



Certificate of Occupancy Permit/Plan Review Application

2018 International Building Code

Effective date July 11,2019

<i>COMMUNITY DEVELOPMENT</i>	<i>201 S. Cortez Street, Prescott, AZ 86303</i>	
	<u>PHONE #</u>	<u>FAX #</u>
Building Division	(928)777-1371	(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	

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CERTIFICATE of OCCUPANCY PERMIT
PLAN REVIEW SUBMITTAL CHECKLIST

Type of permit: Residential C of O walkthrough Commercial C of O walkthrough
Reason for C of O walkthrough*: New Owner no change of use Replacement for C of O
 State Licensing requirement Change of Use no construction Vacant over 12 months
*(Sober homes, Vacation homes and Business licenses are a separate process)

Project Amounts:

Misc Value \$ _____

Restrictions: Airport Flood Zone: A _____ AE _____ UWIC WSA DEV AGRMNT

Sewer Water Backwater Valve:

HHA New Existing Location _____ Septic Ejector Pump

Commercial only:

Reduced Pressure Zone Regulator At water Meter RPZ# _____

RPZ Test date _____ RPZ Test Contractor _____

FLOOR 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 .

C of O MAY TAKE UPTO 1 WEEK TO REVIEW.

1. Permit Application & Construction Hold Harmless, all forms signed with original signature and all pages initialed at the bottom.
 - a. Federal Emergency Management Agency (FEMA) Questionnaire
 - b. State of Arizona Bond Exemption Certificate (on file)
2. Residential C of O a to-scale floor plan with sq footage of all bedrooms listed.
3. C of O for Commercial under 50 occupants and under 3,000sf building (without change of use): Commercial 5 day review allowance, must provide a to-scale floor plan.
4. C of O for Commercial over 50 occupants and building over 3,000sf, including individual suites, Commercial 5 day review allowance, must provide a to-scale floor plans with all code items IE exiting, egress path, ADA, signage, occupant loads, etc. (See Commercial worksheet.)
5. If this is a change of use it may require An Arizona Registrant stamp.
6. One (1) electronic copy of all Building Division submittal items, including the Plot / Site Plan (in .pdf format, label jump drive). (**This Building Division requirement will apply in 4th quarter 2019, be on the lookout for coming announcements and requirements.) All Public Works documents are already required to be submitted in electronic format and paper format .

Does Building now have fire sprinklers: Yes No

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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 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 _____

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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 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.

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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? \$ _____
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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 _____