

TOWN  
of

PARADISE VALLEY

Building Permit Application



Building Permit Application  
Community Development Department  
6401 E Lincoln Drive  
Paradise Valley, AZ 85253  
(480) 348-3692

Date: \_\_\_\_\_ Application / Permit #: \_\_\_\_\_

**Job Site Information**

Assessor Parcel Number (APN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Lot#: \_\_\_\_\_ Zoning: \_\_\_\_\_ Hillside: (\_\_\_\_) Yes (\_\_\_\_) No  
Property has: (\_\_\_\_) Variance? (\_\_\_\_) Special Use Permit? (\_\_\_\_) Group Home? (\_\_\_\_) Assisted Living?  
(\_\_\_\_) Medical Marijuana? (\_\_\_\_) Stop Work Order? Other: \_\_\_\_\_

**Owner Information**

check here if owner/builder (see pg 2)

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address (if different): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applicant Information**

Applicant's relationship to owner:  Agent  Architect/Designer  Contractor  Other: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address (if different): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contractor Information**

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
ROC License No.: \_\_\_\_\_ AZ Sales Tax ID: \_\_\_\_\_

I hereby certify that the above information is true and accurate. I further certify that I will comply with all Federal, State, County and Town laws relating to building construction.

\_\_\_\_\_  
**OWNER OR AUTHORIZED AGENT SIGNATURE**  authorization letter for agent  
if value > \$25,000

Type of Improvement: (\_\_\_\_) New Residence (\_\_\_\_) Remodel (\_\_\_\_) Addition (\_\_\_\_) Accessory (\_\_\_\_) Other: \_\_\_\_\_  
Specify work: \_\_\_\_\_

Value: \$ \_\_\_\_\_ Permit Fee: \_\_\_\_\_  
FCV: \$ \_\_\_\_\_ Plan Review Fee: \_\_\_\_\_

STAFF USE ONLY: Hillside Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Review Fee: \_\_\_\_\_  
Final Inspection Required: Yes / No Assurance Required: Yes / No Assurance Amount: \_\_\_\_\_

A separate application is required for each type of structure (i.e. SFR, Guest House, Ramada, Fountain, Fence, etc). Since permits are only valid for 180 days, not all applications should be made at the same time.

Owner/Builder projects must be solely for occupancy by the owner and not intended for sale or rent within one year after completion or issuance of a certificate of occupancy. (A.R.S. § 32-1121)

- \_\_\_\_\_ **Engineering Requirements:** A Grading and Drainage Plan sealed by a Civil Engineer registered in AZ will be required on a SFR or where 999 sf or more of impervious area is added or if the value of the work is greater than \$500,000. Where the scope of work is 750 sq ft or more of impervious area a G&D plan may be required.
- \_\_\_\_\_ Written authorization required for anyone acting as an agent for the owner of the property (Value >\$25k).
- \_\_\_\_\_ Demolition Permit is required any time more than 12 linear feet of wall, fence, roof or slab is removed.
- \_\_\_\_\_ Contractor’s Bond Exemption Certificate for new SFR or MRRA > 25% of FCV.
- \_\_\_\_\_ Dust Control Plan is required if the area disturbed is equal to or less than 0.10 acre.
- \_\_\_\_\_ Dust Control Permit from Maricopa County Air Quality Department is required if disturbance > 0.10 acre.

Sewer Options	<input type="checkbox"/> Septic	Maricopa County permit/approval required for new SFR, new fixtures or bedrooms; or
	<input type="checkbox"/> Phoenix	City of Phoenix sewer fee receipt for new sewer service; or
	<input type="checkbox"/> Existing PV	Written verification of water meter size and installation date; or
	<input type="checkbox"/> New PV	Application/Information sheet to be filled out and sewer development fees paid.

\_\_\_\_\_ A set of plans are required at initial submittal. A set of corrected plans and the originally redlined plans are required at resubmittal. Minimum plan size is 24” x 36”. Plans must be drawn to scale and include:

- \_\_\_\_\_ Site Plan (may be the G & D) with all existing ROW(s), washes & easements with dimensions.
- \_\_\_\_\_ Open Space Criteria Site Plan with Control Points and related Roof Elevations (if required).
- \_\_\_\_\_ Foundation Plan with details. Show sizes, depth and reinforcing bars.
- \_\_\_\_\_ Floor Plan with dimensions and square footage. Heating & cooling equipment per Manual S / J.
- \_\_\_\_\_ Elevations shown from **LOWEST NATURAL GRADE (LNG)**, not from Finished Floor (FF).
- \_\_\_\_\_ Plumbing with isometrics (waste & vent, gas, water) & water fixture unit calcs (w/ meter size).
- \_\_\_\_\_ Electric Plan (may be on Floor Plan) with one line diagram and load calcs.
- \_\_\_\_\_ Attic ventilation calcs and locations unless attic/rafter space is within building thermal envelope.
- \_\_\_\_\_ Complete Roof and Floor (if applicable) Framing Plan.
- \_\_\_\_\_ One (1) set of truss calcs and truss layout or completed truss deferral form.

- \_\_\_\_\_ For all new SFR submittals regardless of value and for projects with a value of \$500,000 or greater, include:
  - \_\_\_\_\_ A Native Plant Preservation Plan with attachments.
  - \_\_\_\_\_ A “Release and Indemnity Agreement” is required if the site is in an area of low water pressure.
  - \_\_\_\_\_ A G&D, floor plan, & exterior building elevations. **(SUBMITTED WHEN PERMIT IS ISSUED)**

Water Meter Size: \_\_\_\_\_ (Required if a new meter is installed or existing meter is up-sized)

SETBACKS OF STRUCTURE(S) MEASURED FROM PROPERTY LINE				
	SFR	Accessory	Accessory	Other
Front	_____ (N, S, E, W)	_____	_____	_____
Rear	_____ (N, S, E, W)	_____	_____	_____
Side	_____ (N, S, E, W)	_____	_____	_____
Side	_____ (N, S, E, W)	_____	_____	_____
Height	_____	_____	_____	_____
FLOOR AREA RATIO = _____ % ZONING: _____ MULTI-FRONTAGE? Y / N				