APPROVED	Public Works APPROVED	Fire Department APPROVED

CITY OF PRESCOTT
Small Misc Permit/Plan Review Application 2018 CODES

WATER AND WASTEWATER FEES

Parcel #: _____
 Existing Meter Size (if applicable): _____ Existing Box/Yoke Size (if applicable): _____
 Job Address: _____

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. An assessor's parcel number is required to use the estimator. For all other questions, call the Public Works Department at 928-777-1269.

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, if outside City Limits.
4. If currently on a well or septic system, proof application for abandonment is required, if tying into city services.
5. Building floor plans are to be submitted for use in filling out the City of Prescott Fixture Count Sheet.

Commercial Fixture Tabulation Sheet

Please enter the total number of existing and new fixtures by the type of fixture indicated below. Note: *Bathroom Group may only be used for Multi-Family Residential, defined as (3) or more units on the same meter or parcel of land.* *Per 2018 International Plumbing Code; Table E103.3(2).

TYPE OF FIXTURE	TOTAL NUMBER OF FIXTURES (INCLUDING EXISTING)		FIXTURE UNITS ASSESSED *		TOTAL NUMBER OF FIXTURE UNITS
Bathroom Group ^(flush tank) _(Multi-family Only)		X	3.60	=	
Bathroom Group ^(flushometer valve) _(Multi-family Only)		X	8.00	=	
Bathtub		X	4.00	=	
Drinking Fountain ^(each head)		X	0.25	=	
Kitchen Sink		X	4.00	=	
Lavatory ^(bathroom sink)		X	2.00	=	
Service Sink		X	3.00	=	
Shower ^(stand alone)		X	4.00	=	
Urinal ^(1" flushometer valve)		X	10.00	=	
Urinal ^(3/4" flushometer valve)		X	5.00	=	
Urinal ^(flush tank)		X	3.00	=	
Washing Machine ^(8lb)		X	3.00	=	
Washing Machine ^(15lb)		X	4.00	=	
Water Closet ^(flushometer valve)		X	10.00	=	
Water Closet ^(flush tank)		X	5.00	=	
Water Closet ^(flushometer tank)		X	2.00	=	
TOTAL NUMBER OF FIXTURES				=	

FOR OFFICIAL USE ONLY		WATER METER FEES						
Meter Size Required	<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
TOTAL WATER METER FEE	\$225.37	\$283.88	\$411.73	\$545.01	\$1,857.12	\$2,852.86	\$4,015.46	

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

If Applicable	ADDITIONAL SERVICE CHARGES	COST
	Sewer Tap	\$ 316.00
	Water Tap	2" or less = \$ 242.00 Greater than 2" = \$ 517.00
	New water service, includes box/yoke <i>(Single Family Residential only)</i>	ESTIMATE REQUIRED
	Yoke Modification <i>(inside an existing box)</i>	ESTIMATE REQUIRED