



"Inspiring a Vibrant Community"

**Community Development Department**

111 N Main St.

Cottonwood, AZ 86326

Phone: (928) 634-5505

Email: [building@cottonwoodaz.gov](mailto:building@cottonwoodaz.gov)

**SOLAR PERMIT APPLICATION**

CONSTRUCTION ADDRESS		PERMIT TYPE				
		ROOF MOUNT	GRID-TIED		GROUND MOUNT	GRID-TIED
			OFF GRID			OFF GRID
ASSESSOR'S PARCEL NUMBER		BATTERY ENERGY STORAGE SYSTEM	PHOTOVOLTAIC	TOTAL KW:		
		BATTERY KWH	PV DCKw			
PROJECT VALUATION:		SUBDIVISION (If Applicable):				
\$						
PROPERTY OWNER NAME & MAILING ADDRESS:			SETBACKS			
			FRONT:		REAR:	
			SIDE (L):		SIDE (R):	
			HEIGHT:			
			*SETBACKS MUST BE ACTUAL SETBACKS OF PROJECT, NOT REQUIRED SETBACKS OF ZONING DISTRICT.			

DESCRIPTION OF PROJECT AND USE OF BUILDING(S)

**SIGNATURE: This submittal contains a true and accurate depiction of all intended improvements.**

\_\_\_\_\_  
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				
• Outdoor Lighting				
• 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



## Licensed Installer/Contractor Agreement for Solar Roof Mount Systems

Due to the involved risk to City of Cottonwood Inspectors, roof inspections for solar installation will no longer be performed. In lieu of above roof line inspections, the Installer/Contractor shall agree to validate and assume liability for this roof mount installation.

By signing this agreement the Installer/Contractor agrees that the roof mounted solar system will be installed in a safe and professional manner. The Solar Equipment will be installed per manufactured specifications and will comply with applicable 2018 IBC, IRC codes. Electrical components will comply with the 2017 NEC.

I have read and agree to the above statement:

\_\_\_\_\_  
Installer/Contractor Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

**OFFICE USE ONLY**

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

Approved By: \_\_\_\_\_



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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.**

A large grid for drawing a scaled plot plan. The grid consists of 20 columns and 20 rows of squares, providing a scale where 1 inch equals 20 feet.

## CONTRACTOR/CONTACT SUPPLEMENTAL FORM

### LICENSED CONTRACTOR VERIFICATION

**Licensed Contractor Information:**

Name: \_\_\_\_\_ City Business License No.: \_\_\_\_\_

ROC License No.: \_\_\_\_\_ License Class: \_\_\_\_\_

**I will be using the additional licensed contractors listed below:**

Contractor/Company	License Number	ROC	Class	Business License No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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.**

**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)\*

<b>Name:</b>
<b>Address:</b>
<b>Phone Number:</b>
<b>Fax Number:</b>
<b>Email:</b>

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

Cottonwood Community Development  
111 N. Main Street, Cottonwood, Arizona 86326  
Phone: 928.634.5505  
Email: [building@cottonwoodaz.gov](mailto:building@cottonwoodaz.gov)

## 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