



"Inspiring a Vibrant Community"

Community Development Department

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

**ACCESSORY STRUCTURE PERMIT APPLICATION
CHECKLIST**

Construction Address: _____

Required Received

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Plans – 1/4" per foot minimum (2 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8 1/2 X 11 Plot Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's/Contact Supplemental Form |
| <input type="checkbox"/> | <input type="checkbox"/> | All Forms Completed/Signed |

Possibly Received

Required

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Deposit- \$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Truss Specifications-Calculations and Layout Sheet (2 copy)-
(Garages and Workshops) |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage & Grading Plan |

(This application checklist must be returned with completed application)

YELLOW



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ACCESSORY STRUCTURE PERMIT APPLICATION

CONSTRUCTION ADDRESS		CLASS OF WORK					
		COVERED PATIO	DECK	COVERED DECK	PORCH	AWNING	
		SHED	RAMADA	CARPORT	GARAGE	WORKSHOP	
		REMODEL					
ASSESSOR'S PARCEL NUMBER							
		LOT #:	UNIT #:	SUBDIVISION (If Applicable):			
PROPERTY OWNER NAME & MAILING ADDRESS:			PHONE NUMBER				
			COST OF LABOR & MATERIALS:		TOTAL SQ. FOOTAGE:	HEIGHT:	
			\$				
SETBACKS							
FRONT:	REAR:	SIDE (L):		SIDE (R):			
DESCRIPTION OF PROJECT AND USE OF BUILDING(S)							

SIGNATURE: This submittal contains a true and accurate depiction of all intended improvements. Any changes which have been made since Design Review approval are highlighted in writing and attached (if applicable).

 Name (printed)

 Signature of Contractor – Owner – Architect – or Agent (circle)

 Date

OFFICE USE ONLY

Special Approvals	Approved	Date	Staff	Special Conditions/Comments
Planning and Zoning				
<ul style="list-style-type: none"> • Zoning Clearance • Historic Preservation 				
Fire Department				
Engineering/Flood District				
Public Works				
Utilities Department				
Business License/Business Insurance				
Building Safety				

Note 1: Permit approval does NOT authorize any construction or land use which violates any codes, deed restrictions or prior hearing actions.

Note 2: Building permit shall comply with the 2018 IBC, and the 2017 NEC. REV 7/19



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.

A large, empty grid of small squares, intended for the applicant to draw a scaled plot plan. The grid is approximately 30 units wide by 40 units high.

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



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DEFERRAL INFORMATION

The drawings referenced below may be deferred at submittal:

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

Deferrals, also known as shop drawings may be requested upon submittal of the following requirements:

- A completed Deferral Form, each deferred item must be accompanied by a separate permit application submittal
- Plans for the deferred item(s) must be reviewed, approved, and permitted prior to calling for any inspections.

* Applicant shall complete Deferral Form

* Plans (shop drawings) shall be submitted prior to the city granting approval of the Certificate of Occupancy

Note: Tenant Improvements cannot defer Fire Sprinklers, Fire Alarms, or Hood Systems.



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DEFERRAL FORM

Please list the deferred items below. Any item(s) not listed shall not be eligible for deferral.

Plan review fees for each item listed will be collected at the time plans are submitted.

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

