



Community Development Department

111 N Main St.
Cottonwood, AZ 86326
Phone: (928) 634-5505
Fax: (928) 639-4254

Multi-Family Application Checklist

(Includes one or two story structures which exceed 3,000 Square Feet of floor area)

Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Deposit; _____
<input type="checkbox"/>	<input type="checkbox"/>	Plans – ¼ per foot minimum- Drawn to Scale ¼” equals 1 (2 sets) (Including separate landscaping, electrical, mechanical, plumbing and parking plans)-Architect/Engineered Stamped per A.R.S. 32-144)
<input type="checkbox"/>	<input type="checkbox"/>	8 ½ X 11 Survey (Stamped by a licensed surveyor or engineer if surveying is within engineer’s scope of work)
<input type="checkbox"/>	<input type="checkbox"/>	8 ½ X 11 Plot Plan
<input type="checkbox"/>	<input type="checkbox"/>	Contractor’s/Contact Supplemental Form
<input type="checkbox"/>	<input type="checkbox"/>	Drainage and Grading Plans
<input type="checkbox"/>	<input type="checkbox"/>	Sewer Connection Plan
<input type="checkbox"/>	<input type="checkbox"/>	Water Connection Plan
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way Permit Application (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Truss Specifications- Calculations and Layout Sheets (2 Copies)
<input type="checkbox"/>	<input type="checkbox"/>	Manufactured Floor System with Calculations and layout Sheet (2 Copies)
<input type="checkbox"/>	<input type="checkbox"/>	Lumen Calculation Sheet-Must Comply with Dark Sky Requirements
<input type="checkbox"/>	<input type="checkbox"/>	All Forms Completed with Original Signatures and Dated by Applicant

(This application checklist must be returned with completed application)

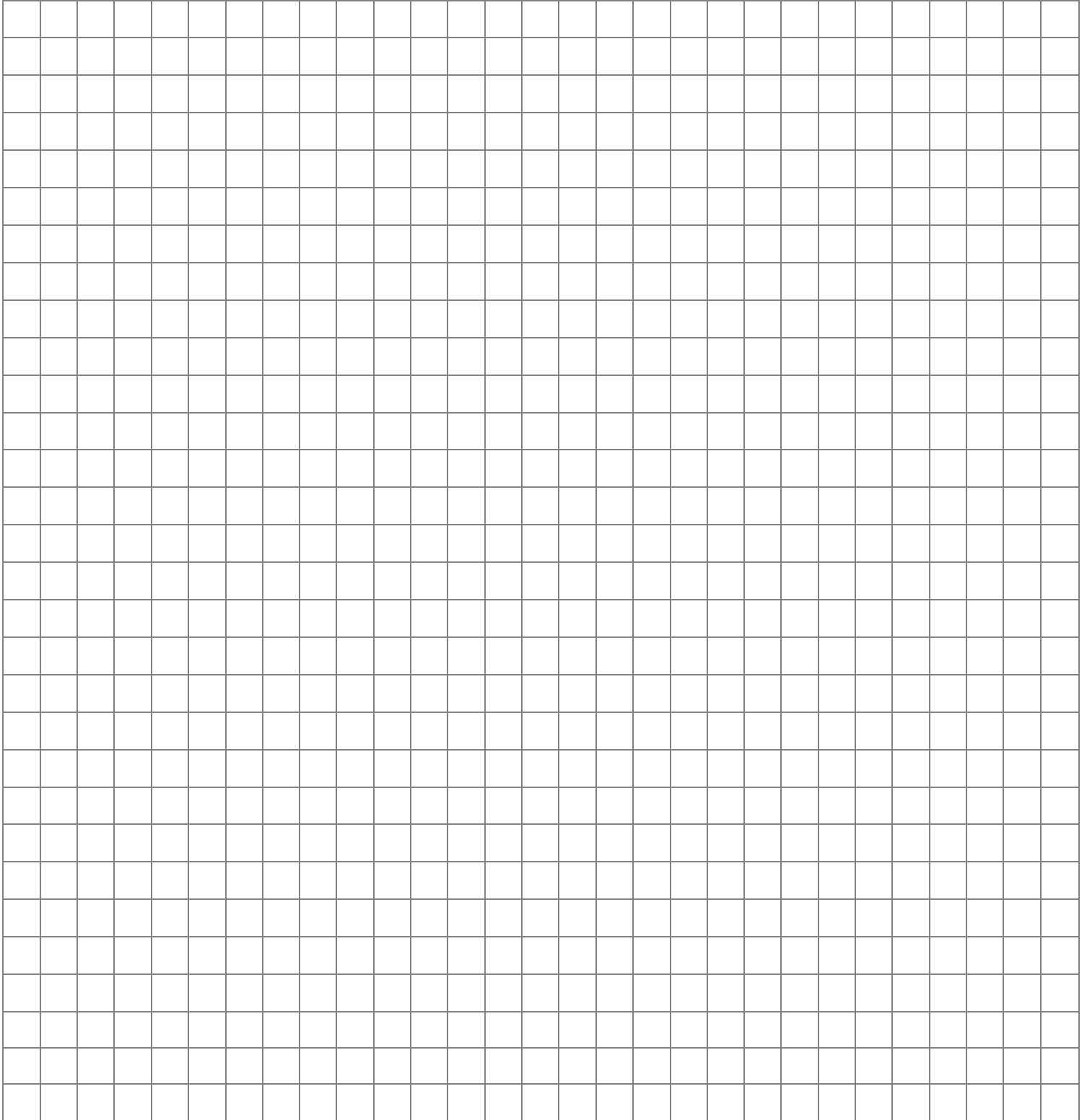
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CITY OF COTTONWOOD

