

TOWN OF DEWEY-HUMBOLDT

"Arizona's Country Town"

Over The Counter Application
 Community Development
 PO Box 69 - Humboldt, AZ 86329

www.dhaz.gov

Phone: 928-632-7362, Fax: 928-632-7365

DATE Submitted: _____ PERMIT # (office): _____ PARCEL # _____

APPL. FOR RESIDENTIAL PERMIT ONLY Project Valuation (exclude land): \$ _____

Site Address: _____

Property Owner: _____ Applicant: _____

Owner Mailing Address: _____ City/State/Zip: _____

Applicant Email: _____ Applicant Phone: (____) _____

Permit Type: Demo Plumbing Electric Mechanical Other: _____

Project Description: _____

Is Project being done as Owner Builder? Yes No
 I am the Owner/Builder of the property. I will follow in strict compliance with ARS 32-1121A.5. The property is intended for sole occupancy by the owner, not intended for occupancy by members of the public, owner's employees or business visitors. The structure(s) are NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.
 I am the Owner/Developer of the property. I will follow in strict compliance with 32-1121A.6. I will contract with a licensed General Contractor pursuant to this chapter.

CONTRACTOR INFORMATION:

For projects not exempt under ARS 32-1121, the contractor must possess a current and valid Arizona license. The following Contractor information MUST be completed prior to issuance of permit. Is Contractor currently licensed under provisions of ARS 32-1169? Yes No Visit roc.az.gov/licensing for contractor license information.

Architect/Engineer: _____ Phone: (____) _____

Contractor: _____ Phone: (____) _____

Business Address: _____

ROC #:	Expires: (MO/DA/YR)	Class:	Type:

City: _____ State: _____ Zip: _____

The Town of Dewey-Humboldt does NOT regulate deed restrictions. It is recommended that all applicants check to verify that CC & R's will not be violated by the applicant if this permit is issued. Every permit issued shall become invalid two (2) years from the issue date. The building official is authorized to grant a one (1) time extension of time for a period of up to 180 days. This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction. I acknowledge that I make this statement under penalty of perjury.

I am: Owner: Contractor
 Agent: Other: _____

Signature of Applicant _____

Date _____

	Initials:	Date:
Zoning Approval:		
PW Approval:		
Flood Control GDP#:		
Plan Check Approval:		

Payment Date:	Initials:
Payment Amount:	
Description:	Deposit <input type="checkbox"/> Paid in Full <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/>
Receipt #:	Date permit final: _____

Checklist for Permit Submission

Please have all checked components with you when you drop off permit so it can be submitted for review

	Residential Building Permit	Manuf. Home Permit	Solar Permit	Grading Permit	Over the Counter Permit (Elec, Plumb, Mech)	Zoning Clearance Permit (Fences, out buildings)
Signed Permit Application	X	X	X	X	X	X
*Issued Septic Permit (From Yavapai County)	X	X				
Types of Plans:						
• 2 Sets of Full Construction Plans	X		X	X		
• 2 AZ Stamped Truss Calculations	X					
• 2 sets of plans and footings approved by State of AZ Manufactured Housing		X				
• 1 Plot Plan 8 ½" x 11"	X	X	X	X	X	X
• 2 Site Plan 18" x 24" (Min size)	X	X	X			
Affidavit of Site Soil	X	X		X		
Soils Report	X (possibly)	X (possibly)		X (possibly)		
Directions to Site	X	X	X	X	X	X
Residential Outdoor Lighting	X	X				
Deposit needed	X	X	X	X	X	X

If you are uncertain what is needed, please call us, we would be happy to help.

*Yavapai County handles all Septic Permits. We are unable to start the approval process of any residential plans until we know where the approved septic system will be located and its size.

Town of Dewey-Humboldt

Directions to Site

- An actual detailed line map is needed, not written instructions.
- Use starting point of Highway 69 (a North to South Rd)
- Make sure **street names** and north arrows **ARE readable**.
- If the map is not adequate it could cause a delay in issuing your permit.

Parcel ID _____ Address _____



TOWN OF DEWEY-HUMBOLDT Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature

Date

Orientation of Plot Plan

Dimension & Lettering ↕				
Dimension & Lettering ↔				

Document #

Sec

Twn

Rng

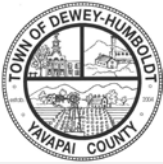
A P N

Zoning: _____
 Stories: _____
 Height: _____
 Slope: _____ %
 FY: _____
 RY: _____
 EY: _____
 IY: _____
 LC: _____
 Lot Area _____
 Lot % _____
 Density Used: _____

Scale: _____

North
Arrow

MUST BE DRAWN TO SCALE PER CHECKLIST. An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.



FOR HOMEOWNER USE PLOT PLAN INSTRUCTIONS

www.dhaz.gov

Phone: 928-632-7362, Fax: 928-632-7365

Plot Plans must be drawn in black ink and to scale on the 8.5" x 11" form provided
Site Plans (if part of permit package) should be on same size sheet as your construction drawings. Minimum size of 18" x 24".

Items to be included on Plot or Site plans:


SAMPLE PLOT PLAN:

1. Please use Engineering Scale:
1 inch = 10 feet, 1 inch = 20, etc.
No smaller than 1 inch = 60 feet
2. Indicate "North" with directional arrow.
3. Property Dimensions.
4. **Proposed** and existing structure(s), labeled, with all dimensions, including pools, fences, sheds.
5. Distances to and between all structure(s) to all property lines.
6. Location of driveway and adjacent streets/roads.
7. Location, size, dimensions of septic system with leach area.
8. Locations of all utility poles, meters, tanks and lines.
9. All easements, regardless of purpose, must be displayed.
10. Slope information; indicate high and low point, using arrows to indicate the direction of slope, and use feet or percent to indicate change in elevation.
11. Any watercourse, including washes, on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel.

Site Plans Only:

1. Must include existing and proposed grades, building pad elevations on all corners, finished floor elevations, drainage, and cut and fill amounts.
2. Indicate ditches, culvert size, perc tests, septic and leach length, slope and valve and inspection pipes, and setbacks.

****Note:** If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.

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