Permit Application Plot Plan

PROVIDE A SCALED DRAWING (1 INCH EQUALS 20 FEET) WHICH SHOWS LOT LINES, DIMENSIONS, SETBACKS, EXISTING AND PROPOSED STRUCTURES, AND NORTH ARROW.



CONTRACTOR/CONTACT SUPPLEMENTAL FORM

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, by providing the information below.

I am currently using a licensed contractor:

Name: _____ City Business License No. _____
 License No. ROC: _____ License Class: _____

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

- A.R.S. § 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. § 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 contractor's names and license numbers will be included in all sales documents.
- Other _____
 (please specify)

I understand that the exemption provided by A.R.S. § 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 \$1000 or more.

I will be using the following licensed contractors on this project: **City of Cottonwood**

<u>Contractor/Company name</u>	<u>License Number</u>	<u>ROC</u>	<u>Class</u>	<u>Business License No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Owner/Agent Printed Name: _____ **Owner/Agent Signature:** _____

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

PRIMARY CONTACT INFORMATION (Required)*

Business Name	
Address	
Contact Person 1/Title	Contact Person 2/Title
Phone Number	Phone Number
Fax Number	Fax Number
Email	Email

Only the primary contact above will be notified of submittal status or permit approval.

Cottonwood Community Development
 111 N. Main Street, Cottonwood, Arizona 86326 Ph 928.634.5505 Fax 928.639.4254



"Inspiring a Vibrant Community"

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DEFERRAL GUIDELINES

The items referenced below may be deferred at the time of submittal:

- Trusses (steel and wood)
- Special structural components (rigid frames and moment frames)
- Energy management systems
- Racking plans
- Hood systems*
- Fire Sprinklers*
- Fire Alarms*

Item(s) being deferred are subject to the following:

- Applicant must complete a Deferral Form (located on the next page).
- Plans (shop drawings) of deferred item(s) must be reviewed, approved, and permitted prior to any inspections.
- Plans (shop drawings) of deferred item(s) must be submitted prior to granting issuance of a Certificate of Occupancy.

*** Tenant Improvements cannot defer fire sprinklers, fire alarms or hood systems.**



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DEFERRAL FORM

List any deferred items below, item(s) not listed will not be eligible for deferral.

Plan review fees for item(s) listed may be collected at the time of submittal.

Deferred Item(s):

1. _____
2. _____
3. _____
4. _____
5. _____

Project Name: _____

Project Address: _____

Applicant Name and Title: _____

Phone: _____ Fax: _____ Email: _____

Sign

Date

AGENCY CONTACT INFORMATION

City of Cottonwood Departments:

Planning and Zoning Information
(928) 634-5505

Building Safety/Inspections
(928) 634-5505 ext. 3317

Fire Inspections
(928) 634-2741

Public Works – Engineering Division
(928) 634-8033

Code Enforcement
(928) 340-2164

Utilities
(928) 634-0186

Business License
(928) 634-0060

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Yavapai County Flood Control
(928) 639-8151

Blue Stake
811

Yavapai County Assessor
(928) 639-8121

Yavapai County Health Dept.
(928) 639-8134

State of Arizona
Office of Manufactured Housing
(602) 364-1003